

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

MINUTES OF TUESDAY, SEPTEMBER 14, 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; Pete Merkel; Paula Yensen and Kathleen Bergan Schmidt. Yvonne Barnes arrived at 8:31a.m. Lyn Orphal was 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; John Hadley, Facilities Management; Paul Lerner, I.T.; Christina Webb and Cynthia Schaupp, State's Attorney's office; Representatives from Indiana, Illinois Iowa Foundation for Fair Contracting; 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 August 24, 2010. Ms. Hill made a motion, seconded by Ms. Yensen to approve the minutes as presented. The minutes were approved with all members present voting aye on a voice vote.

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

PUBLIC COMMENT

None

PRESENTATION

*Purchasing Ordinance – Apprenticeship and Training Program (Indiana, Illinois, Iowa Foundation for Fair Contracting) – Marc Poulos, Executive Director:* Today's presentation was moved to later during the committee meeting, as the presenter had not arrived.

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

NEW BUSINESS

*Resolution Authorizing Workers' Compensation Claim Settlement No. 09-3210-10:* Committee members reviewed a Resolution authorizing Workers' Compensation Claim Settlement No. 09-3210-10. Ms. Hill made a motion, seconded by Ms. Yensen to recommend approval of the above Resolution as presented. Mr. Labaj stated this settlement has been recommended for a Corrections Officer that slipped on a yellow substance that was on the floor injuring his back. After physical therapy he returned to full duty on January 21, 2010. His treating physician stated he was not a candidate for surgery. A settlement of \$13,809.50 has been recommended. The motion carried with all members present voting aye on a roll call vote (Barnes, Hill, Merkel, Schmidt, Yensen, Schuster)

*Resolution Authorizing Workers' Compensation Claim Settlement No. 07-3210-20:* Committee members reviewed a Resolution authorizing Workers' Compensation Claim Settlement No. 07-3210-20. Ms. Schmidt made a motion, seconded by Ms. Yensen, to recommend approval of the above Resolution as presented. Committee members were informed this claim is from a Corrections Officer that was injured when an inmate was transferring a cart loaded with salt that weighed approximately 2,600 lbs. The cart got away from the inmate and pushed the cart and handle into the corrections' officers lower chest and stomach. Initial treatment was refused. The employee then filed various complaints of pain in her back, upper arms, right elbow, abdomen as well as a headache. The employee went to four specialists and had two examinations by an independent medical evaluation. The specialists concluded that the pain, of unknown etiology, and may be myofascial in nature. The employee has so many symptoms it's difficult to sort out which, if any, might be accident related. The employee retained an attorney and has agreed to a 5% MAW (Man as Whole) settlement of \$15,903.75. The motion carried with all members present voting aye on a roll call vote (Barnes, Hill, Merkel, Schmidt, Yensen, Schuster) Committee members were informed that Mr. Labaj presented a spreadsheet to the Human Resource Committee yesterday that includes the caseload of active claims. Committee members stated they would like to review this spreadsheet as well. Committee members were informed that there is a special levy that pays for claims. This fund is reviewed yearly to determine how much will be needed for the coming year. The two departments with the majority of the claims are the Sheriff's Department and Valley Hi. These are two of the largest departments in the County. They have extensive training to help alleviate claims within their departments. Committee members were reminded that the Sheriff's Department has received their CALEA Certifications and in order to obtain this certification, an extensive safety program must be in place.

Approved 9.28.10

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*Resolution Authorizing the Remodel of the old Regional Superintendent Office Space and Budget Line Item Transfers to cover said costs in the FY2010 Budget:* Committee members reviewed a Resolution authorizing the remodel of the old Regional Superintendent Office Space and Budget Line Item Transfers to cover said costs in the FY2010 Budget. Ms. Barnes made a motion, seconded by Ms. Hill to recommend approval of the above Resolution as presented. Committee members were reminded that the Regional Office of Education has moved their office into the old Treasurer's office in the Administration Building. This occurred in mid July. Staff has been meeting to discuss the proposed expansion of the Planning and Development Department. Committee members reviewed the proposed budget to accomplish this project. Committee members questioned why there were funds left in these various budgets for transfer. Committee members were informed that the Gypsy Moth program was not as extensive as in the past because of the decrease in complaints and decreased spray blocks. The Audit and Management Services are less as well because of the accounting system controls put in place requires less time being spent on the outside audit. CDBG calculated what would be needed for the remaining year so they have funds, through HUD to pay for services that supports the CDBG program. Stormwater has not used their entire budget for the past couple of years so these remaining funds were placed in this account as well. Since there has been a decreased need for ZBA Hearings, this fund has been reduced based on the trends being seen. The motion carried with all members present voting aye on a roll call vote (Barnes, Hill, Merkel, Schmidt, Yensen, Schuster)

### PRESENTATION CON'T

*Purchasing Ordinance – Apprenticeship and Training Program (Indiana, Illinois, Iowa Foundation for Fair Contracting) Marc Poulos, Executive Director:* Mr. Marc Poulos, Executive Director for the Indiana, Illinois, Iowa Foundation for Fair Contracting joined committee members to provide information on the Apprenticeship and Training program. This is a joint management training group that promotes the use of contractors that participate in apprenticeship programs. Participants of the program must complete 144 classroom hours and 2000 hours of on the job training in order to obtain their journeyman's certification. The Federal Government determined that persons need objective training to make sure they are trained correctly in the various trades. As an apprentice moves through the program, testing is required in order to move forward. Both union and non-union companies participate in this type of program. An apprentice is less likely to have injuries on a job if the employer participates in this type of program. Because of the economy, it is difficult to get apprentices placed at this time. An apprentice is placed on the list for two years. Once the two years are up, they must re-apply to be placed back on this list. This process takes place one time per year. Previously, when the economy was great this program included open enrollment. With the changes in the economy, changes were made to the program. These programs foster training properly for specific equipment. An apprenticeship depends on how a worker moves through this program. They don't want to give a journeyman's license to someone that has not been adequately trained. Committee members questioned if there were any contractors in McHenry County that participates in this type of program. Mr. Poulos noted that currently he works with Chicago on various programs but is willing to work in the County to foster programs in the area. They have fostered with various community colleges as well. He stated they are currently looking at ways to increase apprenticeship programs to address "green technology" projects. Continuous training continues once a person obtains their journeyman's certifications as well. The more educated a person becomes, the more employable they are. Not all contractors engage in these programs. The majority of their training occurs on the job and they must keep a log of hours worked. Contractors pay for the training of the apprentice. Committee members questioned if there was a list of programs that may be available in the County. They were informed that this type of list must be obtained from the Department of Labor and it might be easier to obtain these lists with the help of one of the County Legislators. Ms. Kliman, from the Department of Labor office in Rockford may be able to help with this request as well. It was noted that if the Division of Transportation used motor fuel tax dollars, they are required to participate in the apprenticeship program. The Prevailing Wage Act does not require participation in this program but, the State of Illinois has made participation a requirement if a contractor wants a State project. Committee members questioned how this would impact area contractors. It may be necessary to see if any of our major projects included contractors that participated in an apprenticeship program. Committee members stated that if this type of program is implemented within the County, it may require the use of contractors outside of McHenry County. It was stated that the County does participate in all of the requirements except the apprenticeship program. Committee members thanked Mr. Poulos and members from the Indiana, Illinois, Iowa Foundation for Fair Contracting for attending today's meeting. Committee members stated the presentation was very informative and they now have a better understanding of this program. Chairman Schuster stated they would continue discussion on this issue at a future meeting.

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

Approved 9.28.10

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*Public Building Commission Appointment – David J. Gillespie:* Committee members reviewed an application for the reappointment of David J. Gillespie to the Public Building Commission. After discussion, Mr. Merkel made a motion, seconded by Ms. Yensen to recommend the reappointment of David J. Gillespie to the Public Building Commission. The motion carried with all members present voting aye on a roll call vote (Barnes, Merkel, Schmidt, Yensen, Schuster)

REPORTS TO COMMITTEE

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 by the end of the week. Committee members will continue discussion on audio streaming at a future meeting.

EXECUTIVE SESSION

None

ADJOURNMENT:

The meeting adjourned at 9:32a.m. on a motion by Ms. Schmidt, seconded by Ms. Yensen with all members present voting aye.

RECOMMENDED FOR COMMITTEE/BOARD ACTION

Resolution authorizing Workers' Compensation Claim Settlement No. 09-3210-10

Resolution authorizing Workers' Compensation Claim Settlement No. 07-3210-20

Resolution authorizing the remodel of the old Regional Superintendent Office Space and Budget Line Item Transfers to cover said costs in the FY2010 Budget

Reappointment of David J. Gillespie to the Public Building Commission

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