

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

MINUTES OF TUESDAY, JULY 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; Yvonne Barnes; Peter Merkel; Lyn Orphal; Kathleen Bergan Schmidt; Tina Hill and Paula Yensen. 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 Paul Lerner, I.T.; Cindy Schaupp, Assistant State's Attorney; Emily Berendt, ALAW; 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 July 13, 2010. Ms. Yensen made a motion, seconded by Ms. Barnes 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

NEW BUSINESS

*Update on Transparency Issues:* Mr. Lehmann joined committee members to provide an update on the transparency efforts of the County. Additional information and links have been placed on the County website for review. The County has been trying to grow with technology as it moves forward. The county met with vendors last week on video/audio streaming for the County Board meetings. Proposals for audio streaming will be reviewed with video being considered at a later date. The usage of social media through Twitter, Facebook, Youtube, and Nixle has allowed the County to expand the ability to distribute information to the citizens. The Sheriff uses Nixle to distribute messages to citizens. The Health Department utilizes social media through Facebook and Twitter to distribute important public health messages and Youtube is a forum for videos County Departments may utilize to distribute information and link it to their website. The E-Newsletter now has 1,165 subscribers to the County e-news. Committee members thanked Mr. Lehmann for the information.

*Update on Disclosure Ordinance:* Committee members were asked if they had any more questions or concerns that needed to be addressed regarding the proposed Disclosure Ordinance. One committee member stated that she knows of an individual running for reelection of an office, where this person serves on a commission with oversight. She noted that it is very important that any elected official conduct themselves in a professional manner and it is up to them to make sure no conflict exists. This person feels there is nothing wrong by serving on this commission. The committee member stated she now has a different perspective of how a conflict could exist and feels it has been a good idea to look at this issue. She stated that persons serving on a commission or as an elected official needs to be accountable to the public. Committee members questioned if a change of status occurs during the year, will they be required to re-file or will this be handled like the current Statement of Economic Interest. Committee members agreed that the one time a year filing requirement should be continued. Committee members stated that not too many individuals have changes in status during the year so the one-time per year filing process should be enough. The Ethics Ordinance will still have to be followed. Committee members questioned what the dollar amount for disclosure should be included in the document. Committee members stated that the addendum should be consistent with the Statement of Economic Interest and therefore should be \$1,200. Ms. Hill made a motion, seconded by Ms. Yensen to recommend numbers three and four of the addendum to include \$1,200 as the liability amounts. The motion carried with all members present voting aye on a voice vote. Committee members suggested that following some of the questions there should be a Yes/No area so the individual could circle the correct answer. It was also suggested that in the directions there be a notation that this information is from the previous 12 months. Members questioned if "debt" should be defined in the addendum and questioned if past due real estate taxes should be included for disclosure. They stated that if real estate taxes are not being paid, they want to know about it. Committee members were reminded that this addendum has different rules than the Statement of Economic Interest. A person could lose their job for false information on the Statement of Economic Interest. They cannot lose their job if questions on the addendum are

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answered incorrectly as the State has different powers than the County. Committee members questioned how a person is supposed to determine if a business is doing business with the County. The only office that would truly know would be the Auditor's office. Committee members stated that it would be up to the person filling out the form to ask the person they are doing business with whether they have ever done business with the County. It was stated that there should be a procedure to follow to find out this information. It was suggested that this information be included in the proposed ordinance. The consensus of the committee was to direct the State's Attorney's office to draft an ordinance, to adopt an addendum to the Statement of Economic Interest, as amended by the committee, to be considered by the committee at a later date.

*Resolution setting the Holiday Schedule of 2011:* Committee members reviewed a Resolution setting the Holiday Schedule for 2011. Ms. Orphal 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 voice vote.

*Resolution authorizing entering into an Agreement with Symantec for Software Maintenance and Support:*

Committee members reviewed a Resolution authorizing entering into an Agreement with Symantec for Software Maintenance and Support. Ms. Barnes made a motion, seconded by Ms. Orphal to recommend approval of the above Resolution as presented. Mr. Sullivan reported that this has been budgeted for. Committee members questioned what this company does for the County for the cost included in the Resolution. Mr. Sullivan reported that the County calls this company on a daily basis, often multiple times per day. If a job fails, they help to get the information out of the "vault". Committee members questioned if the County ever audits their contracts to find out the true cost of the contracts. Committee members also asked what the true hourly rate is being charged for the maintenance being handled in the contract. Mr. Sullivan stated that these contracts are handled via the State bid program. Committee members stated that in the future they would like to see a breakdown of costs in these contracts. After discussion, the motion carried with all members present voting aye on a roll call vote (Barnes, Hill, Merkel, Orphal, Schmidt, Yensen, Schuster)

*Transforming secured Government Center Courtyard with native plantings – discussion only:* Mr. Hadley joined committee members for a discussion on Transforming the secured Government Center Courtyard with native plantings. He stated they applied for an energy grant through the Department of Commerce and Economic Opportunity. \$36,000 was awarded for items currently being completed through the EECBG grant. There are some funds they would like to use to create a native plant environment in the courtyard. It was stated that a contest could be held to see what could be created for the area. It was suggested that a program be set up through the Master Gardeners Club. Committee members were informed that this area in the Courthouse is an important part of jury duty as the jury duty participants are not allowed to leave the courthouse so this is the secured area they are allowed to go. This area gets a lot of use. It was suggested the area include some sort of sculpture. Committee members gave Mr. Hadley permission to explore the options for this area.

### OLD BUSINESS

*Vendor Outreach Recap – discussion only:* Ms. Link joined committee members to provide an update on the Vendor Outreach event that was recently held. She stated that the event was a huge success. 52 firms were represented at the event. Networking among these firms was also taking place at the event. This event will again be scheduled for next year. The hours will be changed to 2:00pm-6:00pm. Committee members requested a list of the vendors that attended the event emailed to the committee members. Ms. Link stated she wanted to thank the departments and the business community for making this event a success.

*Art Fund Update:* Ms. Hill informed committee members that there is currently \$7,122 in the artwork fund. If a committee member knows of an area artist that may be interested in selling their work to the County, there still remains a lot of wall space that needs to be filled. The current inventory is worth over \$10,000. Ms. Hill questioned if anyone has information about the POSKA work displayed in the Administration building as it is starting to crumble and is in need of repair. Committee members stated they would like to purchase a water sculpture with these funds as well.

Ms. Orphal left committee at 9:28a.m.

### REPORTS TO COMMITTEE

Mr. Austin reported that they have been busy working on the budget for the coming year. They are preparing the numbers for presentation to the County Board. He stated he has been working with the department heads to prepare his Administrators Report.

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The next McCog (McHenry County Council of Governments) meeting is tomorrow evening. They will be discussing the Northwest Water Plan area.

Mr. Hadley reported that the Department of Energy came to the County to review the projects being completed under the EECBG grant. McHenry County is only 1 of 20 Counties in the nation to receive this type of grant. The County was featured in Sieman's training magazine on how the County obtained the EECBG grant.

It was requested that Information Technology security be added to the next committee agenda for discussion.

Ms. Yensen asked if Ms. Melissa Binetti, from the Indiana-Illinois-Iowa Foundation for Fair Contracting could attend a future meeting to discuss "Apprenticeship & Training in the Construction Industry". This is a program about apprenticeships and training requirements on public works projects.

EXECUTIVE SESSION

None

ADJOURNMENT:

The meeting adjourned at 9:30a.m. on a motion by Ms. Barnes, seconded by Ms. Yensen with all members present voting aye.

RECOMMENDED FOR COMMITTEE/BOARD ACTION

Resolution Setting the Holiday Schedule for 2011

Resolution Authorizing Entering Into an Agreement with Symantec for Software Maintenance and Support

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