

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

MINUTES OF TUESDAY, APRIL 27, 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; Paula Yensen; Kathleen Bergan Schmidt; and Yvonne Barnes. Pete Merkel was absent. Also in attendance: Peter Austin, County Administrator; John Labaj, Deputy County Administrator; Adam Lehmann, Administration Intern; John Hadley, Facilities Management; Cathy Link, Purchasing; Tom Sullivan and Tina Sheldon, IT; Kathie Schultz, County Clerk; Christina Webb and Cindy Schaupp, Assistant State's Attorney; Shannon Teresi and Pam Palmer, Auditor; 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 April 13, 2010. Ms. Orphal made a motion, seconded by Ms. Schmidt to approve the minutes as submitted. The minutes were approved with all members present voting aye on a voice vote.

PUBLIC COMMENT

None

PRESENTATION

Info Portal – IT Department: Mr. Sullivan and Ms. Sheldon joined committee members to present information on the Information Portal that is being installed on the website. This portal will allow for the County to get information out to the public in a faster easier way. The department worked with the Information Management Committee to decide what information should be included on the site. This is an early version and will change based on information and requests being provided on the site. This portal allows for individuals to navigate through a department, A – Z services or the information access portal. The information Management Committee consisted of department heads and elected officials in all major areas of the County. They helped to prioritize projects to be included on the site. After review by the Management Services Committee, the portal will be placed on the website. It was stated that a lot of the public is unaware of what County Government does. Some of the information includes the County leadership, department heads, and elected officials as well as listed questions of where they need to go for services. Committee members questioned if constituents are now able to download permits on line. Committee members were informed that this process is not available at this time, but, continues to be a goal of the Planning and Development Department. They are looking for other departments that may have a similar need as well. The permits can be printed off so they can be filled out prior to going to the Planning and Development Department, but, they are unable to fill these applications and submit them on line. Each section can be changed if needed. Mr. Sullivan reviewed the current categories with the committee members. The information provided is not listed in any particular order and can be changed if they see that certain items are being "hit" more than others. An elections page will be created. There are continued talks about how to get contracts on the webpage. They are working with Purchasing and the County Clerk to provide this information. Links to a contract can be scanned after it has been sent by the County Clerk's office. Committee members questioned if payments made on line is protected. They were informed that different vendors are used for payment processing and they have security measures in place to protect the constituents. Committee members were informed that the County is PCI (personal credit information) compliant. Athena provides aerial views of McHenry County with the link being placed under GIS Mapping. Committee members suggested this information be placed under Aerial Maps or just Maps as some individuals do not know what some of the acronyms stand for. Committee members questioned if this information is currently being provided to the public. Mr. Sullivan reported that he did not want to provide this information on line without a consensus from the committee. Committee members were informed individuals are able to join facebook and twitter to follow the county links to obtain news releases as well. This information will be available on the website this week.

NEW BUSINESS

Resolution authorizing a contract with American Legal Publishing for codification services and an emergency appropriation in the County Clerk's Automation Fund FY09/10 budget: Committee members reviewed a Resolution authorizing a contract with American Legal Publishing for codification services and an emergency appropriation in the County Clerk's Automation Fund FY09/10 budget. Ms. Hill made a motion, seconded by Ms. Barnes to recommend approval of the above Resolution as presented. Committee members were informed that

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this project went through a very thorough review process. Five proposals were reviewed with the project being awarded because the vendor was able to provide legal review for the documents. They will look at the item, review its legality and report whether the document is legal. They will cross reference laws and check for inconsistencies or conflicts. The States Attorney's office will then review these conflicts for possible changes. This vendor has 13 attorneys on staff for this process and has worked with a County and municipalities within Illinois so they are familiar with Illinois laws. The other vendors offered this type of service at an extra cost. The County Clerk's offices have scanned all of their documents through 1995 but, all of the documents, since the beginning, will be included for the codification process. There will be some costs for annual codification. A code book will be created and yearly entries will be included for inclusion in the book. They will review each document to determine if it should be and where it should be included in the book. The costs will be cost shared with the County Clerk's office. After discussion, the motion carried with all members present voting aye on a roll call vote (Barnes, Hill, Orphal, Schmidt, Yensen, Schuster)

Discussion: Local Preference in Procurement: Committee members were joined by Christina Webb and Cindy Schapp, Assistance State's Attorneys to discuss the possibility of "local preference in procurement" for County contracts or purchases. During a County Board meeting while reviewing a resurfacing contract, it was noted that the contract wasn't from the lowest bidder nor was the vendor from the County. It was suggested that the County look at giving preference to local bidders. Committee members were cautioned that this type of requirement could be held as unconstitutional by limiting competition and increasing costs of a bid. Committee members stated that some of the concern was raised when the County provided bonds for a building project for the Mental Health Board. This project was presented with the auspices of stimulating jobs in the County. It has now been discovered they are bringing in workers from out of State for this project and this has a direct impact to the people of McHenry County. It was noted that there has been a misunderstanding of what the Mental Health Board is doing. They have hired a firm, as a representative for the Mental Health Board and there is still a lot of opportunities for local companies to bid on the work being done. Ms. Link stated that if an item goes out for bid, the County is required to accept the lowest qualified bid, but, if it is an RFP, cost is only part of the consideration for the project. The decision is based upon the whole scope of the project the County can check references and the bid can be negotiated. The purchasing department has been moving from a "bid" process to and RFP process in order to have more latitude on projects. Committee members were informed that bids are basically provided for commodities and RFP's are used for services. As an agency of the State, the County also has to pay the prevailing wage, regardless where the workers come from. Committee members again were cautioned on making "local" a requirement. The County does not know if contracts are being lost by local vendors because they don't know what is going on or what requirements may be on a project. Ms. Link suggested her office provide an evening training session for vendors so they can provide information on the RFP/bid process. This would include information on how vendors can be more competitive with others. Committee members questioned if a 10% spread could be allowed for local vendors. It was stated that this would be easier for professional services. It was stated that it is important to note why a department selected a vendor that was not the lowest bidder. This could be determined by quality, speed of response or references. The importance of formal versus informal reference checks was discussed. Staff was directed to look at more tools for the purchasing policy that would allow for some legal preferences for local vendors. Ms. Orphal and Ms. Hill left committee at 9:30a.m.

OLD BUSINESS

None

REPORTS TO COMMITTEE

None

EXECUTIVE SESSION

None

ADJOURNMENT:

The meeting adjourned at 9:40a.m. on a motion by Ms. Yensen, seconded by Ms. Barnes with all members present voting aye.

RECOMMENDED FOR COMMITTEE/BOARD ACTION

Resolution authorizing a contract with American Legal Publishing for codification services and an emergency appropriation in the Count Clerk's Automation Fund FY09/10 budget

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Approved 5.11.10