

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

MINUTES OF TUESDAY, MARCH 13, 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, Pete Merkel; Mary Donner, Mary Lou Zierer and Barbara Wheeler. 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; Kristy Hecke, Environmental Health; and Dave Stone, State's Attorney.

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

MINUTE APPROVAL

Ms. Donner made a motion, seconded by Ms. Wheeler, to approve the minutes of the Tuesday, February 27, 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 proclaiming April 11, 2007 as McHenry County Government Awareness Day: Committee members reviewed a Resolution proclaiming April 11, 2007 as McHenry County Government Awareness Day. Ms. Chmiel made a motion, seconded by Ms. Wheeler to recommend approval of the Resolution as presented. The motion carried with all members present voting aye on a voice vote.

EXECUTIVE SESSION

Ms. Chmiel made a motion, seconded by Ms. Barnes to enter into executive session at 8:18a.m. to discuss possible real estate acquisition and pending litigation. The motion carried with all members present voting aye on a roll call vote (Barnes, Chmiel, Donner, Merkel, Wheeler, Zierer, Hill)

Ms. Chmiel made a motion, seconded by Ms. Donner to return to regular session at 9:00a.m. The motion carried with all members present voting aye on a roll call vote (Barnes, Chmiel, Donner, Merkel, Wheeler, Zierer, Hill)

OLD BUSINESS

Sound System quotes for Board Room: Committee members reviewed the RFP that will be sent out for bids on the County Board sound system. Based upon the information included in the RFP committee members gave direction to staff to go ahead and send out the bids for the County Board sound system.

Update on Campus Plan: Mr. Austin noted that we had a site visit with the two firms in contention for the campus plan. He stated they all felt very good with the meeting and were able to give a better sense of what we are looking for regarding a campus plan. It was suggested that a meeting be held with the Management Services Committee with the two vendors, Prime Hoffman and KSA to allow committee members to interview the two companies. It was noted that the cost for the campus plan was not included in the budget. Committee members noted that they would prefer the meeting be scheduled either in the mornings or evenings as it was too hard for many of the committee members to get away during the afternoon hours. Committee members suggested a special committee meeting be scheduled to handle the interviews. Mr. Austin noted he would let committee members know of the schedule for this meeting.

Paperless Board: Mr. Sullivan noted that the computers for the County Board members have been ordered and should be installed shortly.

Ethics Training: Committee members were informed that training sessions for Ethics Training for the County Board members have been scheduled. It was decided to provide training during the morning County Board meetings. Training will be broken into three topics, Roberts Rules of Order, Freedom of Information and Open Meetings Act and Ethics Training. Committee members felt this was a good time to schedule these sessions.

Budget: Mr. Sarbaugh informed committee members that we have a "paperless" budget for the first time. The budget has been posed on the Web page with links to access the information. He noted the budget is now available as a hard copy, CD or paperless. Three committee members requested hard copies of the budget to be placed in their mail boxes.

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Resolution approving County Board Rules: Chairman Hill noted that she had checked State Statutes regarding information to include in the County Board Rules and most states "whatever the County Board rules say". Suggestions were received from the State's Attorney's office regarding information that should and should not be included within the rules. It was noted that the reference to the setting of salaries for the new terms of Elected Officials, regarding the CPI should remain as is and not be changed to the Northeastern Illinois Region. Committee members requested numbers 8.3 and 8.7 be consolidated. It was also suggested that under 7.4 that County Board members shall, at their request, receive business cards and name tags. It was also suggested that each County Board members shall be provided a laptop computer, not "receive" a lap top computer. The State's Attorney stated that the wording under Public Participation should be changed as there could be the potential of violating due process by keeping the wording as is. Alternate language was suggested to read "during times of zoning, limit comments to for or against a petition and noted that during the time that a zoning petition is pending before the ZBA or County Board, public comment at the County Board meetings will be limited to whether the speaker is in favor or against a proposal". Committee members stated that the State's Attorney at the meeting should determine when a person is presenting evidence or just giving their opinion and to let the person know that they are to go to the ZBA to voice their issues. It was noted that the public needs to be informed of the process. Mr. Stone noted that the parliamentarian would be uncomfortable doing this as the parliamentarian attends a meeting to provide direction to the County Board Chair, not as a legal representative. It was suggested that an addendum be added to the sign up sheet asking whether a petition is currently scheduled to go before the ZBA. Committee members stated that each of the County Board members should to be asked their opinion on this issue. The County Board rules will come back to the next committee meeting for continued discussion.

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. Donner, seconded by Ms. Chmiel with all members present voting aye.

RECOMMENDED FOR COMMITTEE/BOARD ACTION:

Resolution proclaiming April 11, 2007 as McHenry County Government Awareness Day

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