

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

MINUTES OF MONDAY, JANUARY 23, 2012

Chairman Schuster called the Management Services Committee meeting to order at 8:30 a.m. The following members were present: Chairman Ersel Schuster; Kathleen Bergan-Schmidt; Anna May Miller; Barb Wheeler; Paula Yensen; and Sandy Salgado. Donna Kurtz arrived at 8:33a.m. Also in attendance: Peter Austin, County Administrator; John Labaj, Deputy County Administrator; Adam Lehmann, Assistant to the County Administrator; John Hadley, Facilities Management; Dave Christensen, EMA; Paul Lerner, IT; and Cathy Link, Purchasing.

Ersel Schuster, Chairman	
Donna Kurtz	Anna May Miller
Sandra Salgado	Kathleen Bergan-Schmidt
Barbara Wheeler	Paula Yensen

MINUTE APPROVAL

Committee members were informed that the minutes will be postponed to the next committee meeting as there were several errors that need correcting.

The joint meeting of the Public Health and Human Services Committee and Board of Health is scheduled for 7:00p.m. this evening for those interested in attending.

Ms. Kurtz arrived at 8:33a.m.

PUBLIC COMMENT

None.

PRESENTATION

None

NEW BUSINESS

Interview for appointment to the McHenry County Ethics Commission: Melissa M. Hernandez: Committee members were reminded that there are two openings on this commission. The interviews were postponed to allow time for the interviewee's to attend today's meeting.

Resolution Authorizing Entering Into a Contract with Paper 101 for the Purchase of Copy Paper for McHenry County Government: Ms. Miller made a motion, seconded by Ms. Kurtz to recommend approval of the above Resolution as presented. Committee members were informed that eight bids were received. There has been a 10% reduction in paper use since 2007. There are approximately 2,400 cases of paper purchased yearly. The motion carried with all members present voting aye on a roll call vote. (Kurtz, Miller, Salgado, Bergan-Schmidt, Yensen, Schuster)

Interview for appointment to the McHenry County Ethics Commission, continued: Committee members interviewed Ms. Melissa Hernandez and Mr. Scott E. Hartman for appointment to the McHenry County Ethics Commission. The current term expires on February 1, 2012. The term for the position is two years.

Mr. Labaj informed committee members that the web based training on the Ethics Ordinance has been completed by IT (Information Technology) and has been forwarded to the State's Attorney for review. When an employee takes the training the login will be used for registration purposes. The site will show when an employee took and passed the test and will become a part of internal records. Everyone who has a county email address will be required to take this training, including all of the County Board Members. Committee members questioned who the liaison for the Ethics Commission is as they would like to receive updates by this member after a meeting has been held. Committee members were informed that Mr. Jung is the liaison, though he has not been actively involved with the commission. Committee members stated there is a need to have better communication among the liaisons for the various groups and suggested they discuss what level of interaction and or reporting they would like to have from these groups.

Resolution Authorizing Entering Into a Contract with Carahsoft Technology Corporation for Agenda Management/Webstreaming Services and a Budget Line Item Transfer in the Non-Departmental Fiscal Year 2012 Budget: Ms. Yensen made a motion, seconded by Ms. Salgado to recommend approval of the above Resolution as presented. Carahsoft Technology Group was the most responsible vendor to meet the needs of the County with their IQM2 MinuteTraq and MediaTraq software. They have included the Audio Streaming component at no additional cost

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which will allow the County Board meetings to broadcast the County Board Meetings out to the public. The motion carried with all members present voting aye on a roll call vote (Kurtz, Miller, Salgado, Bergan-Schmidt, Yensen, Schuster)

Review of Management Services Goals for 2012: Committee members reviewed a target list of the goals for the Management Services Committee for consideration in 2012. Ms. Miller requested that number 4 be removed as she does not feel that this committee is the appropriate place to define the roll of a County Board Member or Chair. The choices made as an elected official is your own. Chairman Schuster agreed.

Ms. Bergan Schmidt stated that she agrees though there should be some discussion at some level to address compensation, attendance and participation requirements so candidates know what they are getting into. There needs to be a more basic concept of what the duties are in order to function better as a board member.

Ms. Miller countered that there are no two board members that do things the same. Each handle their roles differently based on how each feel personally. There are some that may have an issue, but the constituents do not seem to have an issue as some of these individuals keep getting reelected. Even with attendance, there is no guarantee there will be participation.

Ms. Yensen stated that the orientation meeting for the County Board Members should include all members of the County Board and not just the new members. There should be expanded training for all of the County Board Members.

Ms. Wheeler noted that we define what a County Board Member is in the County Board rules. It is as individual as how you provide representation to your community. There is a disconnection when it comes to the "County" vs. the community. The community needs to know what, as a County we do so this needs to be better defined.

Committee members agreed that number four needs to be removed. They noted that the County Board rules could be expanded to include more text to address the duties of the Committee Members and Chairman.

Ms. Salgado stated that she feels the goals are too lengthy and the committee would not be able to accomplish all of them. She stated that she feels that items number 1, 2, 3 and 9 should be the focus of the committee.

It was stated that number seven, County Office/Department Service Audit will be done. They will work through this committee reviewing the mandated vs. non-mandated services that are currently being provided by each department. When the questions regarding which services are being provided are answered they will be able to make more informed financial decisions. It was suggested that when the report is completed that one department per meeting be reviewed by the committee.

Ms. Wheeler stated she would like to see Government Awareness Day brought back. She noted that this event is about County government and allows the students to spend time with their elected officials. The Law Day event is more about the Law. It was suggested that letters be sent to the teachers and principals to find out if they would be interested in reinstating this program. She stated that it is important for us to be role models to the future generations and this is a program that teaches democracy. She stated that this item deserves thoughtful dialogue and consideration.

Ms. Schmidt stated that we need to review the needs vs. wants. The Historical Society has seen a huge decrease in visits by schools as the schools can no longer afford to take their students on field trips.

Ms. Yensen suggested this be a future agenda item to see if the program should proceed. Letters should be sent to the schools to find out if there is a real interest in providing this program. She stated the schools may not be interested because of the costs involved.

Committee members requested the goals be prioritized, with the addition of Government Awareness Day, and bring back the goals for consideration to the next committee meeting.

Report on Emergency Generators for County Facilities: Mr. Austin, Mr. Hadley, Mr. Christensen and Mr. Labaj joined committee members for a discussion regarding the black out/power outages that occurred during a storm in July and to address the possible need for some Emergency Generators for the County Facilities. This event became learning

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opportunity for the County. An emergency event like this will more than likely occur again so steps are needed to address possible emergency needs. Mr. Hadley had a Generator Survey completed of all of the County facilities.

The Emergency Management Agency has obtained five generators for use. These will be loaned out if not being used by the County. A review of all of the main buildings was completed with the question of what to do in case of a power outage. The 24/7 operations were addressed first. The survey provided a recommendation for each of the facilities.

The Emergency Management Agency is working with the Valley Hi Operating Board to review this issue. They asked if they wanted an electrical "tap" so a generator could be wheeled in and "tapped" into the facility when needed or if they wanted to purchase a generator for the facility. The Operating Board will review this issue for consideration.

This issue will be reviewed with the other committees and will be brought back for further consideration.

Interview for appointment to the McHenry County Ethics Commission, continued: Ms. Miller made a motion, seconded by Ms. Yensen to recommend the reappointment of Scott E. Hartman to the McHenry County Ethics Commission for a two year term. The motion carried with all members present voting aye on a roll call vote (Kurtz, Miller, Salgado, Bergan-Schmidt, Yensen, Schuster)

Ms. Yensen made a motion, seconded by Ms. Wheeler to recommend the appointment of Ms. Melissa M. Hernandez to the McHenry County Ethics Commission for a two year term. The motion carried with a majority of members present voting aye on a roll call vote (Kurtz, Schmidt, Wheeler, Schuster) Nay (Miller, Salgado, Yensen)

OLD BUSINESS

Ms. Kurtz informed committee that the vendor recommendation memo was a good first start but she still feels that no department should provide any information for any vendor. She stated she has a problem with giving permission for a department to create a "list" for services. Ms. Yensen noted that she is comfortable with the memo as the departments are only providing a list of vendors that are able to provide a specific service. She stated that she took this memo to mean that these are vendors who are qualified to provide a specific service, not that the department was saying you must use one of these vendors. This is provided for information only and there is a difference between providing a vendor list versus providing a recommendation.

All of the department heads understand they are not to provide a recommendation and they do not feel this is a problem. The memo captured how they are doing business. Ms. Kurtz stated the idea of saying "here's the professional you need" is inappropriate. She stated this information is easily found and when we recommend a specific vendor, it has a potential to be viewed as showing favoritism for a vendor and opens the County up for a liability. She stated that if a customer has an issue with a vendor that has been "recommended" by the County, we open the door to a potential liability. She stated that when we convey information on a vendor it is providing a recommendation.

Ms. Wheeler voiced concern as there are certain requirements for some of the County's permits and the department should be able to provide a list of vendors that are qualified to provide the services in order to obtain these permits.

Ms. Miller noted that the Departments are aware of these perceptions and we need to trust our staff to behave as a professional and that we are only providing a list of vendors that are able to provide a specific service, we are not saying, you must use this one vendor. If there is only one vendor on the list that is because that is the only vendor that is currently available to provide that service and she is very comfortable with the direction given in the memo and she appreciates the time to fully vet this issue.

Mr. Christensen stated that his department deals with hazardous materials and there are only certain companies that are qualified to handle this material. He stated he does provide a list of vendors that are qualified, but routinely scrambles the list so the vendors order on this list is changed. He stated that if he was not able to provide this list it handcuffs him from doing his job. Committee members stated that rotation of the list is a good idea.

Ms. Link stated that Purchasing has never had an issue with creating vendor lists. She stated that she is unsure if all the vendors are still in business and should remain on one of her lists and it is up to the customer to check the list to find this information out.

Ms. Salgado stated that she is comfortable with the memo and questioned if the committee needs a consensus on this issue. Chairman Schuster asked if the committee needs to review the memo before asking the committee for a

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consensus on this issue.

Ms. Kurtz voiced concern. She questioned how we know there is only one vendor in the County that does this specific service. It is not up to the County to provide recommendations. A list of licensed vendors is fine because a specific service may be required in order to obtain a permit but she has an issue with providing a recommendation with only one vendor on the list.

Ms. Wheeler stated that if a company wants the most exposure, it is up to them to get their name included on these lists. When the vendor fair takes place, these vendors are added to the "lists" so they are giving themselves the advantage to provide service to the constituents of the County.

Mr. Labaj stated that if the County receives a FOIA request for this information, we have to provide this information so they are still able to receive these "lists".

Ms. Miller stated that we are not talking about "vendors" but one specific 501c3. She stated that she would like a consensus of this committee in order to provide direction to the departments. She stated that the lists seem to be a list of vendors that provide necessary work to be done and we are not saying you must use one of these vendors to provide this work. When asked, they are only providing a list of vendors that are known to currently provide a specific service. She stated that she is very comfortable with the direction that was provided in the memo.

Ms. Kurtz stated that when the vendor event is held, they are getting names of vendors in the County so they can be included in a searchable data base with a web link to the vendor. She stated that her issue is more about the process, procedures, training and tracking records and she wants to ensure we are maintaining certain standards and she feels there are risks associated with the memo.

Chairman Schuster called for a consensus of the committee. The majority of members stated that they did not have a problem with the memo and the direction that was provided to the departments Aye (Miller, Salgado, Bergan-Schmidt, Wheeler, Yensen) Nay (Kurtz, Schuster)

Ms. Miller left committee at 10:22a.m.

Ms. Yensen questioned staff if the Courts were obtaining property near Routes 31 and 14 in order to build out an additional courtroom. She stated that she has heard that Chairman Koehler and Judge Sullivan reviewed property for construction for additional court space. Mr. Austin reported that the Courts previously targeted some areas in the area to provide options for the Courts. Mr. Wallis researched over 16 areas in the County and reviewed options for various facilities, including property near Routes 31 and 14. At that time, with push back by the County Board, they put this project on hold in order to allow time in FY2012 to review options for the Courts. Committee members were informed that nothing has happened on this issue since late October 2011.

OLD BUSINESS

None

REPORTS TO THE COMMITTEE

Administrator's Report: Mr. Austin informed committee members that following Friday's Strategic Planning meeting he will provide a report for the County Board Members. He will add additional information to the Stormwater as well as provide more details in the report. There were not a lot of questions on the actions presented. Measurable activities are needed for the "report card". He stated that a Resolution would then be forwarded to the County Board for consideration.

Chairman Schuster questioned if the Resolution should go before this committee first. Mr. Austin stated that this Resolution is not slated for any specific committee but as each step in the process progressed he had direction of the various committees and he feels there are instances where we take a Resolution directly to the County Board for consideration and a full discussion.

Chairman Schuster requested a review of the process before forwarding this Resolution directly to the County Board.

The State of the County Address is currently being worked on for presentation at the next County Board meeting.

Mr. Lehmann informed committee members that the contract with IQM2 is not scheduled to begin before March 1st.

Approved 02 13 12

EXECUTIVE SESSION

None

MEMBER'S COMMENTS

None

ADJOURNMENT:

The meeting adjourned at 10:27 a.m. on a motion by Ms. Kurtz, seconded by Ms. Salgado with all members present voting aye.

RECOMMENDED FOR COMMITTEE/BOARD ACTION

Recommend the appointments of Melissa M. Hernandez and Scott E. Hartman to the McHenry County Ethics Commission

Resolution Authorizing Entering into a Contract with Paper 101 for the Purchase of Copy Paper for McHenry County Government

Resolution Authorizing Entering into a Contract with Carahsoft Technology Corporation for Agenda Management/Webstreaming Services and a Budget Line Item Transfer in the Non-Departmental Fiscal Year 2012 Budget

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