

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

MINUTES OF TUESDAY, JANUARY 22, 2008

Chairman Hill called the Management Services Committee meeting to order at 8:15 a.m. The following members present: Chairman Tina Hill; Mary Donner; Yvonne Barnes; Pete Merkel; Barbara Wheeler and Mary Lou Zierer. Marie Chmiel arrived at 8:23a.m. Also in attendance: Peter Austin, County Administrator; John Labaj, Deputy County Administrator; John Hadley, Facilities Management; Cathy Link, Purchasing; Tom Sullivan and Paul Lerner, IT; and the press.

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

MINUTE APPROVAL

Committee members reviewed the minutes of January 8, 2008. Ms. Donner made a motion, seconded by Ms. Barnes to approve the minutes of the January 8, 2008 Management Services Committee meeting as submitted. The minutes were approved with all members present voting aye on a voice vote.

PUBLIC COMMENT: None.

PRESENTATION

None

NEW BUSINESS

Resolution authorizing a Citrix Software 24x7x365 support contract: Committee members reviewed a Resolution authorizing a Citrix Software 24x7x365 support contract. Mr. Merkel made a motion, seconded by Ms. Wheeler to recommend approval of the above Resolution as presented. Mr. Sullivan noted that the above contract is the yearly maintenance agreement for Citrix. The motion carried with all members present voting aye on a roll call vote (Barnes, Donner, Merkel, Wheeler, Zierer, Hill)

Discussion – Insurance Broker/Consultant request for Proposals for FY09: Committee members were informed that the three year contract for the insurance broker proposals will expire this year. Mr. Labaj would like to go out to bid to secure another three year contract in order to have the contract ready during the budget process. Committee members agreed it would be a good idea to go out to bid for these services.

Discussion – Participation of McHenry County in a pilot program for biobased products: Mr. Hadley informed committee members that the County will join a pilot program, through NACO (National Association of County Officials) and the United Soy Bean Council, to use soy based products for a six (6) month trial basis. Soy based cleaning products and chemicals will be forwarded to the County for use with McHenry County providing feedback on the chemicals. The county will critique what products work and don't work. They have selected four (4) chemicals to use at this time. Mr. Hadley noted they will be working with the Division of Transportation on a pilot program as well. We are the second county in the United States to sign up for this program and should save the County money. Committee members agreed this was a good program to test.

Next Meeting Date: Committee members were reminded that the next meeting date is a Holiday. If there is nothing scheduled to go before the committee an additional meeting will not be scheduled. The Finance Committee will be meeting with the Human Resources Committee on February 11th to discuss mutual business of the committees. If a committee meeting is needed, the committee members will be notified.

OLD BUSINESS

County Seal: Committee members reviewed the latest depiction of the proposed "County Seal" which included a picture from the 22nds circuit. Committee members agreed that staff was closer to what they are looking for, but, would like to see a more "historical" representation of the County. Some committee members stated that the current depiction shows an over emphasis on farming and a portion of the seal show emphasize industry. Mr. Lerner noted he has received another version of the courthouse that may be more appropriate that will be brought back to the next committee meeting for review. Chairman Hill noted that a Resolution and last version of the seal will be brought back to the committee for approval. Mr. Austin informed committee members that there will be space on the animal control facility sign for a seal.

Ms. Chmiel arrived at 8:23a.m.

Construction update: Mr. Hadley noted they are continuing with the replacement of the carpet within the Government Center. Painting will begin on the third floor of the Government Center. A painting schedule will be developed to paint all county facilities. The bids for the holding cell by the courtrooms are expected back mid February. They are still waiting for the pricing for the elevator cuts.

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Campus Plan Update: Mr. Austin informed committee members that KS&A has been scheduled to attend an all day meeting with the County Board, Elected Officials and Department Heads on February 14th from 9:00a.m.-4:00p.m. to present options and plans for building for the future of the County. Deliberations will be held on how best to move forward. A prioritization of what the County wants will be discussed.

Sound System: Mr. Labaj informed committee members that a portion of the sound system has been installed. Work on the desktops and installation of additional speakers will be installed in the near future. New desktop microphones and a new consol for the Chairman will also be included in the installation. A voting feature is available on the consol if desired. Web-casting is available through this unit as well. Installation should be complete by February 7th.

Animal Control: The move into the Animal Control facility is being planned for February 11th. The animal kennels are scheduled for installation on the 26th. A draft of the signage has been forwarded to Mr. McNulty and Ms. Draffkorn for review. There will be a spot available on the sign for the County Seal. The next Building Projects Committee meeting is being held at the new Animal Control Facility on January 28th if interested. The Building Projects Committee members should receive a draft of the proposed signage for review.

REPORTS TO THE COMMITTEE

Administrator: Mr. Austin reported that he has been busy wrapping up the plans for the Strategic Planning session scheduled for January 31st. A CALF (Chairman's Advisory Legislative Forum) meeting will take place following the Strategic Planning session. At the CALF meeting they will be discussing the proposed Federal Legislative program for 2008. The requests will be basically the same as the previous year with updates being provided for this year.

The wage and salary program was rolled out last week. There is a lot of information to digest. A joint meeting of the Finance and Audit Committee and the Human Resources committee will be held on February 11th with final approval being sent to the County Board on February 19th.

Revere Management has been at Valley Hi for the past 2 ½ months. They have done a good job assessing the situation. They have been holding meetings regarding internal policy changes and are now in the process of reviewing their external policies. The next question to the County Board will be "what do we want Valley Hi to be?" Updates will be provided to the Valley Hi committee with a timeline for decisions.

Artwork Sub-Committee: Chairman Hill informed committee members that all of the committee members were not in agreement as to the direction of the committee. After a lengthy discussion the committee decided they want to form a foundation that would have the ability to apply for grants and accept donations. They are hoping to obtain assistance from a local attorney who is in the process of settling an estate from a local artist who recently passed on. It is hopeful that we can get some of the artist's work donated for use in the Animal Control facility. She noted the committee is working out the kinks before moving forward. Some of the remaining funds were spent to purchase additional artwork. The remaining funds will be used as seed money for startup for the Arts Council.

Cable Commission: Mr. Sullivan reported that a proposed "right-of-way" agreement has been forwarded to the Division of Transportation for consideration.

The Fox Valley Cable Commission hopes to have a draft agreement to review in the near future.

AT & T will be offering video service in the area in the near future as well. There will be limited areas with some equipment being placed in the right-of-ways around the County.

McCog: The next McCog meeting is tomorrow night at Biaggio's on Algonquin Road in Algonquin for those interested in attending. McDOT will be receiving an award for their road deicing project. McCog will also discuss Municipal Stormwater permitting.

FUTURE TOPICS

A company that specializes in Webcasting has contacted the county about giving a presentation to the committee members. The committee may want to consider viewing the presentation in order to decide whether the county wants to consider this for the County Board.

Committee members asked if the County could look into obtaining a directional sign for Raffle and Ware Roads to the Government Center and the Administration Buildings. Mr. Austin noted he would contact the City of Woodstock regarding this request.

Mr. Austin informed committee members that IT will be holding training sessions for the new Microsoft 2007. The programs are very different and everyone should consider attending one of the sessions. County Board members may need to keep their laptops in the board room during the training sessions.

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Mr. Labaj reminded committee members that he is hopeful to have the RFQ's for the Insurance Broker completed in time for approval of the FY2009 budget process.

The first phase of the sound system has been installed in the Board room. It is hopeful that the installation will be complete sometime in February. Additional training will be provided to necessary personnel after the elections. He noted he will poll the County Board members to see if the sound system is working well for everyone.

Mr. Austin informed committee members that he will be talking to the County Board members about performance measures among the Counties. Mr. Austin noted this is not something to enter into lightly. He noted that there is a saying "if you can't measure it, you can't manage it". There are various ways to put management measurements into place. He asked the committee members to think about this and answer if there is any value in doing this. He noted this is not a small task and will be a big challenge to the County. He noted he will talk to some of the Counties and see what their programs consists of. He noted he would also work with the ICMA regarding this program as well. Unfortunately there are some gaps in the programs and the information available. The main question would be what do we want to get out of this program and what is the purpose.

Ms. Zierer questioned what would be done with the old Valley Hi facility. Chairman Hill noted that Valley Hi is part of the campus plan and will be on the schedule for discussion.

EXECUTIVE SESSION: None

ADJOURNMENT

The meeting adjourned at 8:50 a.m. on a motion by Ms. Donner, seconded by Ms. Barnes with all members present voting aye.

RECOMMENDED FOR COMMITTEE/BOARD ACTION:

Resolution authorizing a Citrix Software 24x7x35 support contract

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