

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

MINUTES OF TUESDAY, MARCH 9, 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; Pete Merkel; Kathleen Bergan Schmidt and Paula Yensen. Yvonne Barnes was absent. Also in attendance: Ken Koehler, County Board Chairman; Peter Austin, County Administrator; John Labaj, Deputy County Administrator; Adam Lehmann, Administration Intern; John Hadley and Art Eschmann, Facilities Management; Cathy Link, Purchasing; Tom Sullivan, IT; Tom Carroll and Dick Buelow, States Attorney; and interested public.

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 February 23, 2010. Chairman Schuster stated she has some minor little typographical errors that can be fixed after the committee meeting. Ms. Hill made a motion, seconded by Ms. Orphal to approve the minutes as amended. The minutes were approved with all members present voting aye on a voice vote.

PUBLIC COMMENT

Mr. Conor Brown, from the McHenry County Association of Realtors (MCHCAR) joined committee members and stated there is a proposed conflict by restricting the number of persons from one profession from serving on a board. By inserting restrictions from serving on any board, it would violate a person's first amendment right. He stated that there are a lot of boards or commission that wants inclusive membership, but, he has never seen an instance where there should be an "exclusive" membership. He stated that he also represents Winnebago County where they currently have three realtors that serve on their Board of Review. By having these types of expertise on the board they have been credited with helping constituents protest the board and provide free assistance. If a board is exclusive they would lose their expertise on the board. It was stated that the ordinance as a whole is better when written where issues arise. He stated that good government is an open government. Chairman Schuster requested Mr. Brown email any additional points to the committee members for consideration.

Mr. Bill Swenson from Prudential First Reality joined committee members to voice concern on the consideration of limiting membership of a specific group from a commission or board. He noted that he was a planning commission member and other than an appraiser, he was the only "realtor" on the commission. He stated that unlike statements that have been made to the contrary, the commission was not "loaded" with residential real estate agents.

Mr. Corey Brackmann from Marengo joined committee members and stated that he has applied for appointment to the Housing Commission. He stated that the boards and commissions should not be limited by profession. He stated that these trained individuals bring a different aspect to the board and therefore there should not be a limit.

Chairman Schuster stated that she is moving the Resolutions forward for consideration prior to the hearing the presentation scheduled to the Committee.

NEW BUSINESS

Resolution authorizing settlement of Workers' Compensation Claim 08-3210-19: Committee members reviewed a Resolution authorizing settlement of Workers' Compensation Claim 08-3210-19. Ms. Hill made a motion, seconded by Ms. Schmidt to recommend approval of the above Resolution as presented. Mr. Labaj reported that this claim is from a corrections officer that got injured when responding to a disturbance. The officer fell off a riser where he fell, twisted his ankle and injured his left shoulder. Surgery was performed and the employee was returned to modified duty in April 2009. The employee was discharged from treatment at maximal medical improvement. The area has to be elevated higher than the detainees in the area. They are working on the area to create a barrier or door so this situation does not occur again.

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The settlement amount is \$36,378.11. The motion carried with all members present voting aye on a roll call vote (Hill, Merkel, Orphal, Schmidt, Yensen, Schuster)

Resolution authorizing settlement of Workers' Compensation Claim #05-6100-09: Committee members reviewed a Resolution authorizing settlement of Workers' Compensation Claim #05-6100-09. Ms. Orphal made a motion, seconded by Ms. Schmidt to recommend approval of the above Resolution as presented. Mr. Labaj reminded committee members that some cases would require a Medicare set aside. This is that type of case. This LPN was kicked by a resident while attempting to get the resident into the shower. An independent medical examination concluded that this injury was work related. After three surgeries, the employee underwent a total knee replacement. The employee has had poor results from her knee replacement. The employee applied for and is receiving Social Security Disability. This has resulted in a career ending injury. This requires a Medicare set aside for future treatment. Medicare reviews each case individually to make sure the set aside is appropriate. The county will pay only \$101,000 and the insurers will pay the remainder of the claim. The motion carried with all members present voting aye on a roll call vote (Hill, Merkel, Orphal, Schmidt, Yensen, Schuster) Corrective action has been taken at Valley Hi. Employees are not to force a resident into the shower if they are agitated.

Telecom Audit: Mr. Sullivan informed committee members that an audit was done on the County's AT & T local and long distance billings. Telanalysis completed a detailed analysis of the County's local and long distance phone bills. No money was found to be owed to the County. The County has done a good job at reviewing their bills. If the county should see movement, an additional audit could be completed.

Discussion – request from the Harvard Cemetery Association: Mr. Labaj informed committee members that he has received a request from the Harvard Cemetery Association to have Chairman Koehler appoint board members to their association. This is a non-profit cemetery association. It was brought to our attention that the Cemetery Care Act requires that the presiding officer of the County Board should appoint members of the board of directors to the Cemetery Board as their terms expire. Currently board positions have been filled by election at the annual meeting open to all lot owners of Mount Auburn Cemetery. They are concerned they are not in compliance. A legal opinion was requested from the States Attorney regarding this issue. The Act as it now reads is silent as to differentiating between a non-profit and for-profit cemetery. Therefore it is the opinion that this Act applies to any Cemetery Association that has been organized and when terms on their boards expire or a vacancy occurs on the board, it requires appointment of a suitable person or persons is required by the County Board Chairman. The Chairman will be responsible for these appointments until March 1, 2012 when the Cemetery Association Act is repealed. Committee members questioned how many cemeteries this affects. Mr. Labaj stated that there are 82 cemeteries in the County but he does not know how many may have associations that may have this requirement. It was stated that it is up to the cemetery associations to bring their appointment requests to the County. These requests do not require the advice and consent of the County Board so the Chairman can sign off on these appointments as the cemetery board brings forward a request for appointment. This is for your information only. If additional information is received the committee will be provided an update.

PRESENTATION

Housekeeping Services for McHenry County Buildings: Mr. Hadley joined committee members to provide a presentation on the housekeeping services within his department. Updates are provided on a quarterly basis. Seven and a half years ago the Administrator at that time proposed to have housekeeping services at the County outsources. Mr. Hadley requested permission to bring those services in line. A housekeeping supervisor was hired to help with the process. Cleaning is divided into 11 areas in six buildings with a total budget of \$422,983. The longest employee for the department has been with the county for 17 years and the newest employee has been here 1 ½ years. There is very little turnover within the department. There is a total of 236,794 square feet that are cleaned within the six buildings. This includes the Court house, Administration, Division of Transportation, Annex A, Annex B and the new Treasurer's Building. Each building has been set up with a seven step cleaning process. Each restroom has a nine step cleaning process. Cleaning schedules have been set up for carpet cleaning, furniture cleaning, burnishing VCT floors and cleaning of the courthouse halls. Green cleaning has been implemented as well. This has resulted in a savings of \$900 per year. Microfiber cloths are used, resulting in a savings of \$4,000 per year. The county buys 100% recycled toilet paper and multi-fold and roll towels.

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The department uses 98% green or EPA approved products to practice environmentally conscious cleaning and sanitation procedures. All six of the buildings are certified green cleaning, using LEEDS for existing building requirements. Valley Hi and the Jail have their own cleaning crew. It is hopeful that the jail will be certified in the near future. A software system was implemented for managing the housekeeping system. Using this system they are able to set the level of cleanliness from one of five standards (we use number two which is normal cleanliness five times a week) Staff is able to adjust "area type and tasks of cleanliness" and estimate how much time a process will take and how many employees it will take to maintain the current level of cleanliness. These calculations show the average number of personnel needed to report to work each day. The number of employees is based on actual cleaning frequencies. Recycling has increased by 59.9%. The recycling items are being reviewed by the green team. Committee members stated that they are impressed with the work being done in the Facilities Management Department and were complementary of the employees taking such great pride in their job and the work they do. A member of the public added that she is always impressed at the cleanliness of the county buildings and are impressed with the housekeeping staff. Mr. Hadley noted that they do a tremendous job with turnover being very small.

OLD BUSINESS

Discussion of proposed disclosure ordinance: Chairman Schuster stated that this will be brought back at a future date. The representatives from ALAW (Alliance for Land Agriculture and Water) will return after they review the issues sent to them as well as bring forward responses to concerns issued by committee members. Committee members stated that most of the examples brought forward by ALAW was based on "State" government issues and they stated they would like some examples forwarded on County issues.

REPORTS TO COMMITTEE

Administrator: Mr. Austin reported that he and Chairman Koehler went to Washington DC to discuss the County's legislative program. He stated they were well received. They wanted to be sure the legislative program was something the legislators would be proud to put their name on.

Mr. Austin reported that Administration and Human Resources have been working with the Assessor on review of the applicants for the Chief Assessment Officer position. The second round interviews have been scheduled for next week. It is hopeful that a candidate will be hired by the end of next week. Six candidates were interviewed during the first round. The second round interviews will be held with three applicants.

Mr. Tom Annarella, the new Valley Hi Administrator is scheduled to start work next Monday. Mr. Austin noted that he spoke with Mr. Yearian regarding the transfer of management at the facility. The Human Resources Department has started the scheduling of interviews for the Director of Nursing position.

Committee members were reminded that the Strategic Planning session for the County Board will be held on Friday, March 12th. A lot of information will be brought forward for discussion. It is hopeful that the session will be from 8:30a.m. until Noon. A lot of reporting will take place on the current plan and how it has changed within the past twelve months.

The next McCog meeting is scheduled for March 31st. Mr. Austin reported he gave McCog the County Board Members' email addresses so information will be provided to them in a timely manner.

Mr. Austin and Mr. Koehler are scheduled to attend the Metro County's meeting at the end of the month.

Mr. Austin stated the County is looking to see how much funding the State will be cutting from the County. Committee members were informed that there will be more funding cuts seen in the municipalities than in the County. So far funding has been cut from the courts and probation services. Any funding being seen is late in arriving.

When the State didn't meet the commitments in the Health Department, some of the staff was shed. The Health Department has requested assistance from the County. Committee members voiced concern that if the County picks up the slack funding will never return. These funding cuts could affect a lot of departments and services.

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

Committee members questioned Mr. Austin what the procedure is for them to go to Washington DC regarding the legislative program. Committee members were informed that he goes to each of the departments to identify their wants and needs. The consultants review the list created for viability to come up with a good legislative program. This list is reviewed by the Legislative Committee. The program presented to the legislator's which requires the support of the city, county or affected area as well as local representatives and senators. The project is stronger with local support for the project.

EXECUTIVE SESSION

None

ADJOURNMENT:

The meeting adjourned at 9:31a.m. on a motion by Ms. Schmidt, seconded by Ms. Yensen with all members present voting aye.

RECOMMENDED FOR COMMITTEE/BOARD ACTION

Resolution authorizing settlement of Workers' Compensation Claim 08-3210-19
Resolution authorizing settlement of Workers' Compensation Claim 05-6100-09

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