

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

MINUTES OF TUESDAY, AUGUST 10, 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; Lyn Orphal; Kathleen Bergan Schmidt; and Paula Yensen. Tina Hill arrived at 8:33a.m. Pete Merkel was absent. Also in attendance: Peter Austin, County Administrator; John Labaj, Deputy County Administrator; Ralph Sarbaugh, Associate County Administrator – Finance; Adam Lehmann, Administration Intern; John Hadley, Facilities Management; Cathy Link, Purchasing; Tom Sullivan and Paul Lerner, I.T.; and Nicole Gattuso, GIS.

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 27, 2010. Chairman Schuster noted some minor typographical errors. It was also noted that Ms. Link and Mr. Hadley attended the meeting. Ms. Barnes 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

None

PRESENTATION

None

Ms. Hill arrived at 8:33a.m.

NEW BUSINESS

Resolution authorizing a Lease Agreement with Meridian Leasing for Telephony Solution Upgrade: Committee members reviewed a Resolution authorizing a Lease Agreement with Meridian Leasing for Telephony Solution Upgrade. Ms. Barnes made a motion, seconded by Ms. Yensen to recommend approval of the above Resolution as presented. Mr. Sullivan informed committee members that this lease replaces the current lease, which is ending. This is an upgraded version from the previous lease. This version will allow managers to tell how many calls a person is taking. This will include an integrated voice response (IVR) system as well. The current IVR is old and needs to be upgraded. The County as a whole needs to have the ability to alert certain persons in cases of emergency. Departments can text and email through one interface through several different systems. This would allow for alerts to get forward as the system allows uses for various systems. The motion carried with all members present voting aye on a roll call vote (Barnes, Hill, Orphal, Schmidt, Yensen, Schuster)

FY10-11 Budget Reviews: Mr. Sarbaugh joined committee members to review the budgets for Facilities Management, Information Technology, GIS, Purchasing and the Recorder.

Facilities Management: Mr. Sarbaugh informed committee members that Mr. Hadley has a lot of information included in his highlights and goals and requested they review this information when they have the time. There are not real new programs except for the new archive facility that will be opening by the end of the year. Supplemental requests are included with each of the budgets if they have been requested. Committee members were informed that if there is a specific supplemental request they would like to see approved to inform Chairman Schuster, Mr. Sarbaugh or Mr. Austin of this desire so they can be discussed during the CALF meeting for consideration. They were informed to keep in mind that supplemental requests will only be determined if there are any funds available. Some items will automatically be included within the department's regular budgets. This is an internal service department so it does not receive revenue. The department does participate in ComEd's curtailment program. This program allows for a rebate where an entity participates to give back or reduce electrical usage during peak seasons. This year the department signed on for a \$75,000 curtailment. Committee members were reminded that the personnel costs are removed from the budgets as they all have natural growth that changes the numbers. The department has reduced their budget because of the energy savings that have been seen. Mr. Hadley stated they will see additional savings of energy when the old Valley Hi facility is torn down. The department has maintained a balanced budget. The funds for the EEBGF (Energy Efficiency Block Grant Fund) grant are encumbered and can only be used for the grant. These funds roll forward if not entirely expended. Ms. Hill made a motion, seconded by Ms. Yensen to move the budget for Facilities Management

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forwarded to the Finance and Audit Committee for review. The motion carried with all members present voting aye on a voice vote of all ayes. Committee members reviewed the supplemental requests of the department. These requests included additional staff, increase of salary for staff and funds for equipment and maintenance for various projects throughout the County. One of the items would be to install a yard structure in the Treasurer's office building. Once the Treasurer moved into the new building, they discovered the basement floods during heavy rain. It was recommended that a yard structure be installed to drain water away from around the building and into the storm sewer. This was not part of the construction project. Committee members questioned if there was some sort of recourse on the seller of the property because of these issues. Mr. Hadley reported that this issue is from the 1986 construction of the building. Committee members voiced concern. They stated that if a home has an issue, it must be disclosed during the sale and if not the previous homeowner could be held liable if it was discovered that an issue existed prior to the sale of the building. They questioned why this would not be the case in this instance. Committee members requested that staff check with the State's Attorney to see if there would be any recourse for this issue and to provide an update at a later date.

IT: Mr. Sullivan joined committee members to review the FY10/11 budget for the IT Department. Mr. Sarbaugh stated that the highlights and goals have not been completed for this department. This gets completed once the County knows whether there will be any funds available for supplemental requests. Mr. Sarbaugh noted this is a maintenance budget for the department. Eight new people are being requested for the Department. This department has been called out in the annual Management Letter for needing additional personnel. New personnel have been requested yearly. It was stated that with the economy the way it is the department should be able to hire staff at a lower rate. After review of the budget, Ms. Orphal made a motion, seconded by Ms. Hill to recommend the budget for Information Technology (IT) be forwarded to the Finance and Audit Committee for review. The motion carried with all members present voting aye on a voice vote.

GIS: Committee members reviewed the maintenance budget for GIS (Geographic Information System). This department has a self supporting fund from recording fees. This department has helped with the ease of use for both the departments and the public. Ms. Hill made a motion, seconded by Ms. Yensen to recommend the budget be forwarded to the Finance and Audit Committee for review. The motion carried with all members present voting aye on a voice vote.

Recorder: Committee members reviewed the budget for the Records office. The revenue for the office has been decreased because there has been no growth because of the declining economy. Expenditures have been lowered as well since the purchase of tax transfer stamps have declined. Committee members were informed that Ms. Walters does a great job in keeping her office "automated". Overall their budget increased for the Automation Fund, but, this does not affect the General Fund. Ms. Hill made a motion, seconded by Ms. Orphal to recommend the budget forwarded to the Finance and Audit Committee for review. The motion carried with all members present voting aye on a voice vote.

Purchasing: Committee members reviewed the budget for the Purchasing Department. This is an internal service department that helps departments with legally correct purchases and tries to get the best price for them. They have no revenues. They have maintained a balanced budget. They are requesting an increase in postage because of a change to the State Statute on how the Assessor can send out notices. The notices will cost more per parcel to mail out. Ms. Orphal made a motion, seconded by Ms. Barnes to recommend the budget be forwarded to the Finance and Audit Committee for review. The motion carried with all members present voting aye on a voice vote.

Committee members were reminded that if there is any issue/questions surrounding a supplemental request to be sure to let Mr. Sarbaugh, the Committee Chair or Mr. Austin know of their concerns so they can be discussed during the CALF meeting.

REPORTS TO COMMITTEE

Committee members were asked if they were interested in hearing a presentation by Ms. Melissa Binetti, from the Indiana-Illinois-Iowa Foundation for Fair Contracting to discuss "Apprenticeship & Training in the Construction Industry". This is a program about apprenticeships and training requirements on public works projects. The consensus of the majority of the committee members was that they would like to hear a presentation at a future meeting. Mr. Austin stated he would schedule them on an upcoming light agenda.

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

Ms. Hill left committee at 9:32a.m.

Mr. Lehmann informed committee members that a web casting vendor has been selected. He will speak about this issue at a future committee meeting.

Ms. Schmidt stated that as the committee spends time on transparency in government this comes in many forms. She stated that a new report has come forward from a professor from Columbia University on the McCullom Lake issue. She stated she would like to see this report posted on the website for easy access. She stated there should be a direct link to this study. Committee members were informed that we would have to check with the State's Attorney on this issue as this is not a McHenry County study and does not belong to us. The Health Department does not want to post this on their site as they say this becomes the property of the County if we should do so. Mr. Austin stated he would check into what is available in order to get a link to this study posted, if possible.

EXECUTIVE SESSION

None

ADJOURNMENT:

The meeting adjourned at 9:36a.m. on a motion by Ms. Barnes, seconded by Ms. Yensen with all members present voting aye.

RECOMMENDED FOR COMMITTEE/BOARD ACTION

Resolution authorizing a lease agreement with Meridian Leasing for Telephony Solution Upgrade

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