

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

MINUTES OF TUESDAY, MAY 26, 2009

Chairman Schuster called the Management Services Committee meeting to order at 8:30 a.m. The following members present: Chairman Ersel Schuster; Lyn Orphal; Pete Merkel; Kathleen Bergan Schmidt; Paula Yensen and Tina Hill. Yvonne Barnes was absent. Also in attendance: Peter Austin, County Administrator; John Labaj, Deputy County Administrator; Tom Sullivan and Paul Lerner, IT; Adam Lehmann, County Administrator Intern; Pam Palmer, Auditor; Linda McMahon, John Hadley, Facilities Management and the 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 May 12, 2009. Ms. Yensen made a motion, seconded by Ms. Orphal to approve the minutes as presented. The minutes were approved with all members present voting aye on a voice vote.

PUBLIC COMMENT

None

PRESENTATION

None

NEW BUSINESS

*Discussion on a potential County "Victory Garden":* Committee members entered into a discussion regarding the potential for the County to build a "Victory Garden" by the employees. The Committee has been approached by the McHenry County Historic Preservation Commission about the possibility of the County of creating a garden for employee use. The garden would be planted and cared for by the employees and the produce grown would be donated to area food pantries. The Commission is promoting the re-creation of these gardens that were first created during World War II as a way to supplement food for those in need. The Commission has been promoting the comeback of these gardens because of the state of the economy. They have stated area master gardeners would help with the planning of these gardens. Committee members questioned what the liability would be to the County to have employees working in the garden and where the seeds and equipment would come from. They also questioned who would pay for the costs, what the size of the proposed garden would be and where the plants would come from. Committee members suggested a garden planted at Valley Hi for the residents that are able, to work in. It was suggested that this would be a good location for an elevated garden. Committee members suggested that the employees could create a garden on the Harrison property. It was stated that some of these gardens have been tried in the past and one person usually gets stuck with the care of the garden. Committee members stated that this has been tried in Nunda Township and Woodstock and suggested that someone speak with them about the time commitment as well as the success of the garden. Ms. Hill noted that she would speak to the individuals involved with the Victory Gardens and the communities where they have been located to try to obtain additional information. Committee members stated this may have to be a project for next year as the plants should already be planted. Committee members noted that these types of gardens are planted yearly at MCC and anyone that may be interested in obtaining this type of garden or working them to contact them to volunteer their assistance.

*Introduction of Amended County Travel & Business Policy:* Ms. Palmer joined committee members to discuss the need to amend the travel and business policy. The draft policy has been shared with department heads and elected officials for review. There have not been a lot of comments or reactions to the suggested policy changes. It is hopeful that the policy is adopted in the near future. A portion of the last policy states that this "conforms with IRS rules", but, does not say what these rules are. Ms. Palmer stated she wanted a policy that included understandable language with what is allowable and what is not allowable. Meals are a big issue. There are a couple different ways to address this issue. The IRS rules state that meals are only reimbursable if an employee is attending an overnight event. If an employee attends a conference, meals are generally included. Ms. Palmer stated she has mixed

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feelings regarding this issue because if an employee is required to attend an event, and meals are not included, she feels the employee should be reimbursed for this expense. Lodging is paid if travel is more than 75 miles from their base of travel or if they are required to attend a function for multiple days. In the past the county has elected to not pay per diems, but, this might be something they might want to consider. They should at least consider what the maximum amount for reimbursement should be, per meal. Some of the prices would be increased if a meeting was held in a high cost city. She stated that the ideal situation would state what the maximum paid for each meal service would be, whether it be breakfast lunch or dinner and would include the total cost, including tips for the maximum limits per meal. She noted it is very time consuming to review all meal reimbursement requests and the policy creates limits. The receipts are still important as it shows exactly what is being paid for. Committee members questioned if an employee wanted to "save" their expenses from different meals in order to purchase a higher priced dinner. Committee members were informed, this would not be allowed. Just because an expense is not used, does not mean they can use the remaining funds for a future expense. Ms. Palmer noted that it is not up to the Auditor's office to draft policies, these are just recommendations and her job is to enforce the rules, not create them. Any suggested changes should be forwarded to either Ms. McMahon or Ms. Palmer. A resolution and the final draft will come before the committee at a later meeting for consideration.

*Update on cable franchise negotiations:* Committee members were informed that staff met with Comcast officials regarding the request to implement a new franchise agreement with Comcast. They had a good meeting with Comcast, our legal counsel and staff. The draft agreement forwarded by Comcast still includes a lot of legalese which the County would prefer a more simplified document. Mr. Austin noted that they would prefer not to continue with the use of outside legal counsel on this issue as this has become very costly. Comcast has stated "tell us what and how you would like the contract to read", so it seems they are willing to work with the County. Ms. Hill stated that she has read the contract through and she does not see a lot of differences between what the County wants and how the contract reads. Committee members suggested that the County's legal counsel review the current draft that was forwarded by Comcast and include the language that the County would like included within the contract, then send the contract back to Comcast for final review.

### OLD BUSINESS

*Final Review – Armed Intruder and Bomb Threat policies:* Committee members were provided for review the final draft of the proposed Armed Intruder and Bomb Threat policies. These policies were reviewed at the Department Head meeting. These policies are specific to the Government Center. Other policies are being rewritten for each county building. They are having discussions on how to write the policy for Valley Hi as the nursing home is not conducive to a lock down as the facility does not have locks on all the doors. This situation has not been addressed by nursing home institutions. The Valley Hi policy will take more time to develop because of the unique situation. Mr. Merkel made a motion, seconded by Ms. Schmidt to recommend approval of the changes made to the Armed Intruder and Bomb Threat policies as presented. The motion carried with all members present voting aye on a voice vote. The next phase will be to train all the departments on this policy.

### REPORTS TO COMMITTEE

*Administrator:* Mr. Austin introduced Mr. Rob Jones, a senior student from Indiana University who is working on his Public Administration degree. One of the requirements is to have 200 hours of government service, which he will receive through McHenry County. Committee members welcomed Mr. Jones.

*Gypsy Moths:* Mr. Labaj reported that McHenry County has a historic infestation of Gypsy Moths this past year. The County is in part of their natural cycle. The complaints from the past year were reviewed to determine where spraying will take place. The costs for the spraying program have increased by 25%. There are 15 additional units of government participating in this year's spraying program. The municipalities will be paying for their own spraying costs. The spray areas have almost doubled from the past. The County is still paying the same as the past. The increased costs are realized because of the increased municipal involvement. Signs regarding the spraying will go out this week with hopes that spraying can take place this Thursday, depending on the weather.

*Energy Efficient Block Grant:* Committee members were reminded that the county has received a \$2.5 million energy efficiency block grant. The County is working with Sieman's to determine what projects would benefit the County the most. A joint meeting has already been scheduled between the Environmental and

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Natural Resources Committee and Finance prior to the County Board meeting on June 2<sup>nd</sup>, and maybe a joint meeting should be scheduled prior to that time in order to review and prioritize the projects. The application is required to be completed by June 25<sup>th</sup> and this would require approval by both the Management Services Committee and the County Board in order to accept the grant. Sieman's will know which projects would be the most beneficial to the County. Solar projects have a good return of investment dollars. Some of the suggested items may include capital replacement projects. Mr. Austin noted that he would check with the Finance and Audit Chair to decide when the best time for a joint meeting would be.

FUTURE TOPICS

Ms. Yensen stated that she would like to have a discussion in the future to discuss the possibility of holding both of the County Board meetings in the evening to allow constituents more accessibility to government.

Committee members were requested to review a flag that was hung in the County Board room regarding the McHenry County Sequential. Chairman Koehler would like the committee to consider adopting the seal on this flag as the seal for the County. Mr. Austin noted he is still interested in obtaining a unique seal for McHenry County, but additional discussion, at a future meeting may be required.

EXECUTIVE SESSION

Ms. Hill made a motion, seconded by Ms. Yensen to enter into executive session at 9:38a.m. to discuss personnel. The motion carried with all members present voting aye on a roll call vote (Hill, Merkel, Orphal, Schmidt, Yensen, Schuster)

Ms. Orphal left committee at 10:24a.m.

Ms. Hill made a motion, seconded by Ms. Yensen to return to regular session at 10:31a.m. The motion carried with all members present voting aye on a roll call vote (Hill, Merkel, Orphal, Schmidt, Yensen, Schuster)

ADJOURNMENT:

The meeting adjourned at 10:32 a.m. on a motion by Ms. Hill, seconded by Ms. Yensen with all members present voting aye.

RECOMMENDED FOR COMMITTEE/BOARD ACTION:

Recommend approval of the Armed Intruder and Bomb Threat Policies

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