

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

MINUTES OF TUESDAY, FEBRUARY 27 2007

Chairman Hill called the Management Services Committee meeting to order at 8:15 a.m. The following members present: Chairman Tina Hill; Yvonne Barnes; Marie Chmiel, Mary Donner, Mary Lou Zierer and Barbara Wheeler. Pete Merkel was absent. Also in attendance: Peter Austin, County Administrator; John Labaj, Deputy County Administrator; Ralph Sarbaugh, Associate County Administrator-Finance; Tom Sullivan, IT; Cathy Link, Purchasing; John Hadley, Facilities Management and interested public.

Tina Hill, Chairman	
Yvonne Barnes	Marie Chmiel
Mary Donner	Pete Merkel
Barbara Wheeler	Mary Lou Zierer

MINUTE APPROVAL

Ms. Barnes made a motion, seconded by Ms. Chmiel, to approve the minutes the Tuesday, February 13, 2007 Management Services Committee meeting. The minutes were approved as presented with all members present voting aye on a voice vote.

PUBLIC PARTICIPATION

None

PRESENTATION

None

NEW BUSINESS

*Resolution authorizing Workers' Compensation Claim Settlement #05-3200-07, Resolution authorizing Workers' Compensation Claim Settlement #05-3210-09, Resolution authorizing Workers' Compensation Claim Settlement #05-3210-06:* Chairman Hill suggested all three worker's compensation claims be reviewed at the same time. Ms. Wheeler made a motion, seconded by Ms. Chmiel, to recommend the County Board approve a Resolution authorizing the settlement of Workers' Compensation Claim #05-3200-07, a Resolution authorizing Workers' Compensation Claim #05-3210-09 and Resolution authorizing Workers' Compensation Claim #05-3210-06. The motion carried with all members present voting aye on a roll call vote (Barnes, Chmiel, Donner, Wheeler, Zierer, Hill).

*Sound System quotes for Board Room:* Committee members were informed that the quotes for a new sound system for the County Board Room are due back tomorrow. A meeting was recently held that included Chairman Koehler, Chairman Hill, John Hadley and the original vendor for our current sound system to discuss the needs of the County. So far the initial quotes are coming in at \$28,000 to \$64,000. When we identify the wants and needs of the County Board an RFP could then be placed. Chairman Hill stated that we want to make sure the equipment would be compatible for E-Government and taping to address possible future needs of the board. Committee members questioned if this system had been budgeted for. It was stated that a budget was not created for the purchase of a sound system but there are some funds available for improvements that could be used for this purchase. Committee members noted that as long as the Board Members could be heard or hear from the back row and the sound could be heard into the farthest portion of Conference room A then the needs of the board were being addressed.

*Vending Services:* Chairman Hill stated that she placed this item on the agenda for discussion because in the next year or two the Artwork Sub Committee would run out of funding for the committee. Chairman Hill stated that funds for the sub committee come from the vending machines in the various buildings. Because of the space needs of the County Clerk, some of the vending machines were eliminated from the employee break room causing a decrease in the amount of funds collected. The proceeds from the vending machines are used for the employee Christmas luncheon and for use by the Artwork Sub Committee. Ms. Link noted that 62 1/2% of the proceeds are turned over to the Artwork Sub Committee. Ms. Link stated that when all of the vending machines are running, the county collects approximately \$600 to \$800 per month. Since the decrease in the use of machines, the amount has decreased to about \$350 to \$400 per month. Committee members questioned whether donations could be made to the Artwork Sub Committee. Mr. Sarbaugh noted that donation could be made with checks being made payable to the McHenry County Treasurer. Committee members stated that some employees have been upset because of the lack of the break room. This item will be brought back to committee for additional discussion.

*County Clerk Space:* Ms. Hill questioned whether the board members had seen the full back space ad that was placed by the County Clerk highlighting her need for additional space. Chairman Hill stated that the County Clerk would like a new building to address her space needs. She noted that she understands what her wants may be and a new building may be the answer for the long term but a short term solution is needed as well. Committee members questioned whether

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anyone has viewed the current building to see if there is any additional space available to meet the current needs of the department. It was noted that additional space, besides what is needed now, will be needed with the increase of the precincts. Mr. Austin noted that they will look at all of the options before a decision is made. Suggestions were made to use a portion of the old Valley Hi facility for storage use by the department. It was noted that the County Clerk does not want to store the equipment off of the premises and has stated this would be unacceptable. Mr. Labaj noted that the storage of the equipment in the halls of the basement is causing an issue with the Woodstock Fire Department. It was stated that some funding has been put in place for the building of additional space in 2008 but RFP's with ideas for storage space would need to be reviewed first. State Statute states that the County has to provide space for the County Clerk, the statute does not state that the County Clerk gets to decide where that space would be. Committee members suggested that some of the additional space in the Schools office be used to address the current needs of the County Clerk. Committee members were reminded that some of their space has already been given up for the GIS department. It was additionally noted that the County Clerk needs additional storage space, not necessarily, additional office space. It was also noted that the County Clerk needs some space for use as a "staging" area to get the equipment ready for an election. This space must be a locked secure area. Chairman Hill stated this issue would be brought back to committee for additional discussion.

*County Seal & Flag in front foyer of Administration Building:* Committee members entered into discussion regarding the placement of the County Seal and Flags down by the guards in the Administration Building. Ms. Link noted that cast bronze seals were quoted at \$1,690 to \$3,351, depending on the size ordered. Committee members questioned what it cost would if a different medium was used, either plaster or resin. Committee members stated that the flags should be available for placement in the near future. Committee members also suggested that a seal be placed behind the County Board members in the County Board room. It was also suggested that seals be purchased for the additional buildings of the County. Ms. Link noted she would check into this information.

### EXECUTIVE SESSION

None

### OLD BUSINESS

*Resolution approving County Board Rules:* Committee members reviewed the revisions made to date on the County Board rules. Committee members agreed to review the rules section, by section. Committee members stated that in Section #4 the Vice-Chairman will conduct all of the affairs of the Chairman in the event of the Chairman's absence. If both the Chairman and Vice-Chairman are absent, the Chairman of the Finance and Audit Committee shall be so empowered. In the absence of the Chairman of the Finance and Audit Committee, the Vice Chairman of the Finance and Audit Committee shall be so empowered. Committee members questioned whether the additional chain of command should be listed with the Chairman and Vice Chairman of the Law and Justice Committee are empowered if the Chairman and Vice Chairman of the Finance and Audit Committee are absent. Section 7, Committee members questioned whether the Resolution as stated in this section should be included with the rules. Mr. Sarbaugh noted that the salary for the Board Members is set according to the Budget Policy, a year before an election. It was noted that this section should read as written in the Budget Policy. Committee members noted they need to review both the Budget Policy and Travel policy in order to include the correct policy as noted. It was stated that the budget policy is set by Resolution by the Finance and Audit Committee and is changed yearly. Committee members stated that the technology needs of the board should be addressed in the rules as well. It was noted that each county board members gets a lap top for use and they have a choice whether they want to take the computer home for use. If they take the computer home they will have a choice whether they want a paper packet or not at we are not ready to proceed with a completely paperless board. Committee members stated that since A, B, and C were removed from 8.5 that 8.5 should read "The McHenry County Board shall meet as a Committee of the Whole as called by the Chairman of the Board. Chairman Hill stated that Mr. Munaretto stated that the State of the County address by the Chairman should be a requirement and remain in the rules. Committee members suggested this be placed under the duties of the Chairman and not listed under the Committee of The Whole. Committee members questioned the calling of an emergency meeting and suggested to check with the State's Attorney regarding the rules for calling an emergency meeting. Committee members were questioned whether they had received the State's Attorney's opinion regarding Public Participation. They noted that the opinion states that the public would not be allowed comment on items that had a set date to be heard by the ZBA. Committee members stated that the wording of this portion of the rules should come from the State's Attorney's office. Noting that the Finance Committee meeting was scheduled to begin, committee members agreed to continue the discussion on the County Board Rules during the next committee meeting. Chairman Hill stated the remaining agenda items would be discussed at that time as well.

*Update on Campus Plan:* None

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REPORTS TO COMMITTEE

*Administrator:* None

*Art Work Sub-Committee:* None

*Cable Commission:* None

*Convention & Visitors' Bureau:* None

*Council of Governments:* None

ADJOURNMENT

The meeting adjourned at 9:35a.m. on a motion by Ms. Wheeler, seconded by Ms. Barnes with all members present voting aye.

**RECOMMENDED FOR COMMITTEE/BOARD ACTION:**

Resolution authorizing Workers' Compensation Claim Settlement #05-3200-07

Resolution authorizing Workers' Compensation Claim Settlement #05-3210-09

Resolution authorizing Workers' Compensation Claim Settlement #05-3210-06

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