

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

MINUTES OF MONDAY AUGUST 10, 2009

Chairman Schuster called the Management Services Committee meeting to order at 8:30 a.m. The following members present: Chairman Ersel Schuster; Kathleen Bergan Schmidt; Yvonne Barnes; and Tina Hill. Lyn Orphal, Paula Yensen and Pete Merkel were absent. Also in attendance: Peter Austin, County Administrator; Ralph Sarbaugh, Associate County Administrator-Finance; John Labaj, Deputy County Administrator; Tom Sullivan and Paul Lerner, IT; Adam Lehmann, County Administrator Intern; Cathy Link, Purchasing; Nicole Gattuso, GIS; Phyllis Walters, Deb Merrill and Nancy Walkington, Recorder; Chairman Ken Koehler 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 Management Services Committee minutes of July 14, 2009. Ms. Barnes made a motion, seconded by Ms. Hill 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

FY09/10 Budget Reviews: Mr. Sarbaugh reminded committee members that the budgets presented are maintenance budgets. The supplemental requests will be reviewed by Administration and approved by the CALF (Chairman's Advisory Legislative Forum) Please let the Chairman of any committee know if there is a supplemental request you feel strongly should be approved so this could be discussed. The first four pages of each of the department budgets provide an overview of each department.

GIS: Nicole Gattuso joined committee members to present the maintenance budget for the GIS department. GIS receives a fee of \$15 for each recorded document. Revenue was projected less than the past though recordings have increased. The department is requesting the reclassification of two positions. One reclassification would be budget neutral as it is only an increase in grade. The department is also requesting funding for an aerial photography fly over. It is important as next year is the scheduled census and the GIS is helpful by collecting the demographics to match the census. The consulting services contract expires in the next year as well. The cost for the contract is increasing so an extra \$24,500 is being requested. After review, Ms. Hill made a motion, seconded by Ms. Schmidt to recommend the operating budget for GIS FY09/10 forwarded to the Finance and Audit Committee for consideration. The motion carried with all members present voting aye on a voice vote.

Purchasing: Cathy Link joined committee members for presentation of the maintenance budget for Purchasing. This department is an internal service department with no revenue resource. The budget is divided for purchasing and the mailroom since the postage is a huge expense for the organization. Purchasing contributed some funding into the budget inventory. There were no supplemental requests for the department. Mr. Sarbaugh stated that the only concern would be for the excess postage costs as they are anticipating three increases to postage costs in the coming year. Ms. Hill made a motion, seconded by Ms. Barnes to recommend the operating budget for Purchasing forwarded to the Finance and Audit Committee for consideration. The motion carried with all members present voting aye on a voice vote.

Recorder: Phyllis Walters, Deb Merrill and Nancy Walkington joined committee members for presentation of the FY09/10 budget for the Recorder. The strong revenue source of the past has faltered and has had a huge impact to the General Fund. Recording fees within the department have

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declined. The expenditure budget has been reduced by \$600,000. If the market turns around this may increase to address the need to purchase tax transfer stamps. This cost is offset by revenue generated by the sale of the tax transfer stamps. This item is determined by the economy. Two full time and four part time positions have been frozen within the department resulting in \$83,000 savings in salary costs. This amount does not include benefit savings. Ms. Walters has done a wonderful job in reducing costs within her department. Ms. Walters stated that when the back-file conversion has been completed within her department the filings will go back to 1839. She expects this to be completed by 2012 and will be the first office in the State to complete this task. Ms. Walters reported they have started a fraud alert program in her department. This will allow the department to alert any homeowner of documents filed under their name. This will help with property fraud. The supplemental requests include some reclassifications. After review of the budget, Ms. Hill made a motion, seconded by Ms. Schmidt to recommend the operating budget for the Recorder, forwarded to the Finance and Audit Committee for consideration. The motion carried with all members present voting aye on a voice vote.

IT: The IT budget has been pulled and will be brought forward to a future meeting for consideration.

Victory Garden: Committee members were informed that a piece of property has been located in which to place next year's Victory Garden. The Historic Preservation Commission would like approval in the near future in order to get the garden tilled for use in the Spring. Committee members questioned if the liability issue had been addressed. The liability of volunteers on county property would be low, but, the insurance company does require a breakdown of volunteers involved in the program. The volunteers would be under the County's direction. If they want employees to volunteer for the project a mechanism would need to be created to allow for sign-up for the project. Committee members questioned if this request should go to the County Board. Committee members stated they would like a Resolution in support of this project for consideration at their next committee meeting.

Discussion – Limiting the number of paid elected offices that a County Board Member can serve on: Committee members entered into discussion on whether County Board members should be limited as to the number of elected offices that they could serve on. Committee members stated that the main issue seems to be with Townships and the Attorney General already stated that this was not a conflict of interest. The current State Statutes allow for this and committee members stated this is not a priority of the committee at this time. A constituent had requested the County Board consider limiting the number of elected offices a County Board Member could serve on. Committee members stated that they stand by the State's Attorney's opinion and the issue is done.

Fire sprinkler system for the new Treasurer's Office: Open bids have been sent out to see what costs would be to put fire sprinklers into the new Treasurer's office. The Treasurer is paying for the majority of the upgrades to the new facility, but, this is something that has not been included within the remodeling budget. Risk Management funding is available for this project. The building is set up for a sprinkler system, but, lines would have to be run. The estimate for the project is \$38,000. Mr. Labaj noted that from a "risk" standpoint, all employees should be afforded the same level of protection that has been provided to the other employees. Committee members supported the installation of the sprinkler system within the new Treasurer's facility.

Public Building Commission: Committee members interviewed Mr. Lawrence Winters, Mr. John Kohler, Mr. Donald Allen and Mr. Michael Klepitsch for the open position on the Public Building Commission. The current appointee has not applied for reappointment to the Commission. The current position expires on September 1st and is a five (5) year appointment. The commission meets quarterly.

Discussion – setting the Holiday schedule for 2010: Mr. Austin informed committee members were informed that they will be reviewing the holiday schedule for 2010. Judge Sullivan has stated that the Courts will be keeping the Lincoln holiday. Not every court in the state closes for this holiday. Nothing would be taken away from employees. Those offices not closed for this holiday would receive a "floater" day to take as they wish. The public will be served better by having the offices remain open. Some of the 24/7 offices are required to pay time and a half for closing on this day. The offices closing on this day would not receive the "floater" holiday. The Public Defender and State's Attorney will have to determine whether their offices would remain closed or open on this day. Mr. Austin noted that he would bring this question to the Department Head meeting and the Human Resources Committee meeting for discussion. Committee members questioned if this would affect union contracts. Mr. Austin noted that the standard language stated the number of days they get off, not which days they get off. The consensus of the committee was to

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forward this issue to the Department Heads and the Human Resources Committee for consideration. Mr. Austin noted that the "Good Friday" holiday would remain on the holiday schedule.

PBC – Con't: Committee members suggested that they receive information regarding what the qualifications are of the members currently serving on the commission for review. After discussion, Ms. Hill made a motion to recommend the appointment of Mr. John Kohler to the PBC. After no second was made, Ms. Hill withdrew her motion. Ms. Hill made a motion, seconded by Ms. Barnes to recommend the appointment of Michael Klepitsch to the Public Building Commission for a five year term, beginning September 1st. The motion carried with all members present voting aye on a voice vote. Committee members requested that the other applicants not chosen, the applications be kept for review in consideration of future appointments to other commissions.

OLD BUSINESS

Review of County Administrator's Goals & Action Plan for 09/10: Mr. Austin noted he is looking for a consensus of the committee on his goals and action plan for 09/10. Last year one of the main issues was getting a new Planning and Development Director hired. Valley Hi remains to be an issue in the coming year as they still have issues remaining that need to be addressed. The Valley Hi Committee is reviewing the possibility of creating an operating board to oversee the running of Valley Hi. Additional time will be needed for this decision. Mr. Austin stated he is looking forward to tracking the progress of the strategic measures. Chairman Schuster stated that there is an issue on the list that mentions the structure of the office. Mr. Austin noted that Mr. Sarbaugh and Mr. Labaj are working on large projects and he cannot at this time expect help from them on his goals. He stated it would be nice to have one of them fill the roll of generalist/deputy so they will be looking to restructure the office in the future. Committee members were reminded that payroll is moving into Administration, so Mr. Sarbaugh currently has his time filled with budget and payroll issues. Both Mr. Sarbaugh and Mr. Labaj have stepped up to the plate to help with projects that need to be completed. Mr. Labaj is currently working on the new Recovery Zone Projects, keeping his time filled. Mr. Lehmann has one year left as an intern with the County. His duties currently consist of working on the communications draft plan. Once he graduates, we will see where he goes from here. The communications piece is an important piece to the county, but the challenge will be to find a revenue source to pay for a communications person. Some of the communications components are in place through the Health Department, Sheriff's Department and Emergency Management Agency.

Electronic Data/County Documents: Committee members were reminded that while working on the Strategic Plan, they wanted to create the ability for constituents to review Resolutions and other documents of the County. The main issue was funding. Some funds have been used to research pilot software for this project. Meetings have been held with the County Clerk and State's Attorney, who have been supportive of the project, to put this project in place. IT is looking to purchase the pilot software and run demonstrations prior to implementation of the product. You will be able to search documents by using key words that are located within the document.

REPORTS TO COMMITTEE

Administrator: Mr. Austin stated he is impressed with the cooperation received from the Department Heads that have stepped forward to make cuts needed to their budgets. Mr. Austin reported he is heading to DOT to discuss the Alden Road issues. He feels there is middle ground available to address concerns. The Division of Transportation will provide a presentation at their next committee meeting. Residents need to know when and where the decisions were made on these issues.

There is a MCEDC meeting tomorrow regard the new look of the EDC and the expectations of the reporting requirements to the County Board. They are required to provide a report quarterly and the County Board does not feel they need updates this often.

Mr. Austin noted that they are looking for local support for the joint application between Boone, McHenry, Stevenson and Winnebago Counties for the broadband structured grant for the corridor internet push. This is a huge project with the County having a competitive edge with NIU. Letters of support are needed from Government, Businesses and Hospitals to include with the application. This is \$70,000,000 grant with a State match of \$7,000,000 with the local match being spread among the many local entities.

McCog: None

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FUTURE TOPICS

Email blast update

Committee members questioned if a determination has been made by Sieman's of what was to be included on the grant application that was due to be sent out in late June. Mr. Austin reported that the due date for the application was pushed out 60 days and a report on the application will be provided to the committee in the near future.

EXECUTIVE SESSION

None

ADJOURNMENT:

The meeting adjourned at 11:02a.m. on a motion by Ms. Hill, seconded by Ms. Barnes with all members present voting aye.

RECOMMENDED FOR COMMITTEE/BOARD ACTION

Appointment of Mr. Michael Klepitsch to the Public Building Commission
Forward to Finance and Audit; Budgets for GIS, Purchasing and Recorder

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