

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

MINUTES OF TUESDAY, MAY 11, 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; Kathleen Bergan Schmidt; and Pete Merkel. Yvonne Barnes arrived at 8:31a.m. Paula Yensen was absent. Also in attendance: Peter Austin, County Administrator; Ralph Sarbaugh, Associate County Administrator – Finance; John Labaj, Deputy County Administrator; Adam Lehmann, Administration Intern; John Hadley, Facilities Management; Cathy Link, Purchasing; Paul Lerner, IT; Sandy Lewis, Mental Health Board; Nicole Gattuso, GIS; Bob Ivetic, Human Resources; 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 27, 2010. Ms. Schmidt made a motion, seconded by Ms. Orphal to approve the minutes as submitted. The minutes were approved with all members present voting aye on a voice vote.

PUBLIC COMMENT

None

PRESENTATION

None

Ms. Barnes arrived at 8:31a.m.

NEW BUSINESS

Resolutions authorizing settlement of the following Workers' Compensation Claims: Claim 08-3210-02: Committee members reviewed a Resolution authorizing settlement of Workers' Compensation Claim 08-3210-02. Ms. Schmidt made a motion, seconded by Ms. Orphal to recommend approval of the above Resolution as presented. This claim is from a corrections officer that was injured during training. Corrective actions were taken to prevent future injuries. After discussion, the motion carried with all members present voting aye on a roll call vote (Barnes, Hill, Merkel, Orphal, Schmidt, Schuster)

Claim 07-3210-09D: Committee members reviewed a Resolution authorizing settlement of Workers' Compensation Claim 07-3210-09D. Ms. Orphal made a motion, seconded by Ms. Barnes to recommend approval of the above Resolution as presented. Committee members were informed that this injury was from a corrections officer that heard a "pop" while walking from the control room. This was a contested claim and denied as workman's compensation claim since the employee was unable to prove this injury resulted because of working conditions. The County's outside attorney recommended this settlement. After discussion, the motion carried with all members present voting aye on a roll call vote (Barnes, Hill, Merkel, Orphal, Schmidt, Schuster)

Claim 09-6100-01: Committee members reviewed a Resolution authorizing settlement of Workers' Compensation Claim 09-6100-01. This claim is from a Valley Hi custodial employee slipping on the ice by the trash compactor. Ms. Hill made a motion, seconded by Ms. Orphal to recommend approval of the above Resolution as presented. It was noted that the dollar amount listed in the Resolution was wrong. The motion carried, as corrected, with all members present voting aye on a roll call vote (Barnes, Hill, Merkel, Orphal, Schmidt, Schuster)

Resolution authorizing the reclassification of positions in the GIS Department: Committee members reviewed a Resolution authorizing the reclassification of positions in the GIS Department. Committee members were informed that when a long term mapping specialist retired from the department it was decided to refocus on projects in the mapping area. Ms. Gattuso stated they would like to reclassify some of the positions to address the current needs of the department. Ms. Orphal made a motion, seconded by Mr. Merkel 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, Schuster)

Discussion on County Administrator Evaluation Process: Mr. Austin joined committee members in a discussion regarding his evaluation process and how this process flows. A memo will be created to recap the accomplishments made and see what issues should be included for the coming year. This information would be

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shared with the County Board on the 25th. He questioned how it would be best to capture input received from the County Board in order to include this information in his goals for improvement for the coming year. In the past there has not been a lot of input from the County Board and it was requested that this committee help to pull the information out for inclusion on this report. Mr. Austin stated he would then attend the committee's June 8th meeting, in executive session, to discuss what is seen as the likes and dislikes from this information. The Chair of the Management Services Committee will then draft a summary of the evaluation with goal setting for review on the 22nd. The committee will be able to review, over the next three committee meetings, the performance results used. This tool includes eight (8) categories with performance standards which will be used in developing the work plan for the coming year. It was suggested that questionnaires be sent to the County Board Members in order to get more informed responses from the Board Members. This could include a summary with questions. It was stated this is the same process as followed in the past. Committee members requested a copy of the 08 evaluation for review as well. Mr. Austin invited suggestions from the committee to improve this process.

OLD BUSINESS

None

REPORTS TO COMMITTEE

Administrator: Mr. Austin informed committee members that interviews with the final candidates for replacement for Ms. Todd's position will take place this afternoon. Long term training is not encouraged for any of the positions in the County. They are very pleased with the quality of the candidates to choose from. Seven initial candidates were interviewed out of the 102 applications received.

Committee members were informed that the Valley Hi Committee members would be reviewing the applications for the operating board members at the next committee meeting. Seven applications will be reviewed for the 5 positions on the operating board.

Mr. Ross, the new County Assessor has been meeting with Township Assessors in order to build up relationships with the Assessors in the Area. This process seems to be going well.

The McCog Legislative Committee met last week. They are hopeful to host a discussion with the gubernatorial candidates to hold a debate that would focus on local government issues. These issues may include State funding and revenue issues. Some are skeptical that this can be accomplished.

Committee members requested an update on the construction being done in the old Treasurer's office. Committee members were informed that the office is being renovated for use by the Regional Superintendent of Schools. They have a renovation budget of \$40,000, which includes the purchase of furniture for the space. This renovation should be completed by the end of June with a scheduled move in date sometime in early July. The space needs the purchase of cubicles since most of the offices currently in the Regional Superintendents of Schools office are private though some of the furniture will be reused. The current Regional Superintendent of Schools will be renovated for use by the Planning and Development Department. The department currently handles two areas, Planning and Development and Permitting. Groundwater Resources is scheduled to move into the department with the Stormwater Manager to handle groundwater issues for the County. They will also look into finding someone to handle NPEDS (National Pollutant Discharge Elimination Systems) which is currently being handled in the Transportation Department. NPEDS has a lot more impact than just the roadways and this division will take ownership of all NPEDS'. Committee members questioned if some of the funding from Transportation could be used to fund this position. The person currently overseeing NPEDS is an engineer at the Division of Transportation and has other duties as well and will remain in Transportation.

Committee members were informed that the Victory Garden has been planted. The garden can be seen from the employee deck outside of the employee lunch area next to the Auditor's office. Growth from the garden should be showing up shortly.

The Treasurer's building remodel has come in \$1,200 under budget. This was a well run project.

The Archive Storage proposal was sent out with four companies being interviewed for the project. Committee members were informed they were pleased with the quality and price presented for this project. This project will be under budget as well. Because of the lower cost, they may be able to build a bigger facility and still remain within budget. Construction is scheduled to begin in July with a move in schedule of December or January 2011. They have been working with the Sheriff's Department on this project. Some of the extra space, if built, could be used by the Health Department for Storage. They are currently using space in the old Valley Hi facility for

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storage. It was stated that some items are stored at the Highway facility as well as this area is used as a distribution/drop off site for the Health Department.

Committee members were reminded of the Lincoln Trees that were planted last year. The Recorder's office has purchased two additional trees that are scheduled to be planted on May 21st.

Ms. Link informed committee members that she has been working with the State's Attorney's office on review of the language in the Purchasing Ordinance and a request for a local preference to see if there may be other ways to chose a local preference vendor, without violating State Statutes. She stated she has spoken to other local governments to find out they have discussed this same issue as well. Lake County held a "vendor fair" where they did a vendor outreach to inform local businesses on how to do business with their county. Staff from the departments, elected officials and county board members worked together to create a program for presentation to the vendors. Out of 100 vendors invited over 80 attended the event. Ms. Link stated she has requested this information from Lake County to see if a program could be created for vendors of McHenry County. This would enhance procurement opportunities to the local vendors without violating State Statutes.

EXECUTIVE SESSION

None

ADJOURNMENT:

The meeting adjourned at 9:23a.m. on a motion by Ms. Barnes, seconded by Ms. Orphal with all members present voting aye.

RECOMMENDED FOR COMMITTEE/BOARD ACTION

- Resolution authorizing settlement of Workers' Compensation Claim 08-3210-02
- Resolution authorizing settlement of Workers' Compensation Claim 07-3210-09D
- Resolution authorizing settlement of Workers Compensation Claim 09-6100-01
- Resolution authorizing the reclassification of positions in the GIS Department

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