

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

MINUTES OF TUESDAY, JULY 22, 2008

Chairman Hill called the Management Services Committee meeting to order at 8:30 a.m. The following members present: Chairman Tina Hill; Yvonne Barnes; Mary Lou Zierer; Marie Chmiel; Peter Merkel and Barbara Wheeler. Mary Donner was absent. Also in attendance: Peter Austin, County Administrator; John Labaj, Deputy County Administrator; Tom Sullivan and Paul Lerner, IT; Cathy Link, Purchasing; Adam Lehmann, Administrator Intern; Cassandra McKinney, Water Resource Manager; 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 July 8, 2008. Ms. Chmiel noted that Mr. Merkel did not attend the July 1st meeting about webcasting. After review, Ms. Chmiel made a motion, seconded by Ms. Wheeler to approve the minutes of the July 8, 2008 Management Services Committee meeting, as corrected. The minutes were approved with all members present voting aye on a voice vote.

PUBLIC COMMENT

None

PRESENTATION

None

NEW BUSINESS

Public Building Commission Appointment Interviews: Mr. James Becker joined the committee to interview for reappointment to the Public Building Commission. The other applicant has withdrawn his application for consideration. After discussion, Mr. Merkel made a motion, seconded by Ms. Chmiel to recommend the reappointment of James Becker to the Public Building Commission. The motion carried with all members present voting aye on a voice vote.

Resolution authorizing the purchase of Symantec Enterprise Vault software: Ms. Chmiel made a motion, seconded by Ms. Barnes, to recommend approval of a Resolution authorizing the purchase of Symantec Enterprise Vault software. Mr. Sullivan stated that this will replace current software and will migrate groupwise to an exchange environment which will allow the ability to keep old emails. There is money in the budget to pay for the software. The motion carried with all members present voting aye on a roll call vote (Barnes, Chmiel, Merkel, Wheeler, Zierer, Hill)

Update on "Old" Valley-Hi air quality: Mr. Labaj reminded committee members that on November 7th the former nursing home sustained some water seepage within the facility creating a mold issue in the facility. This area was sealed off and the air quality continues to be checked on a monthly basis. The occupied area of the building has a normal and typical concentration of mold spores with the reports coming back fine. The air quality will continue to be monitored on a monthly basis.

Review of County Administrator's Goals: Mr. Austin presented to committee members Performance Results Description for 08/09. The descriptions included eight (8) key result areas with duties attached and performance standards for each area. The format presented is the same as the previous year with some additional information included this year. He stated he wanted to create a document that notates where money would be spent. The key result areas included 1) Maintain the County's financial strength. He stated one of the key issues in this area will be to improve public awareness of the capital improvement program. 2) Facilitating Ideas and Policy, he stated this is unchanged from the previous year. 3) Develop 2009/2010 Strategic Plan. He stated that he would like to work on how to carry out a new plan and how to make the plan more assessable to the public. 4) Promote positive Intergovernmental Activity. Mr. Austin stated that the Intern will be working to help monitor State Legislation and inform the County Board as necessary. He noted that the Land Use plan will be in the forefront for the next six to nine months. There is a need to involve various other government

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agencies in issues like the implementation of the transit plan, gypsy moth issues, McCog, and intergovernmental cooperation as well as between the various standing committees. 5) Planning and Development Department. Mr. Austin noted he normally would not put a department on his list but, because of the amount of time needed to hire a new Director, he has been working to keep staff upbeat and motivated to make sure they remain positive and continues to effectively operate the department during this transition. 6) Valley Hi Management. Mr. Austin noted that Valley Hi continues to take a lot of his time. A new Administrator has started at Valley Hi so he will be working with the new director on the Valley Hi Administrator work plan. He will assist the County Board and the Valley Hi Committee in analyzing the value of the Revere Healthcare Contract. He will monitor the resident mix to make sure it continues to move toward the preferred mix, and prepare for the transition from the Revere Healthcare contract. Mr. Austin noted he would like some thoughts on the performance results descriptions within the next couple weeks for review with the County Board. Committee members suggested that customer satisfaction surveys be available for the public for the various departments where service is provided. Each survey would be specific of each department. Mr. Austin noted that additional thought would be needed on this issue as there are a couple departments that are currently undergoing a transition but this is an idea that could easily be implemented at a later date. Committee members suggested that Mr. Austin provide County Board members with an update of what is going on in the various standing committees. They stated this would help the board members who are not a part of those committees. Mr. Austin noted that this is something he could report on during his quarterly reports and would implement this suggestion.

OLD BUSINESS

Resolution authorizing entering into a two and half year agreement with the Illinois State Geological Survey and an emergency appropriation to the non-departmental FY 08 budget: Ms. Wheeler made a motion, seconded by Ms. Chmiel, to recommend approval a Resolution authorizing entering into a two and half year agreement with the Illinois State Geological Survey and an emergency appropriation to the non-departmental FY 08 budget. The motion carried with five ayes (Barnes, Chmiel, Merkel, Wheeler, Hill) and one nay (Zierer) Committee members were informed that the Conservation District has approved intergovernmental agreements for 17 of the 18 well placements. The additional agreement will be signed after finding a site for the location of the final well. Because of budget cuts being made to the State's 2009 budget, the regional water supply planning initiative was cut as well as \$14 million from the DNR. The project for 2008 has been funded so a partial report will be available. The County will review the locations of the wells and review what has been completed by the State and then will determine the locations for the County study which change because of the cuts. Another pool of funds is being looked at in order to continue with the monitoring of the eastern portion of the County.

County Seal: The seal contest is ongoing.

Campus Plan Update: Mr. Austin noted that the Campus Plan has been received and will be put out for review. The plan can be checked out with staff. Discs will be created for the County Board members and Department Heads. The County is continuing discussions with the Mental Health Board as they are moving forward with their expansion needs. The County is not in a position to start the Public Safety Center. Details of the project will be reviewed and a determination will be made whether a smaller facility could be built with plans to expand the facility at a later date. Discussions for the projects will begin in August. The Sheriff's needs for expansion will be reviewed with a possibility of building a storage facility for evidence and records. Alternatives could include the renting of space for storage.

The old Animal Control facility is scheduled for demolition in August with the Harrison house and the Valley Hi Administrator's house being razed next week.

Ms. Zierer reported that there was a meeting yesterday of the Cemetery Committee and they will have some expenses for the coming year. She noted that a future topic of discussion is needed regarding the future care of the Spicer cemetery.

REPORTS TO THE COMMITTEE

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Administrator: Mr. Austin reported that he attended this morning's MCEDC meeting and they are looking to hire a consultant to complete a feasibility study to determine the restructuring of the EDC for fund raising purposes.

Mr. Austin reported that the County is spending a lot of staff time on the Gypsy Moth issue, which is a big concern for some in the County. They are currently monitoring the locations of infestation for future treatments. He noted that this issue cannot remain just a County issue and intergovernmental meetings will be needed to partner in combating this pest.

Lake County and the Fox Waterway Agency are holding meetings regarding future plans to address flooding of the Fox River. Committee members will be notified of the agenda, place and time of these meetings.

Fifteen budget meetings have been scheduled for the week.

The department heads are being surveyed regarding issues surrounding a four day work week.

Administration is trying to determine whether a four day work week would be feasible for departments.

Pace has created a ride share program for those interested in finding car pool possibilities.

Green Team: Mr. Lehman reported that they had their first meeting at which time their mission statement was created. They also are putting out a challenge to the various departments to decrease their use of paper within their departments. They are also creating information of the top ten ways to reduce energy use.

Cable Commission: None

Council of Governments: None

FUTURE TOPICS

None

EXECUTIVE SESSION

None.

ADJOURNMENT:

The meeting adjourned at 9:32a.m. on a motion by Ms. Wheeler, seconded by Ms. Chmiel with all members present voting aye.

RECOMMENDED FOR COMMITTEE/BOARD ACTION:

Recommend the reappointment of James Becker to the Public Building Commission

Resolution authorizing the purchase of Symantec Enterprise Vault software

Resolution authorizing entering into a two and half year agreement with the Illinois State Geological Survey and an emergency appropriation to the non-departmental FY 08 budget

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