

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

MINUTES OF MONDAY, FEBRUARY 14, 2011

Chairman Schuster called the Management Services Committee meeting to order at 8:30 a.m. The following members were present: Chairman Ersel Schuster; Anna May Miller; Sandra Salgado; Kathleen Bergan Schmidt and Paula Yensen. Donna Kurtz arrived at 8:34a.m. Barb Wheeler was absent. Also in attendance: Pete Austin, County Administrator; Ralph Sarbaugh, Associate County Administrator – Finance; Tom Carroll and Jamie Rein, State's Attorney; John Labaj, Deputy County Administrator; Cathy Link, Purchasing; John Hadley, Facilities Management; Adam Lehmann, Assistant to the County Administrator; interested public and the press.

Ersel Schuster, Chairman

Donna Kurtz

Sandra Salgado

Barbara Wheeler

Anna May Miller

Kathleen Bergan Schmidt

Paula Yensen

MINUTE APPROVAL

Committee members reviewed the Management Services Committee minutes of January 24, 2011. Ms. Miller 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

None

NEW BUSINESS

Chairman Schuster informed committee members that items will be taken out of order to allow staff to leave the meeting if they desire. Mr. John Hadley joined the committee to ask for direction regarding the proposed purchase of special lighting for the County's flag poles at the Government Center. Mr. Hadley reminded committee members that he had received initial committee approval to purchase a turbine unit light fixtures to light the flag poles at the Government Center. The turbine charges the LED lights in the unit. The turbine units cost approximately \$18,000 for both flag poles. The units use LED energy efficient lighting. After researching options to light the flag poles, Mr. Hadley has located different LED lights that are approximately \$5,000 each, resulting in a huge savings. The wind turbine units would be a good choice to highlight the Government Center's use of energy efficient units. The LED lights are energy efficient as well, but, look like regular lights. Committee members directed Mr. Hadley to purchase the regular LED energy efficient lights. The remaining funds from the grant can be used for a separate project.

Resolution authorizing the Re-Classification of Position #006-0006-05 from Buyer to Junior Buyer in the Purchasing Department's Departmental Roster: Committee members reviewed a Resolution authorizing the Re-Classification of Position #006-0006-05 from Buyer to Junior Buyer in the Purchasing Department's Departmental Roster. Ms. Yensen made a motion, seconded by Ms. Schmidt to recommend approval of the above Resolution as presented. This request is the result of an employee who was on leave and then unable to return to work. The current Administrative Assistant has assumed the workload of the Buyer's position. This request will allow this individual to move up in the department and gives time until she can receive her CPPB (buyer) certifications. This will save the department over \$11,000. The department has received a large amount of applications for the proposed Administrative Assistant's replacement. Committee members voiced concern that hiring internally for the proposed opening, may not allow for the hiring of the best possible person for the position. They stated they are not sure of the policies of the County, but, they felt the County runs the risk of not allowing members of the community to get jobs at the County. Committee members were reminded that this person is already fulfilling the duties of the position and in light of the economy it is more prudent to hire a person for less money, than to hire someone with the skills at a higher cost. Committee members voiced concern that they would pay this person less than the lowest level of the position. Committee members were informed that this is a two step process to get this person to the lowest level of the grade. When the exam is passed, the person would be brought up to the minimums. This request passed the Human Resources Committee. The motion carried with all members present voting aye on a roll call vote (Kurtz, Miller, Salgado, Schmidt, Yensen, Schuster)

McHenry County Ethics Commission Policies and Procedures – For information only (Ethics Commission Chairman – Scott Hartman): Mr. Scott Hartman, Chairman of the Ethics Commission and Robert Martens, Commissioner joined committee members to answer questions surrounding the newly created policies and procedures of the Ethics Commission. The commission was formed in order to hear ethics complaints if and when received. When the Commission was formed the commissioners reviewed the Ordinance and duties of the commission. It was discovered that there were not any policies and procedures in place for the commissioners to follow. This became the first task of the commission. The five (5) commissioners worked with the State's Attorney's office and county staff to create the policies and procedures. The policies and procedures were approved by the Ethics Commission on January 27th.

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These procedures include clear steps on how to file a claim with the commission. Committee members asked how the commissioners were chosen. Mr. Labaj responded that when the original ordinance went into effect, it was important to get individuals involved who understood how government works, but are not close to County government so there was no cause to file a conflict. These members were appointed by the Management Services Committee members and forwarded to the County Board for approval. According to the Ethics Commission by-laws, the Commission Chairman is appointed by the commission. Committee members continued review of the policies and procedures and noted that "enriching self or family" should be included as prohibitive actions. Committee members were informed that the current Ethics Ordinance was modeled after the State Statute which stated that everyone should create an ordinance and it must be modeled after the State Statute. Concern was voiced that while doing a search through the County's website nothing came up while searching for "Ordinance". It was stated that there should be multiple places on the web site where these items could be searched for. Individuals doing searches should be able to locate ordinances, policies, procedures as well as complaint forms in a quick easy manner. The policies and procedures are a standalone document per the ordinance. Time frame for the appointment's are addressed within the State Statute. The State's Attorney's office worked with the Ethics Commissioners on the policies and procedures to make sure they meet the requirements of the statute. The Ethics Commission usually meets only one or two times per year, unless a complaint has been received. The Commission's Chairman works with the Administration office to scheduled these meetings The Ethics Commission has recommended Ethics Training for all employees and Elected Officials so they are aware of what they can and cannot do. Every employee should be required to sign off to show they have been trained on this issue. It was stated that it is up to Administration and the County Board whether this should be brought to the employees. Committee members asked if a Resolution would be needed for approval of the policy. It was stated that this information would be brought forward under updates to the County Board.

Resolution authorizing Workers' Compensation Claim Settlement No. 10-3210-06: Committee members reviewed a Resolution authorizing Workers' Compensation Claim Settlement No. 10-3210-06. Ms. Salgado made a motion, seconded by Ms. Miller to recommend approval of the above Resolution as presented. This claim was for a corrections officer that was injured while moving a combative inmate back into a cell. This claim went before an arbitrator who recommended a settlement of \$6,647.20 stating the claim was worth 10 weeks for a disfigurement case. The maximum allowed on a disfigurement case is for 162 weeks. The motion carried with all members present voting aye on a roll call vote (Kurtz, Miller, Salgado, Schmidt, Yensen, Schuster)

Resolution authorizing Workers' Compensation Claim Settlement No. 09-3200-11: Committee members reviewed a Resolution authorizing Workers Compensation Claim Settlement No. 09-3200-11. Ms. Salgado made a motion, seconded by Ms. Miller to recommend approval of the above Resolution as presented. This claim is the result of an injury from a patrol officer who slipped on ice while responding to a traffic accident. This officer was again injured while in training and combined the two claims into one. The re-injury resulted in a labral tear which required surgery to repair. The employee was returned to full duty without restriction in July 2010. The motion carried with all members present voting aye on a roll call vote (Kurtz, Miller, Salgado, Schmidt, Yensen, Schuster) Committee members were informed that Sgt. James Wagner joined the Human Resources Committee meeting to enter discussion regarding the high number of claims that are brought forward from the Sheriff's Department. He informed the committee that they are aware of the concern regarding this issue and are working to reduce the number of claims being brought forward. So far this year only one claim has been brought forward from this department. There have been quarterly meetings scheduled to review and discuss these concerns and implement procedures to reduce the amount of claims being brought forward.

Resolution Authorizing the Adoption of Amendments to the McHenry County Board Rules: Committee members continued review of the County Board Rules. They were informed that in item #3, language was added to "recommend the Chairman and Vice-Chairman not serve more than three consecutive terms". This is a compromise for those wanting to limit the terms of these positions. This recommendation does not have a sound basis in the law but does show that the County Board Members think it is a good idea to limit these terms. Mr. Austin noted that the committee can approve the Resolution authorizing the changes to the rules now or they can recommend review of the changes and bring the Resolution forward in a couple of weeks. Committee members voiced concern regarding the wording of the appointments and they feel that all of the appointments should be made through a county board committee and not through the County Board Chairman. They reminded committee members there are some very specific appointments that are made by the County Board Chairman and they feel it is important to have these appointments handled by a committee. They stated they feel there may be an appearance of favoritism or patronage for some of the appointments. Committee members were reminded that these appointments do get voted on by the whole County Board and if there is a concern they can vote no for a recommended appointment. Some Committee Members feel this is not sufficient and stated that they would like to see more involvement by the County Board members in the Appointment process. They noted they would like to see a summary of service for those being appointed to a board or commission. It was noted that the County Board Members should know the record of those individuals being appointed, especially those appointed to a paid position. They stated there should also be term limits for all appointments. Chairman Schuster voiced concern that committee members are bringing so many changes at the last minute. Some of the committee members stated that good research shows that experience comes from serving multiple terms and this strengthens the boards. Committee members were reminded that the rules can be changed as we go along as the rules are a fluid document. At this point it will be difficult to make some of the changes being requested without obtaining additional

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information. It was stated that it may be difficult to get reports from all appointees and there may need to be a different process for reporting. The appointments need to be reviewed to see which groups need to be included in the list to provide reports to the various committees. The positions being referred to are the appointments made by State Statute, these include Metra, Pace and the RTA. The County Board does not have the authority to regulate these boards. The County Board can only request what we want and ask for periodic updates. These appointments are made with "the consent of the County Board" and if there are concerns, they should be asking questions at the time the appointments are being considered. Committee members requested that the rules governing these appointments be reviewed to see what authority the County Board has over these appointments. Committee members also requested that everyone applying for an appointed position, supply a resume, along with a signed application.

Committee members were reminded that they had previously added a definition for "immediate family". Committee members felt this was intensive and goes beyond an actual household. They stated there are a lot of different definitions for an immediate family and for each individual this holds a different meaning. It was suggested that the definition be left out as they think all county board members should be held accountable to determine for themselves what/who they consider to be immediate family. Chairman Schuster asked committee members if they wanted to leave "immediate family" in the text. The majority of the committee requested that immediate family left in 5.1 but to remove the definition.

Committee members were reminded that if the 7:00pm start time for the first County Board Meeting of the month stays, calendars for the County will need to be amended. Committee members stated that most Villages and Municipalities hold their meetings in the evening so they did not think evening meetings for the County Board should be a problem. Committee members agreed there would be a vigorous debate at the next County Board meeting on this issue. Ms. Kurtz stated that she believes all the County Board Meetings should be posted live on the web so those interested could become an active participant in the meetings. She stated with the current technology this should not be an issue, whether the meetings are held during the morning or evening. It was stated this issue should be discussed with the whole County Board. Committee members were informed that this has been included as a discussion at the Strategic Planning meeting.

Committee members questioned why the County communication program with residents has been placed under the Legislative and Intergovernmental Affairs Committee as they feel this is a duty for the Management Services Committee. It was stated that communications should be elevated to a formal responsibility and should have more resources placed on this issue. Committee members stated that since this communication has originated with the Administrator, which falls under Management Services, this item should be moved under Management Services Committee. Some of the committee members stated they could see where this part of the committee's responsibility could be part of both Committees responsibilities so it should be placed under both committees to coordinate communications, in conjunction with each respective committee, to oversee the County communication program with the residents.

Mr. Austin stated that he did not feel the rules would be ready for approval without the review by the whole county board. The language in the rules will be cleaned up and new copies placed on the County Board Members desks. The rules would then be brought back to the County Board for approval at their March 1st meeting. Ms. Salgado made a motion, seconded by Ms. Yensen to recommend approval of the Resolution authorizing adoption of amendments to the McHenry County Board Rules. The motion carried with all members present voting aye on a roll call vote (Kurtz, Miller, Salgado, Schmidt, Yensen, Schuster)

OLD BUSINESS

Continued discussion on Possibility of a Countywide Elected County Board Chairman: Committee members were informed that this has been placed on today's agenda to get clarification of whether this issue is something this committee wanted to pursue. If done, this could change the makeup of the Board. Committee members asked if an Elected Chairman would reduce the number of County Board Members or increase the Board. Committee members were informed that the Chairman could be elected two ways, either as a County Board Member and then a vote for Chairman, which would increase the board to 25 members. On this type of board, a chairman would only vote to break a tie. Committee members questioned if the Chairman would then be allowed two votes, one as a Board Member and one to break a tie. Committee members noted that this is a very large issue and should be placed, as a priority, on an agenda for a thorough discussion. This could create a long term impact on how the County runs and committee members were asked if this was what they really wanted to do. Chairman Schuster stated that the committee members keep asking staff to research issues and if the committee members really want to review this issue they should be completing their own research. It was stated that this is an interesting issue and there needs to be a timeline in order to get a decision before redistricting. It was suggested that Labor Day be a target date for this issue. This would allow for questions to be asked and answered. Committee members stated that they would need to know what would happen to the Chairman's position in terms of authority and how it would affect the board. Committee members were informed there are various kinds of County Governments with each working under different sections of the County Code. It was stated that the committee would need to get time lines for each option and the potential impacts there may be with the possible changes. It will be necessary for all the committee members to thoughtfully vet the consequences of their

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actions before bringing this issue up to the public. They need to investigate what would happen if changes are made and what the impacts may be.

REPORTS TO THE COMMITTEE

Administrator: Mr. Austin stated he is working to produce his written report for the March 1st board meeting.

Council of Governments: The next meeting is scheduled for Wednesday evening.

EXECUTIVE SESSION

None

ADJOURNMENT:

The meeting adjourned at 10:49a.m. on a motion by Ms. Miller, seconded by Ms. Salgado with all members present voting aye.

RECOMMENDED FOR COMMITTEE/BOARD ACTION

Resolution Authorizing Workers' Compensation Claim Settlement No. 10-3210-06

Resolution Authorizing Workers' Compensation Claim Settlement No. 09-3200-11

Resolution Authorizing the Re-Classification of Position #006-0006-05 from Buyer to Junior Buyer in the Purchasing Department's Departmental Roster

Resolution Authorizing Adoption of Amendments to the McHenry County Board Rules

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