

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

MINUTES OF TUESDAY, JUNE 8, 2010

Chairman Schuster called the Management Services Committee meeting to order at 8:30 a.m. The following members were present: Chairman Ersel Schuster; Yvonne Barnes; Tina Hill; Peter Merkel; Kathleen Bergan Schmidt; and Paula Yensen. Lyn Orphal was absent. Also in attendance: Peter Austin, County Administrator; John Labaj, Deputy County Administrator; Adam Lehmann; Paul Lerner and Tom Sullivan, I.T.; Cathy Link, Purchasing; John Hadley, Facilities Management; Bill Draths, Records Manager; and the press.

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| 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 May 25, 2010. Ms. Hill made a motion, seconded by Mr. Merkel to approve the minutes as submitted. The minutes were approved with all members present voting aye on a voice vote.

PUBLIC COMMENT: None

PRESENTATION

Records Management (Bill Draths and John Hadley): Mr. Draths and Mr. Hadley joined committee members to provide a presentation to the Committee members on Records Management for the County. Mr. Hadley stated that this is the second part of a four part series that highlights the divisions of Facilities Management. Current and past practices as well as the services of the department of records management were reviewed with committee members. These duties are completed based on Federal, State and Local laws and regulations of the Local Records Act. This Act dictates how long an item or document should be saved, how to save the item and how and when to properly dispose of an item. Some of these items must be preserved permanently. The archive storage has been moved between various facilities over the years. In the beginning, these records were stored in the individual departments. When the departments started to run out of storage space an archive area was created within the dairy barns and pole barns out at Valley Hi. Some of the bound volumes were left behind in the courthouse in the attic, garage and various closets. Shelves were installed in the barns. Some of the records were lost because of access by raccoons. An archive attendant was hired to handle the archived material. Later in the 90's the pole barn was expanded and additional shelving installed. The county hired a consultant for a records management review and imaging plan/study was completed. This included an inventory of all documents saved. At that point the archives were 99% full. In 2001 a records manager was hired with the purchase of software soon after. Throughout 2000-2009 the material was moved to various locations to accommodate the needs of the County. Some of the records needed to be cleaned and catalogued. In 2008 a records clerk was hired to help with the needs in the department. They are now in the process of planning for the permanent move of the archives. Technology is changing rapidly and it is necessary to be aware of and plan for these changes. 23 departments store records in the archives. 350-400 boxes are pulled for review every month and 92 boxes are processed for disposal. They also deliver the locked bins for those departments needing to have large quantities of documents for shredding. 160 boxes are added to the archives every month. This department is also responsible for delivering copy paper to the departments. They deliver 190-200 boxes of paper every month to various departments. A report is created of the items archived by department and sent to each department head. The archives are now getting ready to move into the new facility being built next to the Sheriff's evidence barn. In the future they will have to transition from paper while preserving required documents. Committee members thanked Mr. Draths for his presentation.

NEW BUSINESS

Resolution authorizing Workers' Compensation Claim #09-3200-02BJ Settlement and Budget Line Item Transfer: Committee members reviewed a Resolution authorizing Workers' Compensation Claim #09-3200-02BJ Settlement and budget line item transfer. Mr. Labaj reported that this claim as well as the next claim are for career ending injuries. These types of claims are for a wage differential settlement which is different than the other claims that are based on a "man as a whole" claim. This claim is for a patrol officer that slipped and hurt their left knee while on duty. The officer had various surgeries and was placed on modified duty. After a second surgery, it was determined that the officer would not be able to perform the functions of the job and was terminated in March of 2010. Procedures have been put in place for corrective actions. Based on possible future

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earnings, a total settlement of \$360,568.45 is recommended. This includes the cost of the medical and expenses. Ms. Yensen made a motion, seconded by Ms. Barnes to recommend approval of the above Resolution as presented. The motion carried with the majority of members present voting aye on a roll call vote (Barnes, Hill, Schmidt, Yensen, Schuster) aye (Merkel) nay.

Resolution authorizing Workers' Compensation Claim #07-3210BU (2) Settlement and budget line item transfer: Committee members reviewed a Resolution authorizing Workers' Compensation Claim #07-3210BU Settlement and budget line item transfer. Ms. Yensen made a motion, seconded by Ms. Barnes to recommend approval of the above Resolution as presented. This claim is from a correction officer that slipped on some water. Mr. Labaj reported that this employee tried to add an additional claim from an earlier injury. This portion of the claim was denied as they were not related to the December 2009 injury. After the claimant reached maximum medical improvement the employee was only able to work at a sedentary level. The outside attorney is recommending settlement of this claim. The total claim is for \$421,136.53 which includes all medical and expenses. After discussion, the motion carried with the majority of members present voting aye on a roll call vote (Barnes, Hill, Schmidt, Yensen, Schuster) aye (Merkel) nay. Committee members were informed that this individual has entered a civil action against the County under PETA. This would allow this individual to be paid 100% of their salary without taxes being paid. This has been denied as this requires an injury in the line of duty. Walking is not considered in the line of duty. She contends that this is a catastrophic injury that will prevent her from working. She would like the medical to remain open for life. Mr. Labaj stated that this is a career ending injury but not a total disability. He reported that a settlement is recommended as this would be the least amount spent by the county in order to settle this claim. After a lengthy discussion, The motion carried with the majority of members present voting aye on a roll call vote (Barnes, Hill, Schmidt, Yensen, Schuster) aye (Merkel) nay. Committee members questioned what would happen if they took a claim to the Workers Compensation Commission. Mr. Labaj stated that the legal representative feels that this would cost the County more than what is being offered as a settlement. Committee members suggested that a small claim be taken through the process to see if this is true.

Discussion – County Board Rules, including reimbursement: Committee members entered into a discussion about whether they would like to review the County Board rules to discuss possible changes to the mileage reimbursements. After an informal poll, the majority of members present were not interested in reviewing any changes to the rules at this time.

OLD BUSINESS

Vendor Outreach: To be discussed at a future meeting.

REPORTS TO COMMITTEE

Administrator: No report.

Council of Governments: No report.

EXECUTIVE SESSION

None

ADJOURNMENT:

The meeting adjourned at 9:37 a.m. on a motion by Ms. Yensen, seconded by Ms. Barnes with all members present voting aye.

RECOMMENDED FOR COMMITTEE/BOARD ACTION

Resolution authorizing Workers' Compensation Claim #09-3200-02BJ Settlement and budget line item transfer
Resolution authorizing Workers' Compensation Claim #07-3210BU (2) Settlement and budget line item transfer

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