

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

MINUTES OF TUESDAY, DECEMBER 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; Paula Yensen and Pete Merkel. Donna Kurtz arrived at 8:35a.m. Kathleen Bergan Schmidt arrived at 8:37a.m. Bob Nowak was absent. 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, Assistant to the Administrator; Paul Lerner and Tom Sullivan, I.T.; Cathy Link, Purchasing; John Hadley, Facilities Management; Diane Evertsen, County Board Member; and Jamie Rein, State's Attorney's Office.

Ersel Schuster, Chairman	
Tina Hill	Donna Kurtz
Pete Merkel	Bob Nowak
Kathleen Bergan Schmidt	Paula Yensen

MINUTE APPROVAL

Committee members reviewed the Management Services Committee minutes of November 9, 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.

PUBLIC COMMENT

Mr. Donley, County Board District 6, joined committee members and stated that he joined the committee meeting today because he saw on the Management Services Committee Agenda that they would be reviewing the County Board Rules. He would like the committee to consider changing certain County Board rules. He stated that he would like to request that there be term limits for the County Board Chairman and County Board Vice Chairman on the County Board as well as possibly limiting the chairmanship of the standing committees. He stated that this may not be possible because of legislation, but, he would appreciate the committee check into the requirements to include them in the rules, if allowed. In the past there was reference to term limits but this was changed and he requested information as to why this was changed.

PRESENTATION

None

Ms. Kurtz arrived at 8:35a.m.
Ms. Schmidt arrived at 8:37a.m.

NEW BUSINESS

Resolution authorizing Workers' Compensation Claim Settlement No. 06-3210-15; Resolution authorizing Workers' Compensation Claim Settlement No. 08-3210-14 and Resolution authorizing Workers' Compensation Claim Settlement No. 09-3210-11: It was requested that all three of the above Resolutions be heard at the same time as all three Resolutions involves the same corrections officer. Ms. Yensen made a motion, seconded by Ms. Hill to recommend approval of the above Resolutions as presented. The first settlement resulted from an injury to a hand that occurred when a 300lb door slammed against the hand. After review by a pain specialist, hand specialist and an independent examination, further treatment was denied. The employee returned to full duty on February 3, 2007. A settlement amount of \$6,354.64 was recommended by the Special Assistant State's Attorney. The second Resolution involves the same corrections officer that was injured while walking down some stairs and heard and felt a "pop" in his knee. He also claimed he hit the same knee on a desk or door handle the day before. This employee uses the stairs frequently and the Workers' Compensation Commission cases have established that this results in an increased risk of injury to an employee. After surgery and therapy, an IME (Independent Medical Exam) physician concluded that the subjective complaints were not supported by objective findings and the employee was returned to full duty. Upon his return to work he immediately left work complaining that his knee bothered him too much to work. He has continued to medically treat, though the County has denied payment for additional treatment. A settlement of \$32,336.31 was recommended by the Special Assistant State's Attorney. The third resolution involves an injury to the same corrections employee who claims a slider door in the jail closed on him causing injuries to his chest, neck and left upper arm. The supervisor's report claims that rushing by both the control officer and employee to shut one door and enter another door quickly caused the injury. The initial diagnosis was a crush injury to the chest and upper arm contusion. This employee still complains of a left hand injury that occurred in the 2006 accident. The employee saw a neurologist in August 2009 for his continued complaints. The neurologist saw no acute findings though there was some degeneration at C5 and C6, though this did not explain the current symptoms. After an EMG, the results showed the employee had a cervical radiculopathy and should continue with the current work

Approved 1.10.11

restrictions. In August of 2009, the employee saw an orthopedist who indicated that he had upper back and shoulder trigger points as well as cervical radiculopathy aggravated by the 2009 accident. The neurologist did not agree that trigger point injections should proceed. He ordered three more weeks of physical therapy, continued modified duty, and return to full duty on December 1, 2009. After return to full duty the Special Assistant State's Attorney has recommended a settlement amount of \$8,309. Corrective action has been reviewed for all of the above cases. Committee members voiced concern that this employee has brought three claims against the County. They questioned if this employee was in the right type of job, considering how many accidents have occurred with the same employee. They questioned if this employee has been required to attend any special safety training because of this record. Mr. Labaj noted that additional medical claims for two of the above claims will be denied in the future. Committee members asked if there has been any additional safety training provided for this department considering the large amount of claims coming from the jail personnel. It was stated that there has been over \$500,000 in claims paid out in FY2010 for Sheriff's Department personnel and now the county is charged with paying out over \$100,000 in the first two weeks of the fiscal year to this same department. It was noted that Valley Hi does a fantastic job with their safety training of personnel in order to decrease claims in their facility and they questioned why a safety program wasn't being implemented in the Sheriff's Department to alleviate safety issues there as well. Mr. Labaj reported that claims are an indicator for the previous year. This year there has been only 7 carryover claims, in the past this number is 25 to 35 claims. If a claim goes before the Workers Compensation Commission, there is a possibility of additional litigation with higher settlement amounts. This would open up these claims to a lifetime of medical payments. Two of the above claims included denial for future medical payments. A settlement brings finality to a claim. Committee members were informed that the Undersheriff is currently working on a program to address this issue. This program will be reviewed with the committee members after it has been set up in the department. Ms. Yensen stated that she voted no on these resolutions yesterday and this was symbolic to her dissatisfaction of the high claims coming from this department. Mr. Donley stated that when he noticed that these claims were from the same offender it opened up the question of how many claims come through that are from the same claimant. He requested information regarding this issue in order to receive a thorough review of all claims. Ms. Hill stated that one of the issues being considered for review by the Legislation is Workers Compensation Reform. Mr. Labaj stated that with the quarterly updates, the committee members will be able to follow the claims through the whole process and see what course of action is being taken for each claim. Committee members requested reports for claims in the past year as well as repeated claims. Mr. Labaj reported that this was the first time in ten years the county had an employee with multiple claims. It was noted that with the statistics they might provide the answers of what is happening with each of these claims.

Resolution authorizing an XenApp Platinum Edition Software Maintenance Contract with Citrix Systems: Ms. Schmidt made a motion, seconded by Ms. Yensen to recommend approval of the above Resolution as presented. Mr. Merkel requested the Resolutions under 5.4 through 5.10 be considered together as most seem to be renewal of maintenance contracts for the IT department. Mr. Merkel made a motion, seconded by Ms. Kurtz to recommend approval of a Resolution authorizing an XenApp Platinum Edition Software Maintenance Contract with Citrix Systems, Resolution authorizing an Annual Maintenance Contract with Hyland Software for the Onbase Document Imaging System, Resolution authorizing renewal of a Multi-Function Peripheral Service and Supply Maintenance Contract with Stan's Office Technologies, Resolution authorizing a Telephone Switch Maintenance Agreement with MAC Source Communications Inc for Fiscal Year 2011, Resolution authorizing a support contract with VMWare Software, Resolution Authorizing a four year Laptop Lease with HP Financial Services and an Emergency Appropriation to the Non-Departmental Fiscal Year 2011 Budget, Resolution authorizing the execution of the finalized lease with Meridian Leasing for the Telephony Solution Upgrade and an Emergency Appropriation to the Non-Departmental Fiscal Year 2011 Budget. Ms. Yensen and Ms. Schmidt withdrew their motion. Mr. Sullivan reported that the majority of these contracts were for renewals and to line up the contracts to coincide with the County's fiscal year. One Resolution is for the finance system, which is used constantly and one other contract is to extend the contract with Stan's Office Technologies through 2013. That Resolution approves payment for this action. Committee members questioned if the above contracts went out for bid. Ms. Link stated that the purchases were off the US Communities Contract which all contracts have already been competitively bid. The motion carried with all members present voting aye on a roll call vote (Hill, Kurtz, Merkel, Schmidt, Yensen, Schuster) Mr. Sullivan informed committee members that the laptop lease with HP Financial Services replaces the previous laptop lease but does not include the laptop computers for the County Board Members. The County Board Member laptops will not be replaced at this time in order to look into possible alternatives for use by the County Board Members. The IT Department will look into replacing these laptops with either "slates or tablets", which should be a better fit for the County Board meetings. This lease includes 63 toughbooks as well as laptops and tablets for the IT and GIS Departments.

Resolution authorizing a Budget Line Item Transfer from the General Fund Non-Departmental FY2010 Budget to the Facilities Management General Fund FY2010 Budget: Committee members reviewed a Resolution

authorizing a Budget Line Item Transfer from the General Fund Non-Departmental FY2010 Budget to the Facilities Management General Fund FY2010 Budget. A new Resolution was provided to the committee members for review as the dollar amount in the Resolution needed to be changed. Ms. Hill made a motion, seconded by Ms. Yensen to recommend approval of the Resolution as submitted. Committee members were informed that it was known ahead of time that additional funds would be needed to complete the year. This is an example of why we don't budget for worse case scenarios. It is almost impossible to guess how much electrical will cost for the year. This Resolution will allow the department to close out their FY10 budget. The motion carried with all members present voting aye on a roll call vote (Hill, Kurtz, Merkel, Schmidt, Yensen, Schuster)

Review of County Board Rules: Committee members entered into a discussion regarding items to be discussed for possible changes to the County Board Rules. One issue would be to limit the Chairman's Term. Committee members were requested to review the rules to think about possible changes to move them for consideration onto the County Board in January. The intention is to have the committee talk about the issues, when the new committee gets seated. Review the recommendations, including those recommended by fellow County Board Members. Bring forward new wording as recommended by the State's Attorney for zoning requirements so they are clearly written in the rules. It was stated that the Illinois Constitution does not allow for term limits, though it is not clear whether the board rules could be stricter than the Illinois Constitution. Committee members questioned if the County could change from multi district to single districts and requested the State's Attorney check when and if this could be done. It was noted that if residents have to decide the number of County Board members to elect, it would have to be done during Municipal Elections as the requirements for districts versus the number of county board members does not match the election schedule. The State's Attorney will look into this issue. The County has not heard anything yet regarding the census data. It will be easier this time around to handle the redistricting with the help of GIS. Chairman Koehler will be holding meetings with each district regarding whether there should be a Legislative "standing" Committee and whether the County Board Members are interested in entering discussions on redistricting. This could be the perfect timing for these discussions and allow for a bipartisan approach to this issue as well as the County Board rules. Committee members were informed that if they have any questions regarding the County Board rules to please forward them to the County Administrator. The current rules were adopted in February of 2009. Committee members questioned who or how the Parliamentarian is chosen for the County Board. It was noted that it is typically a person from the State's Attorney's office. They questioned if this should be more specific.

OLD BUSINESS

Victory Garden: This issue will be discussed at the next committee meeting. Mr. Merkel noted that he received a call from MCCD wanting to find out about community gardens. They would like to find out which groups are working on these gardens in order to create a program where all the groups could work together to create more interest. Some groups are being formed to get focused on local food production. Access to gardening tools have been an issue for some of the groups. A loan program has been discussed so the groups would have the needed tools. It was suggested that corporate sponsors could buy tools or sponsor a community to gain additional interest in this program. It was suggested that the County get more not for profit groups involved to handle this program as the County is not a good fit for this program.

REPORTS TO COMMITTEE

Administrator: Mr. Austin reported that he continues to work on changes being made in the office. Mr. Austin attended this morning's MCEDC meeting. He stayed in order to vote on their budget. Their budget is right on track with the County's plan. The County currently provides less than 30% of their budget. The goal is to provide less than 25% of the EDC's budget and we are currently on track to meet that goal.

Staff met with CALEA representatives this morning in the Sheriff's Department. This certification would add an additional level of professionalism for the Sheriff's Department. Presentations were scheduled for yesterday and today on the integrated justice project. Funds have been set aside to handle these expenses.

Construction in the Planning and Development Department for the Community Development Division has been completed. The next construction plan will be the remodeling of Courtroom 104 as well as a portion of Courtroom 101. Construction for this project will begin in March to coincide with the addition of the new judges.

The Archive facility should be completed by the end of March. This project is on schedule and within its projected budget.

The Administration office is preparing for the addition of the new ETIME program. The payroll process will now be completely electronic.

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The fourth Employee Forum was held yesterday. All of the questions from these forums will be posted on the intranet in the near future.

Council of Governments: The next McCog meeting is scheduled for tomorrow evening at the McHenry Country Club.

Committee members were informed that there is a list of projects to bid on listed under the County's website. Bids for work to be completed in the Courtrooms have not been posted yet. All bids will be posted on this site when available.

EXECUTIVE SESSION

None

ADJOURNMENT:

The meeting adjourned at 9:23a.m. on a motion by Ms. Yensen, seconded by Mr. Merkel with all members present voting aye.

RECOMMENDED FOR COMMITTEE/BOARD ACTION

Resolution authorizing Workers' Compensation Claim Settlement No. 06-3210-15

Resolution authorizing Workers' Compensation Claim Settlement No. 08-3210-14

Resolution authorizing Workers' Compensation Claim Settlement No. 09-3210-11

Resolution authorizing an XenApp Platinum Edition Software Maintenance Contract with Citrix Systems

Resolution authorizing an Annual Maintenance Contract with Hyland Software for the Onbase Document Imaging System

Resolution authorizing renewal of a Multi-Function Peripheral Service and Supply Maintenance Contract with Stan's Office Technologies

Resolution authorizing a Telephone Switch Maintenance Agreement with MAC Source Communications Inc for Fiscal Year 2011

Resolution authorizing a support contract with VMWare Software

Resolution Authorizing a four year Laptop Lease with HP Financial Services and an Emergency Appropriation to the Non-Departmental Fiscal Year 2011 Budget

Resolution authorizing the execution of the finalized lease with Meridian Leasing for the Telephony Solution Upgrade and an Emergency Appropriation to the Non-Departmental Fiscal Year 2011 Budget.

Resolution authorizing a Budget Line Item Transfer from the General Fund Non-Departmental FY2010 Budget to the Facilities Management General Fund FY2010 Budget

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