

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

MINUTES OF TUESDAY, OCTOBER 27, 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; Yvonne Barnes; Pete Merkel and Paula Yensen. Also in attendance: Peter Austin, County Administrator; John Labaj, Deputy County Administrator; Tom Sullivan and Paul Lerner, IT; Andy Toth and Cathy Link, Purchasing; 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 September 22, 2009. Chairman Schuster made note of two typographical errors. Ms. Orphal made a motion, seconded by Ms. Yensen to approve the minutes as corrected. The minutes were approved with all members present voting aye on a voice vote.

PUBLIC COMMENT

None

PRESENTATION

None

NEW BUSINESS

Resolution authorizing approval of the County of McHenry's Property and Casualty Insurance Program for FY09/10: Committee members reviewed a Resolution authorizing approval of the County of McHenry's Property and Casualty Insurance Program for FY09/10. Ms. Orphal made a motion, seconded by Ms. Barnes to recommend approval of the above Resolution as presented. Mr. Labaj informed committee members that overall the insurance program was good. Competitive bids were received for all ten (10) of the needed policies. Mr. Labaj reviewed the 10 policies with committee members. Overall, there was a 3.7% increase to the premiums from the previous year. This was under the amount estimated for the coming year. The increases seen were because of the increase in employees, property and the increase of hours worked at the Dental Clinic. An extensive search was made for alternate coverage's. The motion carried with all members present voting aye on a roll call vote (Barnes, Hill, Merkel, Orphal, Schmidt, Yensen, Schuster)

Permitting requirements for County Construction Projects (J. Hadley & C. Link): Ms. Link joined committee members to discuss the permitting requirements for County Constructions Projects. The Planning and Development Department now requires that the County be held to the same standards as everyone else. They now require permits to be pulled for in-house projects. These projects would be under \$5,000 and would require an architect drawing. An RFP was sent to 24 architect firms with 25 bids received. Three firms were interviewed from the most qualified RFP's. The firm selected had the lowest hourly rate of \$75 per hour. This price has been locked in for three years and the firm will be kept on retainer. The cost for each architect review will be approximately \$500, which will be paid for by the department for which the work will be completed.

Update – Strategic Plan: Committee members were informed that the Strategic Plan and performance measures were sent out one week ago. The Strategic Team is scheduled to meet on Friday. They will focus on how to draw a connection between the county and the employees. An update will be provided at the end of January on how the plan is going. The Strategic Plan is now distributed as part of the new employee benefit package.

Discussion on County Website and Transparency: Committee members entered into a discussion regarding the County Website and the increase of transparency in County Government. There is a lot of information available on the website with easy access for those looking for information. Committee members stated that some of the information included in the website is difficult to find and stated that the County needs to find an easier way to navigate within the site. Most of the complaints received

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have been regarding access to "agenda" items. The individuals do not know they must go to the County Board Calendars to access the agenda's and items attached to the agendas. Committee members questioned if there was a Frequent Questions area and suggested the calendar information placed under the frequently asked question area. It was stated that most of the items being looked for are on the website somewhere, but, individuals do not know where to find where the information has been placed. It was suggested that items be placed under quick links for easier access. It was stated that there is a search field available to search for requested information. Committee members stated they did not know this field was there and stated that it was easy to miss. They suggested this be placed in a more convenient location on the website. Committee members voiced concern that those that use different "browsers" are unable to gain access to the website. Committee members were informed that these are all windows based programs. It was stated that individuals that have MAC computers are having issues as well as others that are using different browsers. Committee members were informed that each department is responsible for the information being included on their webpage but, Mr. Sullivan stated that he will work with the departments to help with changes needed to make access easier. Committee also requested that information regarding all of our State Representatives and Senators as well as State departments be included with a link as not every McHenry County representative was listed. Committee members questioned why, during the budget process, budget information was not being posted on line. Committee members were informed that the budget is posted when approved by the County Board. Committee members stated that the budget information should be posted as it is being discussed as part of transparency in government as well as the final document. Mr. Austin noted this is a good goal for the next budget year.

Mr. Sullivan informed committee members that they can now gain access to their email without going through Citrix. He stated he would forward the link to the County Board Members.

Committee meeting dates and times: Committee members entered into a discussion regarding committee meeting dates and times. It had been suggested that the Management Services Committee meetings be changed since they seem to run into the Finance and Audit Committee meeting times. Committee members agreed to keep the current meeting schedule as is, but, to try to be cognizant of whether an item on the agenda would require a lengthy discussion so that if necessary that item could be pushed out to a future meeting.

Discussion on media relations: Mr. Lehmann presented to committee members an outline of the McHenry County Media Relations Objectives. The information includes information obtained from various counties and pertains to the strategic operations of the county. This is to be used on how to provide information to others and who will be responsible to provide information to the media, in case of emergency. This should include the "go to" person, for each department so that emergency information is provided to the media and others in a timely manner.

REPORTS TO COMMITTEE

Administrator: Mr. Austin reported that he will be meeting with representatives from Ferguson Group regarding our Federal legislative program. Trent will be addressing the County Board to discuss the Federal earmarks for the coming year. Mr. Austin stated that there will be good news presented.

Mr. Austin informed committee members that a draft business plan is being created by Revere for Valley Hi Nursing Home. They are also working on the draft of the bylaws for an operating board. A professional recruitment group has been hired to help with the recruitment of a new Valley Hi Administrator.

Mr. Austin stated that an additional company may be needed to be hired to help with the recruitment for a new Chief County Assessor. This position will be advertised for. The State will hold a testing date for certifications for this position. This will insure a good pool of applicants available to choose from.

Additional meetings are being held with clergy in the area that are interested in obtaining the old Valley Hi facility for use as a homeless shelter. They have been informed of the issues of the facility but have indicated they would like to continue discussions regarding this idea. They have stated that they have some revenue available to fix the old facility up for use. The facility currently costs \$118,000 per year to keep the facility open for storage. Committee members questioned the risk of placement of a

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homeless shelter next to a long term healthcare facility. The condition of the facility has been presented to the group. Committee members agreed that this is an issue to be discussed by the County Board.

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

McCog: Committee members were reminded that the next McCog meeting is tomorrow night.

EXECUTIVE SESSION

None

ADJOURNMENT:

The meeting adjourned at 9:35.m. on a motion by Ms. Yensen, seconded by Mr. Merkel with all members present voting aye.

RECOMMENDED FOR COMMITTEE/BOARD ACTION

Resolution authorizing the County of McHenry's Property and Casualty Insurance Program for FY09/10

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