

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

MINUTES OF TUESDAY, SEPTEMBER 28, 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; Paula Yensen and Kathleen Bergan Schmidt. Tina Hill arrived at 8:37a.m. Lyn Orphal arrived at 9:11a.m. Pete Merkel was absent. Also in attendance: Peter Austin, County Administrator; John Labaj, Deputy County Administrator; Adam Lehmann, Administration Intern; Andy Toth, Purchasing; Tom Sullivan and Paul Lerner, I.T.; Pam Palmer, Auditor; Rhonda Warren, IQM2 Representative; 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 September 14, 2010. Ms. Barnes 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.

PUBLIC COMMENT

None

PRESENTATION

Chairman Schuster stated that the presentation will be heard after review of the two Resolutions on today's agenda.

Ms. Hill arrived at 8:37a.m.

NEW BUSINESS

Resolution Authorizing Adoption of the McHenry County Wireless Device Administrative Policy: Committee members reviewed a Resolution authorizing Adoption of the McHenry County Wireless Device Administrative Policy. Ms. Yensen made a motion, seconded by Ms. Schmidt to recommend approval of the above Resolution as presented. Committee members were told that this policy is overdue as the Auditor had previously identified this issue as an item that needed attention. This policy will put the County in compliance with IRS regulations for wireless devices. This policy has been reviewed by the County Administrator, Elected Officials and appointed Department Heads. This policy provides a fair and practical reimbursement plan for persons conducting County business on wireless phones and personal digital assistance devices. Policies from around the County were reviewed for consideration. Each Department Head and employee will review the policy to determine which program to go with. If a person is terminated or decides to change their allowance, a new Device Authorization Form will need to be filled out indicating the changes made. The motion carried with all members present voting aye on a roll call vote (Barnes, Hill, Schmidt, Yensen, Schuster)

Resolution Authorizing a Contract with CBJ Architects, PC for the Design of a new Courtroom, Judge's Chamber and Holding Cell: Committee members reviewed a Resolution Authorizing a Contract with CBJ Architects, PC for the Design of a new Courtroom, Judge's Chamber and Holding Cell. Ms. Hill made a motion, seconded by Ms. Yensen, to recommend approval of the above Resolution as presented. In February an Ordinance was passed for the issuance of debt certificates that included funding for a new courtroom, Judge's Chamber and holding cell. Purchasing started the RFP process to obtain bids for the build-out of the space. Twenty one (21) responses were received. After review of the RFP's by the Director of Purchasing and Director of Facilities Management, they recommended the County enter into a contract with CBJ Architects, PC from Algonquin Illinois to provide architectural and design services for the new space for an amount not to exceed \$32,760.00. The design will begin December 1st at which time Turning Point will vacate the area and move to another location. The holding cell will be the most costly piece of this project as cells must be segregated based on male, female or children. Separate walkways are needed as well. These issues are based on CALEA standards. Committee members questioned why the vendors were not interviewed by a committee. They were informed that interviews with committee are done when there is a large project to be done. It was noted that the Transportation Committee members voiced concern with this change of process as well. They cautioned staff to make sure the vendors are aware of the requirements and concerns of the County. Committee members stated they would like to see qualified County businesses bidding on the county projects as well. The motion carried with all members present voting aye on a roll call vote (Barnes, Hill, Schmidt, Yensen, Schuster)

MANAGEMENT SERVICES COMMITTEE

September 28, 2010

Page 2

Ms. Orphal arrived at 9:11a.m.

PRESENTATION

Audio Streaming Services – Rhonda Warren – IQM2: Ms. Rhonda Warren joined committee members to provide information on Audio Streaming Services provided by IQM2 for the County Board meetings. Mr. Lehmann reminded committee members that the issue of “transparency” of the County Board meetings has been discussed since 2006. An RFP was sent out and IQM2 was the recommended vendor. Rhonda Warren, from IQM2 was invited to today’s meeting in order to answer questions of the committee. The audio streaming will enable the county to take advantage of the internet to reach out and share information to the public. IQM2 offers various packages for meeting management. This system creates a web portage for webcasting, minute transcription, document integration, searchable minutes and record keeping. At this time, this package consists of audio streaming only, which provides live streaming of the audio for the County Board Meetings. IQM2 participates in the initial meetings and provides 24/7 help, if needed. Committee members questioned what the usage has been from other communities that currently have utilized this process. Ms. Warren stated that the citizens that use these products are very happy with the products being used. Committee members requested Ms. Warren find out how many persons use this service to figure out whom and how this information is being used. They stated these may be the same people that usually put in Freedom of Information requests. They questioned if these requests would go down if they use this service as it creates an easy way to do research. Ms. Warren stated that this product will only show the number of connections coming in, though it can also be used internally to research subjects. The product will search only agendas and minutes. The supporting documents will be on the County’s website. Ms. Warren stated that it is easy to add video with the purchase of the equipment. This service will only be available for the County Board meetings as additional equipment would be needed for the other rooms to expand this service. Committee members stated they don’t think this product has much value without including agenda management. Committee members were informed the searches are done by “typed” word, not audio. Committee members again requested information on the volume of individuals using this service in other communities. Committee members also requested additional information on agenda management and video services. Committee members were informed that they will try to get this information to them within the next week.

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

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

NEW BUSINESS CON’T

Discussion of County Administrator’s Goals for FY10/11: Mr. Austin joined committee members to discuss the County Administrator’s goals for the coming year. He used the same format as used in the past. His primary focus for the coming year will be the jail revenue and maintaining the County’s financial strengths. He will continue to work on improvements to the payroll process and stay on top of employment issues. They will review the Auditor’s office, whose responsibilities can change when there are population changes. Transportation funding has been an issue as they pulled back some of the levy funding both last year and this year. These projects have continued, but at a slower pace. He will be working with new staff to continue to improve the agenda development process. Software will be considered for this process as well. He will continue to update the County’s Strategic Plan and hold Department Heads to their work plans. An update on the plan will be provided at the next County Board meeting. He will continue to support positive intergovernmental activity and keep up to date what the county is working on and their issues. He would like to keep communications with the municipalities open and prioritize open intergovernmental communication. He will be working in partnership with the MCEDC and MCCG. The NIU Network Study is received by area governments as a clear roadmap on how internet fiber may be expanded into the County. Mr. Austin offers ideas on methods of sharing updates and engaging the County Board on legislative activities at both the State and Federal levels. The coming year will see a great deal of activity in the Planning and Development department with the expansion into four divisions, the Permits, Inspection & Enforcement (PIE), Planning, Community Development and Groundwater & Stormwater. He will continue to work with the Valley Hi Administrator and the new Operating Board on charting a course for the long-term viability of Valley Hi. They will monitor Valley Hi to make sure it continues to move toward the preferred mix optimal staffing levels. They will work with other Illinois counties and the State to stabilize the future of the Intergovernmental Transfer Program (IGT). Mr. Austin stated he would continue to work on personal development issues and will provide the committee with updates as they move through the year. Mr. Austin reminded committee members that this is a draft document that he would like to forward to all County Board members for review. Committee members stated that Mr. Austin should support mentoring and training of employee that have direct contact with the public and how they interact with the public. It was stated that he should make sure Department Heads are facilitating this training and should include this under standard number 7. Chairman Koehler applauded Mr. Austin and Mr. Sarbaugh for the work they do on the budget. He noted that a key area that needs to be looked at on a continuous basis is the jail rental as this is a key component to the

budget. They need to review contracts and understand how changes may affect the future. It has become a trend to rely on this income too much so a model is needed to address future changes. The County currently has a 10 year contract with ICE (Immigration and Customs Enforcement), which is now half way through. We have to continue to look at these contracts and others as these beds could be rented out to others and we need to be aware that there are alternatives available, if needed. So far, McHenry County has been lucky that there has not been an influx of McHenry County prisoners. If the current numbers remain the same, the County will have bed space to rent out. But, if the County needs these beds, it would become an expense and not revenue. If there is a decrease this could result in layoffs in the jail. The ability to rent beds is not the issue. The concern is that when the county reaches a level where it must use the bed space for McHenry County prisoners, there would be no additional income.

With changes being made to the model of Healthcare, providers that provide the best care will be rewarded. Only a few will reach this top level and they are unsure how this will affect Nursing Homes. If these issues are not monitored the County could lose revenue, especially when they are looking to Medicare for income. Committee members stated that County Board members need to be trained to understand healthcare legislation. This is a long detailed process. Medicaid will become an issue with the new requirements of Government. A compliance person may be needed to keep up on these issues. The County Board Members have to be aware of the responsibilities to the Nursing Home.

The County has to continue to create transparency of government. The County is doing a better job with this issue but there still needs to be a communications component added in order to get information out to the public. Chairman Schuster agreed and stated that the County should support a full time position for this effort.

Committee members agreed that communication is necessary but feel the timing is bad to add additional staff. It was noted that with the demise of newspapers around the country, they need to search additional ways to get information out to the public. Some committee members agreed that this position is a "want" and not a "need" at this time and unfortunately, governments are expected to provide additional services, with less funding. The public needs to be aware that government funds have decreased with the economy as well. Expectations to the community need to be reviewed as governments can't do everything for everyone. The decrease in Not for Profit revenue has affected this issue as well and affects the services being provided. Municipalities are suffering so services are falling to the County. It was stated that there may be a need for an outside person to be hired to let us know what services are mandated and required by the County.

Committee members directed Mr. Austin to add "long term modeling of the jail", not for profit review, additional training for the Valley Hi Operating Board and customer service training of staff to his Performance Results Descriptions. Ms. Yensen made a motion, seconded by Ms. Schmidt to direct Mr. Austin to make the changes to his description as discussed and forward this to the County Board Members for review. The motion carried with all members present voting aye on a voice vote.

REPORTS TO COMMITTEE

The County Administrator informed committee members that there will be an update on the Strategic Plan at Tuesdays County Board meeting.

Ms. Yensen has been appointed to the MCCOG Legislative Committee.

Ms. Schmidt stated there seems to be discussion to create more accurate minutes with names of committee members included with comments. She stated, "if you say it, you own it" and they need to be responsible with their comments. Chairman Schuster stated this issue will be discussed when reviewing the County Board rules. Ms. Barnes cautioned everyone with asking for changes to the minutes. She stated that each member could open themselves up to liability unless they have a court reporter transcribing these minutes. She stated that the only way to create "exact" minutes is with a court reporter. Committee members were informed that a meeting has been set with the State's Attorney's office on how meetings should be done.

EXECUTIVE SESSION

None

ADJOURNMENT:

The meeting adjourned at 10:57a.m. on a motion by Ms. Barnes, seconded by Ms. Yensen with all members present voting aye.

RECOMMENDED FOR COMMITTEE/BOARD ACTION

Resolution authorizing Adoption of the McHenry County Wireless Device Administrative Policy
Resolution authorizing a Contract with CBJ Architects, PC for the Design of a New Courtroom, Judge's Chamber and Holding Cell

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