

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

MINUTES OF TUESDAY, JANUARY 26 2010

Chairman Schuster called the Management Services Committee meeting to order at 8:30 a.m. The following members were present: Chairman Ersel Schuster; Tina Hill; Lyn Orphal; Yvonne Barnes; Pete Merkel and Paula Yensen. Kathleen Bergan Schmidt arrived at 8:32 a.m. Also in attendance: Peter Austin, County Administrator; John Labaj, Deputy County Administrator; Adam Lehmann, Administration Intern; John Hadley, Facilities Management; Nicole Gattuso, GIS; interested public 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 January 12, 2010. Ms. Yensen made a motion, seconded by Ms. Orphal 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

Ms. Schmidt arrived at 8:32a.m.

NEW BUSINESS

*Resolution authorizing participation in the Northeast Illinois Joint County Aerial Project 2010:* Committee members reviewed a Resolution authorizing participation in the Northeast Illinois Joint County Aerial Project 2010. Ms. Barnes made a motion, seconded by Ms. Yensen to recommend approval of the above Resolution as presented. Ms. Gattuso joined committee members and informed them that this aerial imagery serves as a framework for the County's Geographical Information System (GIS) and supports the decision making process for many important issues facing the County, including emergency services, homeland security, land use planning, transportation infrastructure, storm water management and many others. Our county will receive information on the surrounding counties as well. The motion carried with all members present voting aye on a roll call vote (Barnes, Hill, Merkel, Orphal, Schmidt, Yensen, Schuster)

*Resolution authorizing renewal of annual ESRI Software Maintenance Agreement:* Committee members reviewed a Resolution authorizing renewal of annual ESRI Software Maintenance Agreement. Ms. Gattuso joined committee members to review the Resolution above. She informed committee members that this is to renew the annual GIS maintenance agreement. Ms. Hill made a motion, seconded by Ms. Yensen 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)

OLD BUSINESS

*Discussion of proposed disclosure ordinance:* This item was pulled for discussion at a later date as the person attending the meeting to discuss this issue was unable to attend today's meeting because of a family emergency.

*Discussion – Open Meetings Act and the recording of Standing Committees:* Committee members were joined by Ms. Jamie Rein, Assistant State's Attorney to address questions surrounding the recording of committee meetings. An initial discussion took place regarding the advantages versus the disadvantages of recording meetings. During the previous committee meeting the committee members had directed staff to review the Open Meetings Act and the requirements of this Act. Ms. Rein informed committee members that the committee meetings are not required to be recorded. The minutes are to include a summary of the conversation that took place during the meeting. There is a requirement to record all closed sessions, including standing and sub - committees. If there is a discrepancy in the minutes, these can be changed during review of the committee minutes by its members. The public is allowed to record meetings if there has been a policy put in place to allow this practice, which Ms. Rein said she believes the County allows. The only change to the current act concerns FOIA (Freedom of Information Act requests) She noted that if a committee meeting is recorded, this recording becomes a part of public record and the County would have an obligation to maintain these recordings as part of the Local Records Act. Chairman Schuster stated that this issue was brought up because some public

MANAGEMENT SERVICES COMMITTEE

January 26, 2010

Page 2

comments were not included in some committee minutes. These minutes were corrected, as suggested in the Act during the next committee meeting. Committee members asked if the secretary brings in a recorder for their own purposes would they be subject to this same rule. Committee members were informed that since the secretary would be an employee of the County these recordings would need to be retained as part of public record. Committee members voiced concern and questioned whether the tapes for the Regional Planning Commission meetings have been retained as all of these meetings were recorded. Ms. Hill stated she would question staff at the next Planning and Development Committee meeting to make sure these recordings are maintained in order to be consistent with the Open Meetings Act. It was stated that equipment may need to be upgraded in order to maintain a clear recording when required. Committee members noted that even though accuracy is what they are all striving for, even if a session is recorded a "comment" might still not be heard and it is up to the committee members to amend minutes to include information not recorded in the minutes.

REPORTS TO COMMITTEE

Mr. Austin informed committee members that they held interviews at Valley Hi for the Valley Hi Administrator position. Ms. Schuster as well as Valley Hi Management, Management from Purchasing, Information Technology, Human Resources, Finance and Facilities Management joined in the interview process. The interviewees were required to interview with an executive committee as well. The finalist will be invited back for additional interviews. He stated he was surprised at the quality of the applicants and is hopeful that the right person will be found for the position.

Ms. Austin reminded committee members that Ms. Palmer had previously discussed the need to create a cell phone audit and cell phone policy for the County. Mr. Lehmann has been working to rewrite and revise the current policy. It is hopeful that his item will be ready for discussion at the next committee meeting.

Mr. Austin reported that he attended the McCog (McHenry County Council of Governments) Legislative Committee meeting to discuss what will be presented during McCog's Springfield Lobbying efforts in March. The goal is to retain funding that is already being received.

Mr. Austin stated that he has a meeting scheduled this afternoon with a consultant to help staff plan for the design of the Strategic Plan retreat that has been scheduled for March 12<sup>th</sup>. He will be meeting with the core Strategic Planning group to help with the plan and design of the meeting. He stated he has been speaking with each department on the updates to the plan and where each department may fit into the plan. This has allowed for a good connection with staff.

EXECUTIVE SESSION

None

ADJOURNMENT:

The meeting adjourned at 8:50a.m. on a motion by Ms. Orphal, seconded by Ms. Barnes with all members present voting aye.

RECOMMENDED FOR COMMITTEE/BOARD ACTION

Resolution authorizing participation in the Northeast Illinois Joint County Aerial Project 2010  
Resolution authorizing renewal of annual ESRI Software Maintenance Agreement

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