

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

MINUTES OF TUESDAY, AUGUST 24, 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; and Kathleen Bergan Schmidt. Paula Yensen arrived at 8:31a.m. Tina Hill and Pete Merkel were absent. Also in attendance: Peter Austin, County Administrator; John Labaj, Deputy County Administrator; Ralph Sarbaugh, Associate County Administrator – Finance; Adam Lehmann, Administration Intern; Cathy Link, Purchasing; Tom Sullivan and Paul Lerner, I.T.; and interested public.

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 a repeated paragraph that needed to be deleted. Ms. Orphal made a motion, seconded by Ms. Schmidt to approve the minutes as amended. The minutes were approved with all members present voting aye on a voice vote.

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

PUBLIC COMMENT

None

PRESENTATION

None

NEW BUSINESS

County Board Audio Streaming Services (attachment): Mr. Lehmann joined committee members to provide an update on Audio Streaming of the County Board Meetings. He stated that this project has been discussed since 2006. In May, an RFP was sent out requesting bids for audio streaming of the County Board meetings. Five or six bids were received. The services and products offered by each of the bidders were all great, but the bid from IQM2 was the most Users friendly and cost effective. There will be a onetime implementation fee of \$5,000 with a yearly subscription fee of \$4,500. Committee members questioned if users of the current product have been contacted to find out how they like the product and the services being provided by this vendor. Committee members requested links for current users of this product so they can review the product. Committee members suggested that after use of the product, the yearly fee be renegotiated to include a multiyear discount with a cap for increases. Committee members were informed that the microphone system in the board room was the most expensive part of the project and this part has already been completed. This presentation is so the committee members can decide if they want to move forward with this project, place this as a supplemental request for consideration at a later date or try to compete for funding at the end of the year. This is only a portion of a whole product. Audio streaming will be the beginning with video steaming and agenda management to be considered at a later date. Committee members voiced confusion at what is being offered with this package and suggested a presentation from the vendor so committee members can ask questions regarding this package. The purchase would be for the software, the annual subscription and equipment. This project would be for audio streaming of the two County Board meetings per month. This could be expanded to other committees, but would require the addition of more microphones to the other committee rooms. This is just the first step to start this project. We could then market this product to the public so they are aware of the availability of this program. The video and agenda management program could be a long term goal of the committee. Committee members stated that they have additional questions before they can make a decision regarding this project and suggested the vendor be invited in to break down what the package features include and what costs would be attached for the future. Committee members also requested information on what the annual cost for this product is compared to what other Counties are paying. Committee members were informed that the other two companies interviewed had more customers, but the smaller company had better technology available. Committee members directed staff to review and provide additional information on this project and request the vendor attend a future meeting to provide the additional information needed to the Committee members.

Update on McHenry County Public Information: Mr. Lehmann joined committee members to provide an update to the McHenry County Public Information program. He stated this program was implemented to establish a media

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presence and to increase the County's visibility in the community. The county has established relationships with the media with an outreach campaign to regional partners both locally and Countywide. The County's visibility has increased with the social media implementation of Twitter, Facebook, Constant Contact Newsletter along with tracking mechanisms to monitor effectiveness. The County has improved access to local government through social networking to support the County's mission statement. A social media policy has been drafted and a County communications plan has been created. Mr. Lehmann stated these are all tools for communication with the public and it is now easy to send information to all programs to help spread information to more users in as many places or formats as possible. Committee members thanked Mr. Lehmann for the information.

FY10-11 Budget Reviews (not in packet) County Administration, County Board and Risk Management: Mr. Sarbaugh presented the budgets to committee members for County Administration, County Board and Risk Management. The FTE (full time equivalents) have been decreased by one (1) as the Groundwater Resource Manager Position will be moved to the Planning and Development Department along with a small budget to support this position. There is one supplemental request for Administration because of an increase in the ADP fees. They are in the process of updating the timekeeping system as ADP no longer supports the current system. Contract changes are currently being negotiated and we will know more at a later date. Ms. Orphal made a motion, seconded by Ms. Barnes to move the budgets for County Administration, County Board and Risk Management to the Finance and Audit Committee for consideration. The motion carried with all members present voting aye on a voice vote.

Ms. Orphal left committee at 9:29a.m.

Committee members questioned if the funds for County Board Member use was included in the regular budget. Mr. Sarbaugh stated that there have always been funds for County Board Meeting expenses and when the County Board Members elected to add funds for County Board Members use, additional funds were placed in this line item. These funds have never been completely expended and have been returned to the General Fund. Committee members were informed that this issue will be discussed at a future meeting when reviewing the County Board rules. It was noted that it is important to have funding available for professional growth and this will be discussed at a future meeting.

Update on Status of Water Problem in the Treasurer's Office: Committee members were provided an update on the water problems in the Treasurer's office. The water problems are ongoing. Prior to purchasing the property, an inspector was hired to review the building. The report included the water issue with solutions to solve this problem. It seems the solutions were based on the premise that there was a working drain tile system installed based on the building specs. It is thought that either there is not a drain tile system or the system has collapsed. This issue will require further review. Mr. Austin stated the States Attorney was questioned what the recourse for the County would be. It was stated that if there is a drain tile system there that has collapsed, we bought a collapsed drain tile system, but, if there is not a drain tile system installed, there would be some recourse. At the time of purchase it was assumed there was a working drain tile system. Committee members asked that the sales documents be reviewed to see what was disclosed as well as checking to see if correct permits were obtained from the City of Woodstock at the time the facility was built and inspections of the system were completed by the City as well. Committee members were informed that the tiles are in the original plans but we don't know what was or was not done at the time the facility was built. Mr. Austin stated they are working with the States Attorney on this issue and he will provide an update when additional information is received.

REPORTS TO COMMITTEE

Committee members were reminded that the next regular committee meeting is scheduled for September 14th. The County Administrator performance report and goals for the coming year, as well as the letter from the Committee Chairman will be provided for review by both the Committee members and the whole County Board.

EXECUTIVE SESSION

None

ADJOURNMENT:

The meeting adjourned at 9:45a.m. on a motion by Ms. Schmidt, seconded by Ms. Barnes with all members present voting aye.

RECOMMENDED FOR COMMITTEE/BOARD ACTION

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