

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

MINUTES OF TUESDAY, JANUARY 27, 2009

Chairman Schuster called the Management Services Committee meeting to order at 8:32 a.m. The following members present: Chairman Ersel Schuster; Yvonne Barnes; Pete Merkel and Lyn Orphal. Kathleen Bergan Schmidt arrived at 8:33a.m. Tina Hill and Paula Yensen were absent. Also in attendance: Peter Austin, County Administrator; Adam Lehmann, Administrator Intern; John Labaj, Deputy County Administrator; Cathy Link, Purchasing; Tom Sullivan and Paul Lerner, IT; Linda McMahon, Administrative Analyst; John Hadley, Facilities Management; Pam Palmer, Auditor; and press.

Ersel Schuster, Chairman	
Yvonne Barnes	Tina Hill
Pete Merkel	Lyn Orphal
Kathleen Bergan Schmidt	Paula Yensen

MINUTE APPROVAL

Committee members reviewed the minutes of December 9, 2008. After review, Mr. Merkel made a motion, seconded by Ms. Orphal to approve the minutes of the December 9, 2008 Management Services Committee meeting, as presented. The minutes were approved with a majority of member's present voting aye on a voice vote.

Ms. Bergan Schmidt arrived at 8:33a.m.

PUBLIC COMMENT

None

PRESENTATION

None

NEW BUSINESS5

Resolution rescinding Resolution No. R-200603-12-058 and Resolution authorizing workers' compensation claim settlement: Ms. Barnes made a motion, seconded by Mr. Merkel to recommend the County Board approve a Resolution rescinding Resolution No. R-200603-12-058 and Resolution authorizing workers' compensation claim settlement. Mr. Labaj stated that previously Resolution No. R-200603-12-058 was approved and tentatively settled by the claimant and the County. He noted that Worker's Compensation Settlement Claims are subject to pretrial before the Worker's Compensation Commission. The Arbitrator for the Commission felt the previously approved settlement amount was too low and felt a higher amount was more appropriate. It is uncommon for an arbitrator to change an amount for a settlement as 95% of the cases are approved. The Arbitrator stated they wanted to make sure the employee was covered by this settlement as she was not represented by an attorney. After review, the motions carried with all members present voting aye on a roll call vote (Barnes, Merkel, Orphal, Schmidt, Schuster)

Resolution authorizing Citrix Software 24X7X365 support contract: Ms. Orphal made a motion, seconded by Ms. Barnes to recommend the County Board approve a Resolution authorizing Citrix Software 24X7X365 support contract at a cost of \$25,000. The motion carried with all members present voting aye on a roll call vote (Barnes, Merkel, Orphal, Schmidt, Schuster)

Discussion – Amendments to the County Board Rules: Ms. Todd, County Board Office Manager, joined committee members to discuss updates being made to the County Board rules. Committee members were requested to review the rules to discuss any issues that may need to be addressed in the rules. Some of the suggested changes included changes to section 18, Standing Committees. The Natural and Environmental Resources Committee needs to be moved to be in alphabetical order, listed after Management Services. The McHenry County Soli & Water Conservation District will be removed from the Planning and Development Committee and placed under the Natural and Environmental Resources Committee. The Human Relations Council will be removed from under the Public Health & Human Services Committee as the Council has been suspended. Mr. Austin noted that CMAP will be referenced in more than one committee as they are involved in planning, transportation and water issues. It was noted that the Chairman of the Natural and Environmental

MANAGEMENT SERVICES COMMITTEE

January 27, 2009

Page 2

Resources Committee should be included as a member of the CALF (Chairman's Advisory Legislative Forum) as well. The Soil and Water Conservation District should go into the Natural and Environmental Resources Committee as well. Committee members were informed that the Human Relations Council could be reformed if needed. They questioned if this action should be officially removed by Resolution. Mr. Austin noted that he would check whether the committee would be taking official action by removing this from the Board Rules or if a Resolution would be needed. Committee members noted that the budget advisory should be listed under CALF as well. Internal facility operations should be included as part of the Natural and Environmental Resources Committee to look at the "green" operations of the County. This would include green activities both internal and external. Facilities Management in regards to property management would remain under the Management Services Committee. With the External Leadership, the County would provide a leadership role in green activities. This allows the County to communicate with other government agencies on green issues. The County is the largest entity and is therefore able to pull all the groups together for discussions. The Artwork Sub-Committee can be removed from Management Services Committee as this group has dissolved. Committee members suggested that the County Board updated rules be sent to the County Board members for review with a request that suggestions be sent to the Management Services Committee for approval. They noted they should get the County Board Members actively involved in the changes to the rules. The changes could then be presented for consideration and forwarded to the County Board for approval.

Meeting Date/Times: Committee members entered into discussion regarding suggested meeting dates and times for the Management Service Committee meetings. They were questioned whether they would like to move the meeting times to 8:15a.m. so the meetings would not run into the Finance and Audit Committee meeting times. The committee members stated they would like to meetings to continue to be held on the second and fourth Tuesday of the month starting at 8:30a.m.

OLD BUSINESS

Discussion – Vehicle Use Policy: Committee members were presented with recent changes made to the Vehicle Use Policy. This policy has been reviewed for a couple of months. Additional changes were suggested by the Auditor to cover IRS rules. Most of the changes were "clarifications" making the wording more understandable. Administration will help to enforce the policy. The forms are revamped to make for easier reporting. Enforcement of the policy will come from Administration with the Auditor watching to make sure the policies are being followed. The Auditor stated that she would like to suggest for future consideration that the County consider the use of "pooling" of the vehicles, instead of assigning vehicles to the different departments. A "Fleet Management Policy" would then be created to address fleet usage. She noted this is a way some Counties are cutting down and saving money during these hard budget times. Committee members were informed that the Vehicle Use Policy addresses the current issues and requested that the committee members take a fresh look at the policy so that this could be forwarded to the County Board for approval. There previously was no policy concerning vehicles that go home with employees, this new policy will address these issues. A lot of the past practices will be addressed and this is an important step to change and move forward. Committee members asked if the Department Heads and Elected Officials have reviewed the policy. Mr. Austin noted they have reviewed the policy in stages, but, have not reviewed the latest version. Committee members requested that the latest version of the policy be presented to the Department Heads during their next Department Head meeting and then forward any changes and the final policy for approval by this committee. The Department Head meeting is scheduled for February 20th and would be brought back to Management Services Committee on February 24th and then forwarded to the County Board for final approval on March 3rd.

Campus Plan Updates: Mr. Austin noted that there are three ongoing projects within the County. The first project is the need to build onto the KSA master plan, with an additional study to refine the plan and look at the needs of the facility, first by looking at who will "partner" into the facility with the Sheriff's Department. They will look at what kind of building will be needed and how to expand this facility in the future when needed. They are meeting with all the user groups within the Sheriff's Department, EMA, E911, Facilities Management and IT. A core group meeting has been scheduled in February to see where we are on the study and make sure they are not off base from what our needs are. After reviewing the study in March, the County officials will decide how fast we should move forward on the project. Some of the discussions will include immediate costs versus infrastructure costs, including water, sewer, gas etc, with the ability to expand the capacity for these services in the future. We may be able to include some of these costs in the US Stimulus package. Committee members noted that the main issue is to make sure the facility is designed properly for future expansion.

MANAGEMENT SERVICES COMMITTEE

January 27, 2009

Page 3

The next project is the redevelopment of the recently acquired Klehm property. The County Board has already approved demolition of some of the buildings on the property. The electric has been disconnected and the contractor is in the process of pulling all of the permits required for the demolition. Some of the remaining buildings may have potential use for vehicle storage. One of the buildings is an office building and some of the departments have expressed interest in obtaining the facility for use. Mr. Austin noted that we do not want to spend too much money on remodeling as this would only be used temporarily. It has been suggested that the facility be used for storage of the election equipment. The County Clerk is cautiously optimistic that the building could be used as needed. The building would need some small upgrades to address the County Clerk needs. Some of the changes include security upgrades and cleaning of the facility. The building has approximately 4,700 sq ft available for use.

The third issue is the Cardinal Bank building. The attorneys have come to an agreement on the wording for the sales agreement. This should be available soon for County Board approval. It is possible that the closing could take place sometime in March. A pre-bid meeting was held regarding the upgrades needed in this facility and 66 vendors inquired on the project. 25 bids were received. The Treasurer, Administrator, County Board Chairman and County Clerk reviewed the bids and chose 5 of the best qualified bidders for consideration. Mr. Austin questioned how committee members would like to move forward with this project. Moving forward is pending final agreement for acquisition of the property. The project costs are estimated at \$350,000 to \$500,000. Some of these costs would include moving costs, upgrades to the alarm system, fire protection as well as IT installations. The Treasurer has agreed to pay for these costs with a onetime payment of approximately \$175,000 and a series of payments thereafter. Phase one of the project has not revealed any environmental concerns. There is some spray insulation in the facility that we are waiting to hear whether this is a concern for asbestos. The County wants to make sure we understand the whole picture for the facility including costs for the upgrade.

REPORTS TO THE COMMITTEE

Administrator: Mr. Austin reported that the office has been working with the McHenry County Division of Transportation and Facilities Management on creating requests for the Federal Stimulus Package. The final write-ups on the requests are being worked on. The language is being cleaned up and they are coordinating the requests that will be forwarded to Congress.

Mr. Austin reported that he and Chairman Koehler will be going to Washington DC in March to meet with Senator's Durbin and Burris and Congressman Manzullo and Congresswoman Bean to present our Federal requests.

Senator Althoff has asked the County to present to her why the County would be a good investment and why the County deserves these stimulus funds. This request has been sent to the Division of Transportation to beef up the wording and statistics for these requests. Senator Althoff wants to be ready when the funds are sent forward. These reports will be forwarded to Representative Tryon and Franks as well.

Mr. Austin noted there is concern at the County as we are not meeting our projected revenues. Revenues are down and they are reviewing what steps the County should take to address these concerns. A presentation is being prepared for the County Board for the second meeting in March on how to weather the financial storm when revenues are so tight.

Mr. Labaj and Mr. Austin are preparing for the February 6th Strategic Planning event. They have put thoughtful look at the strategic program. There is also a ½ day Strategic Planning event scheduled for March 20th as well. These meetings are being held on site.

Cable Commission: Ms. Hill had previously written a letter to Comcast regarding concerns of the legal partners still outstanding. Mr. Sullivan has been working on these issues as well. A response has been received and will be forwarded to committee members for review.

McCog: The next McCog meeting is tomorrow evening. The executive committee will be meeting in the Morning. They will review a letter that was written by Ms. McKinney, being sent to all the mayors, reminding them of the groundwater protection program. The letter will remind them of the ongoing meetings and timeline to review policies in order to take a collective action on these policies.

Ms. Orphal left committee at 9:29a.m.

Mr. Hadley reminded committee members that his department is in charge of the internal and external operations of the facilities. Currently all buildings have night "setbacks" to lower the temperatures at the facilities during the evenings and weekends. These setbacks take place from 5:00pm until 5:00am, except when night meetings are scheduled. Some feel the building temperatures should remain constant to accommodate those who want to work outside of business hours. He noted that he would like to create a policy that addresses these temperature setbacks.

Mr. Hadley noted that he recently attended an Illinois Association of County Commissioners meeting. 20 counties were represented. Some of the items discussed included recycling, performance contracting, IT

MANAGEMENT SERVICES COMMITTEE

January 27, 2009

Page 4

infrastructure, jail operation/improvements and wind farms/wind generation. He noted he would like to create some discussions with other government agencies on these issues. He noted that McLean County currently has 80 windmills in operation. One issue that came forward was how to assess the property where these windmills are located as most of the windmills are being placed on farms, and, they are still able to use the property for farming. Committee members asked if anyone has seen any income or savings by installing these windmills. Mr. Hadley reported that windmills are typically 325' high and there is a huge expense to build these. It could take 10 to 20 years to see any paybacks for installation of the windmills. It was noted that we need State support for windmill transmission.

Ms. Bergan Schmidt requested that Administration check how come all minutes are not posted on the internet. She noted that the standing committee minutes are posted but some of the sub-committee minutes are not posted and she feels that once any minutes are approved, a link should be included in order to review these minutes. She also noted that she would like to discuss consideration of changing the County Board Districts. She noted that they have four years to work on this and she would like to see the committee consider restructuring of districts or the County Board itself. She stated she would also like to see codification of the County Laws.

Ms. Barnes questioned if she could get a copy of the summary created from the Strategic Planning Meetings. She noted that they were told that a report of the meetings would be created and she stated she would like a copy of this report. Mr. Austin noted he would check on this for Ms. Barnes.

Mr. Hadley informed committee members that his department has already used their allotment for snow removal. The overtime budget is also very high in his department. He has met with staff to let them know his concerns and to try to reduce spending in this area.

The retrofit lighting project is underway within the facility. The carpet installation has also started and is being completed on weekends.

The Assistant Facilities Manager has left his position at the County. The County has received over 300 applications for consideration.

Ms. Like noted that as part of her quarterly goals she wanted to meet with all departments one on one to discuss if her department would be able to help on any large projects coming up within their departments. She has been able to obtain some competitive bids for some of those departments. She stated she is half way through these meetings.

Mr. Sullivan reported that IT is redoing the County Website. Work has started on this project, but noted concern they may have some funding issues. He requested suggestions for a logo or seal for the webpage.

EXECUTIVE SESSION

None

ADJOURNMENT:

The meeting adjourned at 9:39 a.m. on a motion by Ms. Barnes, seconded by Mr. Merkel with all members present voting aye.

RECOMMENDED FOR COMMITTEE/BOARD ACTION:

Resolution rescinding Resolution No. R-200603-12-058

Resolution authorizing workers' compensation claim settlement

Resolution authorizing Citrix Software 24X7X365 support contract

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