

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

MINUTES OF TUESDAY, SEPTEMBER 9, 2008

Chairman Hill called the Management Services Committee meeting to order at 8:32 a.m. The following members present: Chairman Tina Hill; Marie Chmiel; Mary Donner; Mary Lou Zierer; Peter Merkel and Barbara Wheeler. Yvonne Barnes was absent. Also in attendance: Ken Koehler, Chairman, McHenry County Board; Peter Austin, County Administrator; Tom Sullivan and Paul Lerner, IT; Cathy Link, Purchasing; Adam Lehmann, Administrator Intern; John Labaj, Deputy County Administrator; John Hadley, Facilities Management; Ralph Sarbaugh, Associate County Administrator-Finance; Cindy Kozlowski, Financial Analyst; Linda McMahon, Administrative Analyst; 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 August 26, 2008. Chairman Hill noted that the typographical errors had been corrected. After review, Ms. Chmiel made a motion, seconded by Ms. Donner to approve the minutes of the August 26, 2008 Management Services Committee meeting, as presented. The minutes were approved with all members present voting aye on a voice vote.

PUBLIC COMMENT

None

PRESENTATION

None

NEW BUSINESS

*FY08-09 Budget Reviews: County Administration, County Board and Risk Management:* Mr. Sarbaugh joined the committee for presentation of the last of the budget reviews for Management Services. Mr. Sarbaugh noted that the program descriptions remain the same each year. The goals are a work in progress and are open for suggestions. This area tells the public what the department is doing. The only change in the department rosters are the inclusion of the Administrative Intern position. Revenues for County Board are received from Liquor Licenses and Raffle permits. The Administration Budget grew by \$100,000 for the cost of Water Resources, which was moved from the County's financial model and is now implemented into the budget. Funds from this account will be used primarily for the drilling and monitoring of the wells. Risk Management is a liability fund that is funded by a tax levy. \$200,000 of the revenue is transferred in from the Division of Transportation and Valley Hi Nursing Home which is crossed charges for the cost of their insurance policies. Since this department is a special revenue fund the expenditures and revenues must balance. Insurance costs for the County will be over \$1 million dollars this year. This occurred because of the increased cost of insurance premiums, increase in Workers' Compensation Claims and increased vehicle pool. This is the result of the natural growth in the economy. These departments have not brought forward any supplemental requests. Ms. Donner made a motion, seconded by Ms. Wheeler to recommend approval of the FY08/09 maintenance budgets for County Administration, County Board and Risk Management as presented. The motion carried with all members present voting aye on a voice vote.

*Resolution authorizing an amendment to the Kluber, Skahan & Associates contract for providing a facilities master plan:* Committee members reviewed a Resolution authorizing an amendment to the Kluber, Skahan & Associates contract for providing a facilities master plan. Ms. Zierer made a motion, seconded by Mr. Merkel to recommend approval of the above Resolution as presented. Committee members were informed that the changes made are because of a bookkeeping error and the contract was not in harmony with the Resolution. Staff wanted to make sure the extra costs were reflected. Committee members stated that as part of the contract agreement, companies should provide extra copies for the County and the County should not be charged for these extra copies. After discussion, the motion carried with all members present voting aye on a roll call vote (Chmiel, Donner, Merkel, Wheeler, Zierer, Hill)

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*Discussion of a revised Vehicle Policy:* Committee members reviewed a draft of a Vehicle Policy for McHenry County. Ms. McMahon has reviewed various policies in order to create a policy for the County. It has been several years since the policy has been reviewed and in light of the increased cost of fuel, it is time to update the policy. The recent policy was previously approved by Management Services in 2001. The policy was sent to the State's Attorney for review and there is no record of what happened with the policy. Mr. Austin noted this is a good starting point for review. Ms. McMahon informed committee members that she wanted to make sure the policy is in harmony with IRS law and suggested that the departments review who is taking the vehicles home and to review the list annually to make sure it is a necessary part of their job. This would become part of the budget process. Limitations of the policy were discussed as well. The policy suggests that 20 miles as the limit. Those that drive further would need permission from their department head. Changes to the policy would take place on December 1<sup>st</sup>. Committee members suggested that the department heads provide base line costs and measureables on what a department is doing to cut costs. They suggested that the policy be a little more restrictive with requirements to analyze their usage more often than annually. Mr. Austin noted that no one size fits all for this policy. The challenge will be how each department can save money. Committee members were informed that each person who takes a vehicle home is charged \$3 tax each day for personal use based on IRS rules. Committee members questioned if additional reporting is necessary to include a detailed mileage report. This would identify if a person is using a vehicle too much for personal use. They also questioned what would happen if an employee is in an accident, in a county vehicle, while using the vehicle for personal use. Committee members agreed that the policy needs additional work to address liability concerns. It was noted that one part of the policy states that the employee must have a valid Illinois Drivers License and some of the employees of the County live in Wisconsin, and another part of the policy states that they must have a current drivers license but doesn't designate State specific. It was stated that the State Attorney will have to check into this requirement as most of the Vehicle Policies reviewed included this issue. Department Heads will be provided a copy of the policy for review. As soon as a valid first draft is completed, the policy will be forwarded to all of the County Board Members for review. Committee members questioned if the policy should include a no smoking provision. They were informed that State Law currently prohibits this already and all vehicles include a no smoking sticker. Committee members requested that this issue be included in the policy. It was noted that this policy would be brought back to committee for additional review and discussion.

### OLD BUSINESS

*County Seal:* A second submission has been received for this contest.

*Campus Plan Updates:* None

### REPORTS TO THE COMMITTEE

*Administrator:* Mr. Austin reported that Administration is trying to get the supplemental requests reviewed with hopes of scheduling a CALF (Chairman's Advisory Legislative Forum) for the 15<sup>th</sup>. This meeting may need to be pushed back for a week. A good discussion was held with the Information Planning Group and their needs. The Sheriff's requests will be reviewed tomorrow and Thursday. A COW (Committee of the Whole) has been scheduled for Tuesday at 6:00p.m. on Valley Hi and an update on Revere Management for the past 9 months. The Valley Hi Committee will review the presentation and provide suggestions and changes to the presentation for the County Board.

Mr. Austin reported that he has been in discussions with another Strategic Planning group to talk about how to approach the planning session for next year. This was an information meeting only.

Committee members were informed that the County is involved with a Regional Supply Water Group, which consists of 11 counties within our region. The group would like McHenry County to contribute \$10,000 in order to complete the projects of this group. The State has eliminated funding for this group. The actual cost for the project is \$300,000. The University of Illinois has contributed \$200,000 of the funds needed. Some County's will contribute \$20,000. The County would receive great benefits for the money contributed. The value of the project is for the whole region. A lot of ideas will be brought forward on how to use water in the future. The consensus of the Committee was to donate \$10,000 for the Regional Supply Water Group.

An email was sent out regarding leaf burning in the County. Links and alternatives were provided for those interested.

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*Green Team:* Mr. Lehman reported that the Green Team has had their second meeting. A challenge was given to each department to reduce their paper use by 10%. Quarterly reports will be provided on how the challenge is going.

Mr. Hadley reminded committee members that the County is involved in the NACO Light Bulb Competition. So far McHenry County is in 5<sup>th</sup> place in the nation. We are one of the larger counties involved in the competition. Broward County Florida is currently in 1<sup>st</sup> place. The winners of this competition will receive 1,000 light bulbs for its residents.

Mr. Hadley reminded committee members of the Teleconference on Problems and Risks Associated with Green Construction, this is scheduled for noon today for those interested. The conference will last 1 ½ hours. Pizza will be served for lunch for those interested in attending.

*Cable Commission:* Committee members were informed that the commission is looking at Comcast's idea of a cable franchise and the pros and cons associated with the plan. They would like to continue with the same level of service. Mr. Sullivan noted that he will be speaking with the attorneys involved with this issue.

*McCog:* Chairman Hill informed committee members that the next regular meeting is scheduled for next Wednesday in Spring Grove. CMS, the company that the county contracts with to obtain the yearly salt supply has stated that there are no available supplies. Last year salt could be obtained for \$50 a ton and this year the rate has gone up to \$150 per ton. McCog will have representative from CMS at the meeting to answer questions regarding this issue.

EXECUTIVE SESSION

Ms. Chmiel made a motion, seconded by Ms. Donner to enter into executive session at 9:23a.m. to discuss possible property acquisition. The motion carried with all members present voting aye on a roll call vote (Chmiel, Donner, Merkel, Wheeler, Zierer, Hill) Attendance included County Board Chairman, Ken Koehler and County Administrator, Peter Austin.

Mr. Merkel made a motion, seconded by Ms. Donner to return to regular session at 9:28a.m. The motion carried with all members present voting aye on a roll call vote (Chmiel, Donner, Merkel, Wheeler, Zierer, Hill)

No action was taken during executive session.

ADJOURNMENT:

The meeting adjourned at 9:29a.m. on a motion by Ms. Chmiel, seconded by Ms. Donner with all members present voting aye.

RECOMMENDED FOR COMMITTEE/BOARD ACTION:

Resolution authorizing an amendment to the Kluber, Skahan, and Assoc., Inc. contract for providing a facilities master plan

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