

MANAGEMENT SERVICES COMMITTEE
McHenry County Administration Building
667 Ware Road
Woodstock, IL 60098

MINUTES OF TUESDAY, OCTOBER 10, 2006

Chairman Hill called the Management Services Committee meeting to order at 8:18 a.m. The following members present: Chairman Tina Hill; Jim Heisler; Mary Lou Zierer; and Barbara Wheeler. Marc Munaretto arrived at 8:20a.m. Pete Merkel was absent. Also in attendance: Peter Austin, County Administrator; Ralph Sarbaugh, Associate County Administrator-Finance; John Labaj, Deputy County Administrator; John Hadley, Facilities Management; Tom Sullivan, IT; Barry Valentine, ESDA; Keri Zaleski, Health; Kathie Schultz, County Clerk; interested public and the press.

	Tina Hill, Chairman
Jim Heisler	Vacant
Pete Merkel	Marc Munaretto
Barbara Wheeler	Mary Lou Zierer

MINUTE APPROVAL

Mr. Heisler made a motion, seconded by Ms. Wheeler to recommend approval of the committee minutes from September 26, 2006 as presented. The motion carried with all members present voting aye.

PUBLIC PARTICIPATION

None

Mr. Munaretto arrived at 8:20a.m.

PRESENTATION

County Government Response to Critical Pandemic Issues (EMA and Department of Health) Barry Valentine, Emergency Management Director and Keri Zaleski, Health Department, provided committee members with a presentation on preparing for a Pandemic Influenza outbreak. Pandemic influenza facts, why we must prepare, issues for government, steps needed to be taken and beginning steps were reviewed with committee members. It was noted that a pandemic will cause social and economic disruption, McHenry County could see between 182 and 1,650 deaths, and the economic impact could be \$71-166 billion globally. It was stated that any community that fails to prepare, with the expectation that the federal government will be able to come in and rescue them will be sadly disappointed. Not because they won't want to help, but because it is occurring in 5,000 other communities as well. Steps that have already been taken and steps that need to be taken were discussed with committee members. Mr. Valentine noted that they need direction from the County what approach they should take for continued planning. He noted the importance of working together on this issue. He noted that a plan needs to be written to maintain County Government with decisions on what functions would be critical to function. It was noted that Management Services Committee would have a lead role in the response plan and requested Administration work with the Emergency Management Department on this emergency plan. Committee members thanked Ms. Zaleski and Mr. Valentine for their presentation.

NEW BUSINESS

Resolution authorizing a budget line item transfer between the Purchasing Department FY06 budget and non-departmental FY06 budget: Committee members reviewed a Resolution authorizing a budget line item transfer between the Purchasing Department FY06 budget and non-departmental FY06 budget. It was noted that additional funding would come from the contingency fund and funds would only be used as needed. Mr. Munaretto made a motion, seconded by Mr. Heisler to recommend approval of the above Resolution as presented. The motion carried with all members present voting aye on a roll call vote (Heisler, Munaretto, Wheeler, Zierer, Hill)

Resolution authorizing an emergency appropriation to the Building Operations FY06 budget: Committee members reviewed a Resolution authorizing a budget line item transfer in the Fiscal Year 2006 budget between the General Fund Contingency and Facilities Management. It was noted that because of the increased cost of natural gas, additional funding would be needed in the Facilities Management Department to pay for these increases. It was noted that the budget would be adjusted as needed up to \$135,000. Mr. Munaretto made a motion, seconded by Mr. Heisler to recommend approval of the above Resolution as presented. The motion carried with all members present voting aye on a roll call vote (Heisler, Munaretto, Wheeler, Zierer, Hill)

Discussion: Valley Hi Wireless Upgrade: Mr. Sullivan joined committee members to discuss the Valley Hi Wireless Upgrade. Mr. Sullivan noted that it is not feasible to run wire to the Valley Hi facility so the solution is to upgrade the current wireless system. He noted that there is funding in the current budget to purchase these upgrades. He noted that this upgrade would be handled through two vendors at a cost of \$20,000 each. Mr. Sullivan noted that the software upgrade would be handled during next year's budget. He noted that this plan addresses the upgrade issue at a lesser price.

OLD BUSINESS

Update: Revisions to Purchasing Ordinance: None

Update: 2007 Liability Insurance Program: Mr. Labaj informed committee members that 15 applications have been sent out for quotes for our 2007 Liability Insurance Program. We are waiting for the quotes to be returned. Mr. Labaj reminded

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committee members of the proposed Risk Purchasing Pool. The program is being reviewed by the State's Attorney's office and our Insurance Broker. He noted questions have come up regarding the memorandum agreement. He noted he would bring the preliminary quotes back to committee for review at the next committee meeting.

Update: Courthouse Construction: The State's Attorney, Public Defender, IT and Maintenance Shop areas have been remodeled with everyone moved in. Everyone seems happy with their new spaces. The next phase is to reconstruct the west entrance, demolition of the former State's Attorney, Public Defender and Detective Space has begun. Court Monitoring area, the East Entrance area and schools area should be completed by Christmas. Four new courtrooms are scheduled for completion in mid February. After February, work should begin on the Circuit Clerks Area. Department are already requesting more space. Turning Point has requested space in the Court house as well. The common areas of the Courthouse will be upgraded with tile. It has been suggested that a new entrance be built for the east entrance instead of building an additional entrance for the Sheriff's Department. This would solve the current problems of too small of an entrance area. This also addresses night access issues. Additional ideas are being looked at for the area. Mr. Austin stated that we are in critical need of additional conference room space as well. Committee members questioned the need for a "kid's area" for those who are required to attend court. Committee members were reminded that the judges balanced the priorities of space in the area and the kid's area was then eliminated. Additional space would have to be found if this again becomes a priority.

Update: Site Analysis: A purchase order was issued for Smith Engineering. An update should be available from Smith Engineering within 90 days.

Update: Animal Control Facility: Committee members were informed that staff proposes that the committee members interview three vendors for work at the new animal control facility. 16 bids were sent to the Purchasing Department for review. Staff narrowed the search to six qualified bidders. Out of the six, three were chosen to be interviewed by the committee members. Committee members noted they would like to interview at least four and questioned why they shouldn't interview all six bidders. Committee members were told they narrowed the search down to three of the most qualified bidders. Committee members requested that all six bidders be scheduled for interview by the committee. Committee members noted that the interviews should be scheduled for 30 minute increments.

Update: Performance Contracting: The bids have gone out for the Performance Contracting project. They are due back October 17th. An update will be provided at the next committee meeting.

Tour of Election Equipment Storage Space: Committee members elected to tour the election equipment storage space upon the adjournment of this meeting.

Committee members questioned whether the employee lounge in the Administration Building could be reconfigured to be used as storage space for the County Clerk's Election Equipment. They noted this area does not get a lot of use and seems to be wasted space. They noted that a small employee lounge could be added to the extra space located in the Regional Superintendent of Schools offices.

EXECUTIVE SESSION

None

REPORTS TO COMMITTEE

None

FUTURE TOPICS

Development of a County Board Member Policy for Expenditures.

ADJOURNMENT

The meeting adjourned at 9:18 a.m. on a motion by Ms. Wheeler, seconded by Mr. Heisler with all members present voting aye.

RECOMMENDED FOR COMMITTEE/BOARD ACTION:

Recommend approval of Resolution authorizing a budget line item transfer between the Purchasing Department FY06 budget and the non-departmental FY06 budget

Recommend approval of Resolution authorizing a budget line item transfer I the FY06 budget between the General Fund Contingency and Facilities Management

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