

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

MINUTES OF TUESDAY, NOVEMBER 10, 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; Jim Kennedy, County Board Member; Pam Palmer, Auditor; Ralph Sarbaugh, Associate County Administrator-Finance; 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 October 27, 2009. Ms. Orphal made a motion, seconded by Ms. Yensen 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 – McHenry County Electric and Gas Commodity Contracts (J. Hadley): John Hadley joined committee members to discuss the McHenry County Gas and Electric commodity contracts. For the past 15 years we have entered into agreements through a State Contract. We joined State Contract under the University of Illinois, Chicago. The University has elected to opt out of the State Contract so the County needed to find another source. Mr. Hadley contacted Midwest Energy, which is a broker to see what suppliers he had available for gas and electrical service. Mr. Hadley noted that he anticipates a 12% savings in electrical costs, which amounts to \$150,000 in savings and 2% savings in gas cost, which would amount to \$8,000 to \$10,000 in savings for the coming year. The States Attorney has reviewed the contracts and made some minor changes. Since the cost of gas is low at this time he locked in a fixed amount, of 36cents per therm. Terms can be renegotiated if needed. The contracts are for all County facilities. This is a three year contract with yearly renewal. There is an opt out clause as well. Committee members questioned if there was a contact at Nicor or ComEd for constituents having difficulty paying their bills because of lost jobs. They stated that these companies are very difficult to deal with to try to get help for those that are behind in their bills. Ms. Hill stated that they can call their State Reps for help with these issues.

Discussion – Development of a Cell Phone Use Policy (P. Palmer): Ms. Palmer joined committee members to discuss the creation of a cell phone use policy within the County. The Auditor's office completed an audit of cell phone bills within the County and saw an opportunity to save some money being spent on cell phone service in the County. Previously, each department used their own contracts and service which does not maximize savings for volume use. The County is moving towards using two vendors for this service, Verizon and AT & T. These vendors will provide a few choices for their plans. If a plan is being underutilized, a new contract will be found to fit the need of the employee. This would result in a large amount of savings for the County. Ms. Palmer stated that she has spoken to the Finance and Audit Committee who requested the Management Services Committee take charge of this policy. Ms. Palmer stated that the County needs to fit tax law into how cell phones are being used. Currently there is no policy, but, when created they want a policy that could be adjusted along with changes to the tax law. A lot of similar issues remain. Ms. Palmer stated she has spoken to 16 Auditors in the State to find out if their Counties have a cell phone use policy. Only two out of sixteen have policies. This would set up the County for being a leader if a good policy is created. A policy would also control usage and spending on cell phones. Ms. Palmer stated the

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audit was based upon phone bills received, not individual use. The Division of Transportation uses Sprint/Nextel since they offer push talk service. The Sheriff has stated that he would not transfer service since the current service allows for inter-connectability with others but will get some new air cards. Both Verizon and AT & T are on the State Contracts. The two year contract terms will be waived and there will be no termination fees. This will come back to the committee at a future meeting.

Resolution authorizing Workers' Compensation Claim Settlement: Committee members reviewed a Resolution authorizing a Workers' Compensation Claim Settlement. This settlement is from a road deputy that was injured during training after a high risk lock take down. He felt immediate pain in his elbow. He has recovered well without surgery. The Special Assistant State's Attorney has recommended a settlement of \$16,094.60. Ms. Hill made a motion, seconded by Ms. Orphal to recommend approval of the above Resolution as presented. The motion carried with all members present voting aye on a roll call vote (Barnes, Hill, Merkel, Orphal, Schmidt, Yensen, Schuster) Mr. Labaj reported that the County is having a modest claim year, though next year claims are expected to be higher because of some current large outstanding claims. He stated that our new carrier, Travelers, did a comprehensive review of the Sheriff's Department and was impressed with the policies and procedures put in place for training of the Sheriff's personnel.

Resolution authorizing budget line item transfers from the General Fund Non-Departmental FY09 budget to the Facilities Management General Fund FY09 budget: Mr. Sarbaugh reminded committee members that at the end of a fiscal year it is necessary to make adjustments to the budget because of line items being expended. The electric bill has exceeded its budget and it is now necessary to make an adjustment in order to pay for these expenses. The departments are told not to budget for worse case scenarios and to come forward if they see a need to transfer funds. Ms. Orphal made a motion, seconded by Ms. Barnes to recommend approval of the above Resolution as presented. The motion carried with all members present voting aye on a roll call vote (Barnes, Hill, Merkel, Orphal, Schmidt, Yensen, Schuster)

Insurance Update – Inmate Medical: Mr. Labaj reminded committee members that the decision regarding Inmate Medical had not been decided until after meetings with the Sheriff. Mr. Labaj met with the Sheriff, who decided to retain the current carrier for inmate insurance coverage. They have tightened procedures and now follow what is and is not covered for an inmate. If an inmate has medical insurance, claims would be forwarded to them.

Committee members questioned what happened to the old Animal Control facility. Committee members were informed that the facility was torn down and the County still owns the property. Since the real estate market fell through, nothing has moved forward to sell the property.

REPORTS TO COMMITTEE

Administrator: Mr. Austin reported that the draft budget has now been placed on the website. The members of the Strategic Plan met with County Departments and held discussion on how to tie in the day to day employee with the strategic plan. This will be a challenge for some departments.

Mr. Austin stated that Friday they have a unique opportunity to host a meeting with Congressman Manzullo and Secretary of Transportation, Ray LaHood. Members from the MCEDC, Chairman Koehler, Transportation Chair, Ms. Miller, the Highway Engineer and area Mayors. They will take a stance on the transportation bill to get more capacity on Randall Road, which falls into our legislative agenda. Committee members questioned if one of the County Board members from that district should join in for this meeting. Mr. Austin noted he would check into this.

Mr. Austin informed committee members that Mr. Lehmann is summarizing notes from Ferguson, our legislative lobbyist. In December they will be reviewing requests received from the departments. The Legislative Agenda will be discussed at the evening meeting of the County Board in January.

A professional search firm has been hired to fill the Administrator position at Valley Hi. It is hopeful that an Administrator will be found by the end of January so they can be in place by the end of February.

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Payroll functions are moving forward in the Administration Office. This is a very time consuming endeavor.

Ms. Mayberry has submitted her resignation, effective April 23rd. The Illinois Department of Revenue has been contacted regarding the scheduling of the Assessor Testing. This will be held the last Wednesday in January. An individual must have this certification to qualify for this position.

Mr. Austin stated that in the newspaper today was an article regarding social networking and how it is becoming more relevant in the community. Currently all networking sites are closed to employees, but, could be open if there are opportunities relevant to some departments. This is an innovative shift to access information for all demographics. Committee members questioned how the County is using their social networking sites. Mr. Lehmann stated that the sites are currently used for press releases and getting information out to the community. These sites make it easy to access information for those who are interested.

McCog: The next McCog meeting has been scheduled for November 18th at Pirro's in Woodstock for those interested in attending. The topic will be intergovernmental agreements and cooperation. McCog will no longer send out mailed invitations. The invitations are now sent through emails accounts.

Ms. Hill requested that the Artwork Sub-Committee placed on the next committee agenda for discussion. She stated there is some money in the artwork account to needs to be used to purchase artwork for the County Buildings. Some of the vending funds are set aside for this purpose. Ms. Hill reminded committee members that the Sub-Committee previously had an art history major that was paid to help acquire artwork for the County. Since the sub-committee has disbanded this person has worked as a volunteer to help pick out pieces of art for purchase for the County.

EXECUTIVE SESSION

None

ADJOURNMENT:

The meeting adjourned at 9:24.m. on a motion by Ms. Hill, seconded by Ms. Barnes with all members present voting aye.

RECOMMENDED FOR COMMITTEE/BOARD ACTION

Resolution authorizing Workers' Compensation Claim settlement
Resolution authorizing budget line item transfers from the General Fund non-Departmental FY09 budget to the Facilities Management General Fund FY09 budget

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