

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

MINUTES OF TUESDAY, NOVEMBER 9, 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; Tina Hill; Paula Yensen and Kathleen Bergan Schmidt. Pete Merkel arrived at 8:38a.m. Also in attendance: Ken Koehler, County Board Chairman; Jim Heisler, County Board Vice Chairman; Peter Austin, County Administrator; John Labaj, Deputy County Administrator; Adam Lehmann, Administration Intern; Tom Sullivan, I.T.; Pam Palmer, Auditor; Cathy Link, Purchasing; John Hadley, Facilities Management; 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 October 12, 2010. Ms. Barnes made a motion, seconded by Ms. Orphal to approve the minutes as presented. The minutes were approved, as presented, with all members present voting aye on a voice vote.

PUBLIC COMMENT

Mr. John Hopp from the Sheet Metal Labor Workers Union voiced his support for the County to adopt a Responsible Bidders Ordinance. He stated that with this Ordinance the County is assured to get the best bang for its buck by making sure they are getting not only the lowest bidder, but the best. A copy of the Responsible Bidder Ordinance as adopted by the Aurora City Council was presented for review. He stated this is the second largest city in the State. By the adoption of this ordinance, they are assured to receive the most experienced, qualified bidder. He stated there are a lot of “fly by night” companies in the County that do not know what they are doing and by adopting this ordinance the county would be assured that the contractors are qualified to do the job.

PRESENTATION

None

Mr. Merkel arrived at 8:38a.m.

NEW BUSINESS

*Resolution authorizing the approval of the County of McHenry’s Casualty and Property Insurance Program for FY2010-2011:* Committee members reviewed a Resolution authorizing the approval of the County of McHenry’s Casualty and Property Insurance Program for FY2010-2011. Ms. Hill made a motion, seconded by Ms. Yensen to recommend approval of the above Resolution as presented. Mr. Labaj informed committee members that this year’s costs came in lower than expected. There were some substantial decreases in the overall costs. Valley Hi saw a large decrease in their professional coverage. Coverage is the same as in the past, with a decreased cost through a new insurance carrier. The policy was reviewed to make sure the coverage remained the same. The Nursing Home had to pass inspections in order to obtain coverage by this new company. There was an increase seen in the Property Insurance. Part of the reason was because the County had appraisals completed for the property and its contents. The County has also seen an increase in its property holdings and equipment. The rate is basically the same but is insuring more property. Overall the insurance costs are less than the previous year. These costs are not paid from the General Fund. Committee members were informed that because the County is located in a rural area, costs are less than what is being seen in the collar counties. Other large cities/municipalities/counties are paying more for patrol costs and jail insurance costs. So far the county has not seen the same issues that are being seen in the surrounding areas. The county is able to show, through its self insurance retention that it does not have the claim history as seen in the other communities. Lake County pays more than \$1.5 million per year for their insurance coverages. Committee members questioned if there would be a savings to the County when the Old Valley Hi facility is torn down. Mr. Labaj stated there would not be a substantial savings as they are currently insuring for contents of the facility only. The motion carried with all members present voting aye on a roll call vote (Barnes, Hill, Merkel, Orphal, Schmidt, Yensen, Schuster)

*Resolution authorizing acceptance of the Department of Commerce and Economic Opportunity (DCEO) Energy Rebate in the amount of \$16,854.38 and an Emergency Appropriation to Facilities Management Fiscal Year 2009/2010 budget:* Committee members reviewed a Resolution authorizing acceptance of the Department of Commerce and Economic Opportunity (DCEO) Energy Rebate in the amount of \$16,854.38 and an Emergency Appropriation to Facilities Management Fiscal Year 2009/2010 budget. Ms. Hill made a motion, seconded by Ms. Yensen to recommend approval of the above Resolution as presented. Mr. Hadley reminded committee members that he had previously come before the committee to request permission to use the rebate funds for the creation of a garden in the secured area of the Courthouse. This Resolution is the formal procedure to get the process started. The Master Gardeners and area companies are being consulted to come up with a potential design for the area. Committee members voiced concern

that other groups have planted gardens and then a couple of years later they go away as proper plants were not used for the gardens. Committee members were informed that the garden will be developed over time and will not be completed all at once to assure that the area is planted with the appropriate vegetation. The motion carried with all members present voting aye on a roll call vote (Barnes, Hill, Merkel, Orphal, Schmidt, Yensen, Schuster)

*Resolution authorizing an amendment to the McHenry County Wireless Device Administrative Policy:* Committee members reviewed a Resolution authorizing an amendment to the McHenry County Wireless Device Administrative Policy. Mr. Merkel made a motion, seconded by Ms. Orphal to recommend approval of the above Resolution as submitted. Committee members were informed that the IRS recently changed the rules with regard to cell phones so the policy needed to include these changes. The policy has been reviewed by the State's Attorney's and Auditors office. Committee members questioned if employees were aware of the amount of minutes being used for personal use. Many departments do not allow cell phones to be used for personal use and those that do, use are limited. Most employees carry more than one cell phone. Ms. Palmer stated that before a cell phone audit was completed in 2009, some cell phones showed a large amount of use. After the audit, there was a significant decrease in usage. Each department is responsible for reviewing each of their bills. In the future a name and position will be attached to each cell phone so they can be tracked more efficiently. The motion carried with all members present voting aye on a roll call vote (Barnes, Hill, Merkel, Orphal, Schmidt, Yensen, Schuster)

*Resolution authorizing a Three Year Microsoft Enterprise Agreement:* Committee members reviewed Resolution authorizing a Three Year Microsoft Enterprise Agreement. Ms. Hill made a motion, seconded by Ms. Orphal to recommend approval of the above Resolution as presented. Mr. Sullivan reminded committee members that this agreement started out under the State of Illinois contract. Since the inception of the agreement the County has continued to expand its Microsoft software usage with the implementation of the Microsoft System Center suite of management and monitoring tools. The internal and external web presence has been converted to Microsoft Sharepoint. The Avaya voicemail system is being integrated with Microsoft Exchange/Outlook as well. The cost of the Enterprise agreement has been negotiated down fifteen thousand dollars per year. The savings over the next three years will be approximately \$45,000. The funds for this contract have been included in the FY11 budget. The motion carried with all members present voting aye on a roll call vote (Barnes, Hill, Merkel Orphal, Schmidt, Yensen, Schuster)

Chairman Schuster asked committee members if there were any questions pertaining to 6.3 on the agenda since a couple of committee members will be leaving to attend another meeting. No questions were asked by the committee.

#### OLD BUSINESS

*Discussion of Purchasing Ordinance – Apprenticeship and Training Program:* Committee members entered into a discussion regarding the Apprenticeship and Training Program after receiving information from Congressman Manzullo's office and the Department of Labor that stated that there were no companies in McHenry County currently participating in this program. Committee members questioned union representatives how the program could work if there are no companies in the County offering these programs. Union representatives stated that the unions have put employees through these programs. The training is completed between the contractor and the unions and they must register with the Department of Labor. The union representative stated that they currently have over 300 contractors involved in the training program. They informed committee members that the more educated a person becomes, the employable the person becomes. If a job should come in with a low bid it is possible that the vendor does not have qualified trained employees to do the job. The training offered is worth a lot to a company that may hire them both in safety and enough experience to get their job completed on time. If the ordinance is updated it would allow for pre-qualifications whether a non-union company or union company is hired. Some of the surrounding counties were polled to see if they have adopted a Responsible Bidder Ordinance. DuPage, Lake and Kane Counties have not adopted this ordinance, but they do follow five of the six elements of the ordinance. Winnebago County has included a requirement for an apprenticeship program on construction projects over \$50,000. In the surrounding area, if a grant project should have an apprenticeship requirement in their grant requirements it would be added to the contract as needed. The only part of the responsible bidder ordinance that is not included in the surrounding counties or McHenry County is the requirement to have a vendor participating in a United States Department of Labor (USDOL) approved and registered apprenticeship program. It was stated that there needs to be qualified people for the job and the workforce needs to be trained for the future. There are companies in place that already have apprenticeship programs in place. Committee members questioned why these companies were not placing bids, if they were already set up for the work. Committee members were informed that these companies do already provide work for the County. The County does not look to see if the bids that have been accepted have an apprenticeship program set up, only that they meet the requirements of the lowest "responsible" bidder. Every aspect of each contract is reviewed. Committee members questioned what would change in the contracts if the County should change their policy. It was stated that nothing would change and they are looking for a "responsible" bid. The County has a responsibility to review each contract and or contractor and stay on top of the job to make sure the requirements of the contract are being met. Issues always come up even with "responsible" bids. The "lowest responsible bid" is in the State contracts and it is up to the County to make sure the bidder is responsible. The question remains as to whether the County wants another layer of requirements. The union groups state they want a level playing field and if you

put in additional requirements, it would be a start to level the playing field which adds an additional element for a trained workforce. It was stated that the County does not monitor who the General Contractors hire. It is up to the General Contractor to meet the requirements of the bid documents. With the prevailing wage requirement, most contractors already pay into an apprenticeship program. Safety training is important and savings could be realized when a contractor provides assurances for safety. But, there are two sides to a story and there were not any contractors in the audience that were able to provide an alternate view. Committee members stated they would like to hear both sides on the issue in order to make an informed decision. Today is for discussion only and the committee will continue to review this issue and discussion at a future meeting.

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

*Audio Streaming Update:* Committee members were reminded that at a past meeting committee members had requested information regarding anyone that had used the Audio Streaming component for their meetings. There were no examples of anyone using just the audio component of the program as most included the video element. Previously there was interest to open the County Board meetings in order to get information to the public and the audio component provided a low cost way to provide this service. If they want to include the video portion as well as audio, they will have to step back and figure out a way to pay for this product. It was suggested that the information be provided to the whole county board and discuss this issue as part of the strategic plan. Committee members stated they would like to receive information on how many people generally use this service and what the cost benefit would be if we should provide video service as well. They questioned if only 20 people use the product, is it worth the cost of the purchase. Committee members agreed that this issue should be taken off the table and be discussed by the whole county board at the next Strategic Planning Session.

*McHenry County Statement of Economic Interests Addendum Ordinance:* Nothing to report.

*Victory Garden Update:* Committee members were informed that the Victory Garden that was created on the west side of the Administration Building provided over 100 lbs of vegetables that were donated to area food pantries. Because of the success, they would like to double the plot for next year's garden. Committee members were informed that Michigan has a large amount of these gardens. The schools are involved to create these gardens for needy families. With the unemployment rate in Michigan being over 15% this is a way to get school kids involved in distributing food to the needy.

Ms. Barnes thanked committee members and staff for helping her during her past four years of service. Committee members thanked Ms. Barnes for her service on the County Board.

REPORTS TO COMMITTEE

None

EXECUTIVE SESSION

None

ADJOURNMENT:

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

RECOMMENDED FOR COMMITTEE/BOARD ACTION

Resolution authorizing the approval of the County of McHenry's Casualty and Property Insurance Program for FY2010-2011

Resolution authorizing acceptance of the Department of Commerce and Economic Opportunity (DCEO) Energy Rebate in the amount of \$16,854.38 and an Emergency Appropriation to Facilities Management Fiscal Year 2009/2010 budget

Resolution authorizing an amendment to the McHenry County Wireless Device Administrative Policy

Resolution authorizing a Three Year Microsoft Enterprise Agreement

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