

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

MINUTES OF TUESDAY, MARCH 27, 2007

Chairman Hill called the Management Services Committee meeting to order at 8:10 a.m. The following members present: Chairman Tina Hill; Yvonne Barnes; Marie Chmiel, Mary Donner, Mary Lou Zierer and Barbara Wheeler. Pete Merkel arrived at 8:17a.m. Ms. Wheeler left committee at 9:49a.m. Also in attendance: John Labaj, Deputy County Administrator; Ralph Sarbaugh, Associate County Administrator-Finance; Tom Sullivan and Paul Lerner, IT; John Hadley, Facilities Management; Pam Palmer, Auditor; Mary McCann, County Board Member; Dave Stone, State's Attorney; and the press.

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. Donner, to approve the minutes of the Tuesday, March 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

Former Valley Hi Facility: Mr. Hadley joined committee with a proposal of how to divide the old Valley Hi facility. Various requests have come to the county regarding ideas for the use of the facility. He noted the main use will be for archives. 12,000 boxes were moved from storage into the Valley Hi facility. Section C, the ground level area of the building will be used for the Archives Storage. The old kitchen area was suggested for storage for the current Valley Hi facility and Maintenance Storage. Section A, the basement area, was suggested for a server room, vault room and the Disaster Recovery Office. Section D could be divided into units for separate storage for county departments if they desire. Section E in the upper levels could be used for future storage. The biggest cost to upgrade the facility would be for improvements needed for Section A for the Server room, Vault room and the Disaster Recovery Office. Design costs have been estimated at up to \$30,000 with improvement costs of \$200,000. The \$200,000 does not include the equipment needs for Information Technology. Mr. Hadley informed committee members that his department is in the process of cleaning out the old facility. Valley Hi staff will review the items left behind for first choice of remaining furniture. The remaining departments will be allowed to review the furniture to see if there are any items that could be used in their departments. Any leftover furniture or equipment will be turned over for auction. The auction this year will be held in May. Mr. Hadley questioned committee members as to what they would like to name the facility. Committee members stated since the facility is being used to archive County property a name for the facility stating what it is being used for might not be a good idea. Committee members questioned Mr. Hadley regarding future repair costs for the facility. He noted a roof replacement may be needed in 5 to 7 years. Committee members also questioned whether the house located on the property is part of the whole campus plan. Committee members directed Mr. Hadley to have an RFP created for the design portion of Valley Hi in order to get a budget created for the remodeling of the old Valley Hi facility for a Disaster Recovery Office as part of the County's business continuity plan. Mr. Sarbaugh noted that he believe \$500,000 has been set aside for the remodel for the Disaster Recovery office. Mr. Hadley informed committee members that the expenses for the old Valley Hi facility are now part of the County bills and in no way reflected in the Valley Hi budget. Committee members stated that the campus plan should include the old Valley Hi facility.

NEW BUSINESS

Resolution authorizing Workers' Compensation Claim Settlement: Committee members reviewed a Resolution authorizing workers' compensation claim settlement for claim #04-3200-10. Mr. Labaj stated this is a claim from a deputy that was hurt in the course of an arrest. Committee members questioned the amount as the resolution amount is different than the memo. Mr. Labaj noted that he would verify the amount and renew the Resolution if needed. After discussion, Ms. Donner, made a motion, seconded by Ms. Wheeler to recommend approval of the Resolution as discussed. The motion carried with all members present voting aye on a voice vote.

Mr. Sullivan joined committee members and introduced Mr. Paul Lerner, the new Systems Manager within his department. Committee members welcomed Mr. Lerner to the department.

EXECUTIVE SESSION

Ms. Barnes made a motion, seconded by Ms. Donner to enter into executive session at 8:40a.m. to discuss possible litigation. The motion carried with all members present voting aye on a roll call vote (Barnes, Chmiel, Donner, Merkel, Wheeler, Zierer, Hill).

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Ms. Donner made a motion, seconded by Mr. Merkel to return to regular session at 9:49a.m. The motion carried with all members present voting aye on a roll call vote (Barnes, Chmiel, Donner, Merkel, Wheeler, Zierer, Hill).

Ms. Wheeler left committee at 9:49a.m.

OLD BUSINESS

Resolution authorizing adoption of amendments to the McHenry County Board Rules: Committee members continued review of the County Board rules. Committee members had requested that copies of the travel policy be available for review. Ms. Palmer presented committee members with the travel policy with suggested changes. She noted that there are currently various forms used for reimbursement and she would like to see the use of one form. Committee members questioned if there was a "per diem" for meal reimbursements. Ms. Palmer noted that some departments have set a maximum, but not all. Committee members questioned how long the budget process takes. Mr. Sarbaugh noted that the process starts at the end of May with a final budget needed by December 1st. It was noted that the travel policy falls under the Finance and Audit Committee and should be forwarded to them for review. Chairman Hill noted she would speak to Mr. Munaretto regarding the committee request for Finance to consider a per diem rate for travel. Committee members were questioned whether they thought each County Board member should receive their own budget for use. Mr. Sarbaugh noted that the County Board has a budget that includes meeting and travel expenses as well as various association dues. Committee members questioned whether there was a policy regarding what associations to support and what meetings could be attended. Committee members were informed that they are on a case by case basis. Committee members stated they would like to see what organizations we currently belong to. Committee members reviewed #7, compensation of the County Board rules. It was stated that the second paragraph is pretty much the same as paragraph #1. Ms. Barnes made a motion, seconded by Mr. Merkel to remove the second paragraph from section 7, under compensation. The motion carried with all members present voting aye. Committee members continued review of the County Board Rules under Public Participation. Committee members noted concern regarding people who are impacted by zoning issues stating that the public does not know the process to voice their zoning concerns. It was suggested that the process should be posted on the web page so the public could become educated about the process. Additional committee members felt that some of the public is very aware of the process and use the public participation portion to "politically" change a decision. Committee members stated that the wording should be changed as recommended by the State's Attorney. After review, Ms. Chmiel made a motion, seconded by Ms. Donner to change the wording of #12 after the main paragraph to read "During the time that a zoning petition is pending before the Zoning Board of Appeals or the County Board, public comment at the Board meetings will be limited to whether or not the speaker is in favor or against a proposal." The motion carried with four ayes (Chmiel, Donner, Hill, Merkel) and two nays (Barnes, Zierer). Committee members moved on to Standing Committees. Ms. Zierer stated that all Valley Hi issues should come before the Valley Hi committee. Committee members disagreed and stated that Management Services should be in charge of all buildings. They noted that all issues are discussed with the Valley Hi committee and no changes are necessary. After additional review, Ms. Chmiel made a motion, seconded by Ms. Donner to recommend the Agricultural Conservation Easement and Farmland Protection Commission and Groundwater issues be included in the Planning & Development section. Committee members stated that the Fox Waterway Agency should report to Law & Justice as well as Planning & Development as they both have issues surrounding the waterway. Ms. Chmiel and Donner amended the motion and second to include the Fox Waterway Agency to the Law & Justice Committee. The motion carried with all members present voting aye. Chairman Hill requested that the Resolution approving the changes to the Board Rules brought back to the next committee meeting for final review and approval by the committee.

Update on Campus Plan: None
Paperless Board: None
Ethics Training: None

REPORTS TO COMMITTEE

Administrator: None
Art Work Sub-Committee: None
Cable Commission: None
Council of Governments: None

ADJOURNMENT

The meeting adjourned at 10:27 a.m. on a motion by Ms. Donner, seconded by Ms. Zierer with all members present voting aye.

RECOMMENDED FOR COMMITTEE/BOARD ACTION:

Resolution authorizing Workers' Compensation Claim Settlement

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