

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

MINUTES OF TUESDAY, SEPTEMBER 8, 2009

Chairman Schuster called the Management Services Committee meeting to order at 8:30 a.m. The following members present: Chairman Ersel Schuster; Tina Hill; Kathleen Bergan Schmidt; Lyn Orphal and Yvonne Barnes. Pete Merkel arrived at 8:31a.m. Paula Yensen arrived at 8:45a.m. Also in attendance: Peter Austin, County Administrator; Ralph Sarbaugh, Associate County Administrator-Finance; John Labaj, Deputy County Administrator; Tom Sullivan and Paul Lerner, IT; John Hadley, Facilities Management; Adam Lehmann, Administration Intern 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 August 25, 2009. Ms. Barnes made a motion, seconded by Ms. Orphal to approve the minutes as submitted. The minutes were approved with all members present voting aye on a voice vote.

Mr. Merkel arrived at 8:31a.m.

PUBLIC COMMENT

None

PRESENTATION

None

NEW BUSINESS

Resolution authorizing entering into an agreement with Andy Frain Services, Inc. for security services for the McHenry County Administration Building: Committee members reviewed a Resolution authorizing entering into an agreement with Andy Frain Services, Inc. for security services for the McHenry County Administration Building. Mr. Labaj stated that he was directed to speak to department heads in the Administration building about helping with front desk help for the administration building instead of retaining services from Andy Frain. The departments had a desire to help the County to save money for this service but stated they had concerns about not having a uniformed presence within the facility. Andy Frain personnel have been called upon more frequently in the past few months to help diffuse issues within an office by those unable to pay taxes or by those that find themselves in foreclosure. There has also been an increase in after hour meetings, which department heads stated staff should not have to attend. Committee members questioned if a staff person could be hired to handle the front desk. It was stated because of full time costs as well as costs for benefits, it would be beneficial to hire an outside agency. There is a thirty day "out" clause if the services of Andy Frain are no longer needed. Ms. Hill made a motion, seconded by Ms. Orphal to recommend approval of the above Resolution as submitted. It was noted that the contract for Andy Frain has been decreased as services for the front desk at Valley Hi are no longer required. 14 proposals were sent out with the County receiving 11 bids. Andy Frain has been a real convenience in our ability to handle evening meetings and their ability to clear the floors and lock the facility after hours. The motion carried with all members present voting aye on a roll call vote (Barnes, Hill, Merkel, Orphal, Schmidt, Schuster)

OLD BUSINESS

Resolution supporting the creation of a McHenry County Victory Garden for 2010: Committee members reviewed a Resolution supporting the creation of a McHenry County Victory Garden for 2010 Ms. Hill made a motion, seconded by Ms. Barnes to recommend approval of the above Resolution as submitted. Because of the timing, the only work that will be completed this year would be the tilling of the soil in anticipation of next Spring's garden. The motion carried with all members present voting aye on a roll call vote. The Historic Preservation Commission will provide the tools for use in the garden and plan what will be planted. They have Master Gardeners set up to work with the volunteers in the gardens. Produce from the garden will be provided to the area food pantries. The gardens will

MANAGEMENT SERVICES COMMITTEE

September 8, 2009

Page 2

be located next to the Administration Building behind where the old Harrison house was located. Committee members requested the garden kept to a reasonable size of 20 X 20 or 20 X 30. Committee members questioned if jail workers could be used in the garden if enough volunteers are not found for upkeep of the garden.

Ms. Yensen arrived at 8:45a.m.

Discussion on a lease for warehouse space for storage of County archives: Committee members entered into a discussion regarding the possible lease of warehouse space or building of a facility for storage of the County's archived boxes. There is an inventory of approximately 13,000 boxes of records that must be kept. The old Valley Hi facility is currently being used for storage. It is becoming increasingly difficult to keep the area free from mold. It is costing approximately \$118,822 per year to keep the building usable, including \$84,995 for utility costs. The County could use these expenses to pay for a clean facility for less than what the costs currently are. Mr. Austin stated he is asking that everyone take a step back and review storage options for the County. The County could either lease space in the area or build a Records facility, next to the Sheriff's evidence barn. It was suggested that for the next eight (8) weeks options be reviewed to find out the true costs to build a storage facility. In the future, when paper is no longer saved, the facility could be used as additional storage for the Sheriff. Committee members were reminded that archive storage is included in the Strategic Plan. If it is more costly than expected to build, a facility could be leased at a cost of approximately \$50,000 - \$58,500 per year. The county would have to pay for maintenance and the real estate taxes for this lease facility. The facility would be climate controlled so it would also include costs for utilities as well. Committee members requested staff review costs to build versus lease and bring back this information in 4 – 8 weeks for consideration.

Discussion on IT projects for the future: Committee members entered into discussion regarding the needs of the IT projects in the future. Mr. Sarbaugh presented a list of items needed and stated that some of the items submitted as supplemental requests are shown for information purposes only and will automatically be approved. For instance, when a contract increases, we need to continue to have maintenance contracts so the increases are a given. While working with Mr. Sullivan, Chairman Koehler and Chairman Munaretto, discussions have been held regarding a debt issuing for the Mental Health Board. The County may include some financing for the County to address some of these needs. The Closet Switches for the County are past due their usefulness and need upgrading. These will be purchased as a "lease", but the County will own the equipment after the lease contract expires. There will be a yearly cost of \$435,000 for the next five years for this equipment. Some of the current equipment is old and can't be integrated with the new equipment increasing the need for replacement. Mr. Sullivan stated that some of the costs to upgrade other department's equipment should not be absorbed by the IT department. Some grant money may be available to complete some of the items as well. Committee members reviewed the list of requests for the IT department. Committee members asked if departments have a say in what type of equipment is purchased for their use since the County is paying for the lease of their printers and computers. They questioned the need of departments to have color printers when the cost for alternate equipment is so much cheaper. Some have requested more than one color printer increasing these costs more. Committee members questioned if the County could supply black and white printers and if a department requests a color printer, the Department pay for the cost of the upgrade. The Treasurer is requesting two copiers since they will now occupy two floors in their new facility. They questioned if additional wants should be absorbed by the requesting department. Committee members were told that the supplemental requests as well as the requests from Information Technology will be reviewed by the CALF and Finance and Audit Committee's for consideration.

Discussion Strategic Plan & Performance Report Card: Committee members entered into discussion regarding the final version of the Performance Measures for the Strategic Plan. Mr. Austin stated this is a "report card" for the County. He questioned the committee on the best way to present this to the County Board. The County developed 21 performance measures which will be used to track the progress toward meeting the strategies set forth in the strategic plan. The "report card" is a visual representation on how we are moving forward with the plan. The report card would be reviewed by the County Board quarterly. The last plan was very cumbersome, with 93 goals. The challenge of the new plan was to reduce the plan to reportable goals which will be easier to understand and manage as

well as showing measurable progress toward the Strategic Plan. One member stated that the goal should be to show transparency of government. The Strategies list where /what department they came from and the measures showing the progress of the plan. Mr. Austin stated he would like to show the document to the County Board.

Ms. Hill and Ms. Orphal left committee at 9:30a.m.

Ms. Hill requested the committee consider changing the committee meeting time since two major committee meet on the same day. Some committee members noted they cannot attend any earlier than the current meeting time. A better solution may be to change the date that the Management Services Committee meets. Mr. Austin noted that he could speak to some of the Committee Chairpersons to see if they would be willing to change their meeting date or time. Some committee members stated this should be discussed at a later date as this issue was not included on the agenda for consideration. It was noted that this issue will be brought back for future discussion.

REPORTS TO COMMITTEE

Committee members stated while it is nice that the EDC is communicating with County Board members to schedule meetings with the new Director, they have an issue with them scheduling meetings for these members as they have other duties other than County Board. They stated it is difficult when others try to plan your time for you and requested when an appointment is being scheduled to let you know first in case you have a conflict.

Administrator: Mr. Austin stated that the CALF meeting has been scheduled for September 29th at 8:30a.m.

McCog: The County will be hosting the October McCog meeting. County Board members will be notified where this meeting will be held.

Mr. Sullivan informed committee members that he will be meeting with the Regional Superintendent of Schools. This is in conjunction with the Greater Rockford area fiber optics plan that is being worked on with NIU. NIU has sent in some grant requests to finance this project. They are requesting letters of support from industries and others in the area for this project. This item is referenced in the Strategic Plan.

Committee members were informed that McHenry County is ahead of other Counties in presenting the County's application for the EECBG (Energy Efficiency Conservation Block Grant). The Department of Energy is requesting these applications submitted in a timely manner. It is hopeful that the funds from the grant will be received within 2 to 4 weeks.

EXECUTIVE SESSION

None

ADJOURNMENT:

The meeting adjourned at 9:37.m. on a motion by Ms. Schmidt, seconded by Ms. Jensen with all members present voting aye.

RECOMMENDED FOR COMMITTEE/BOARD ACTION

Resolution authorizing entering into an agreement with Andy Frain Service, Inc. for security services for the McHenry County Administration Building

Resolution supporting the creation of a McHenry County Victory Garden for 2010

* * * * *

;ksf