

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

MINUTES OF MONDAY, FEBRUARY 28, 2011

Chairman Schuster called the Management Services Committee meeting to order at 8:30 a.m. The following members were present: Chairman Ersel Schuster; Kathleen Bergan Schmidt; Barb Wheeler; Donna Kurtz and Paula Yensen. Anna May Miller and Sandra Salgado were absent. Also in attendance: Ken Koehler, County Board Chairman; Tom Carroll and Jamie Rein, States Attorney; Bob Ivetic, Human Resources. Pete Austin, County Administrator; Ralph Sarbaugh, Associate County Administrator – Finance; John Labaj, Deputy County Administrator; Cathy Link, Purchasing; Adam Lehmann, Assistant to the County Administrator; 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 February 14, 2011. Ms. Kurtz made a motion, seconded by Ms. Yensen to approve the minutes as presented. Committee members noted some typographical errors. It was also suggested that under the County Board Rules the word “we” be changed to “County Board”. The minutes were approved as amended, with all members present voting aye on a voice vote.

Ms. Bergan Schmidt voiced concern that that she finds the convention of saying “committee members say, do, etc. somewhat difficult to deal with. She stated that if someone says something they should be willing to have their names attached to it. She stated she thinks more of the statements should see a little more assignment of who said what. Mr. Austin stated there is an acknowledgement when at time several people say the same thing. We try to keep minutes part of their job, not their entire job. There is a balance that has to be struck and is a case by case situation. There are times when it is important to note who has the opinion. Other times, there is a general consensus. He stated he does not think in his opinion, it is critical to say who said what and agreed on a point so we can say there is a general consensus. Chairman Schuster stated if she wants to say “for the record” then the specific name would be attached to the statement. Ms. Schmidt stated this information should be shared with the rest of the board. Chairman Schuster stated that the committee members review the draft minutes from the previous meetings and requested that a “DRAFT” watermark be placed on all draft minutes for the committee.

PUBLIC COMMENT

None.

PRESENTATION

None

NEW BUSINESS

Discussion on demolition of old Valley Hi: Committee members were reminded that this committee is in charge of County property. A year ago when we did some debt certificates and one of the items funded was the construction of an archive facility. Staff realized we needed a different solution for the County archives. The old Valley Hi facility is not efficient for this purpose. The building, when not cared for 24 hours a day, 365 days a year has resulted in the facility deteriorating further. This facility leaks in many areas causing mold in various sections of the building. Half of the building and the basement has been sealed. With the plan to construct the new archive facility, the funds saved from the heating and upkeep of the old facility will pay down the debt. This has also allowed the County to build a much better facility for archives, which is scheduled for completion in the near future. A proposed schedule has now been prepared to move forward with the demolition of the old Valley Hi facility. The old building has become a liability for the County. There has been some preliminary work completed to assess the amount of asbestos in the building. There was a lot of work done in the 1980's and 1990's to remove asbestos from within the facility. Where it was encapsulated, the cost was deferred and has to be removed at this time. Most of the asbestos is located in the tile and adhesive for the tile. It is an expensive process to remove and dispose of. The cost to raze the building is in the \$100,000-\$120,000 range with similar costs to remove the asbestos. After reviewing this issue with the Associate County Administrator – Finance, the removal of the asbestos could be assigned as Valley Hi costs. Mr. Hadley stated he wanted to keep the committee up to date as to what was going on at the facility. There are a lot of substantial issues remaining at the old Valley Hi facility, with three separate buildings and three separate heating and cooling plants in various areas of the facility. The roof is bad, there is a problem with water seeping into the basement and a problem with the utilities and leaking windows.

Ms. Link informed committee members that the County has approximately 30 to 35 vehicles that will be included in this year's auction. There are many items being stored in the old Valley Hi facility, including furniture and IT surplus. This is the final auction that will held at the old Valley Hi site and anything remaining will be gotten rid of. What doesn't sell will be part of the demolition, with the exception of the vehicles. Ms. Schmidt questioned if there have been any attempts to remove the asbestos in an environmentally healthy way? Ms. Link stated that the bid documents include the asbestos

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remediation. It was questioned if this facility could be used as a "controlled" burn site for the fire department or Sheriff's Department for search and rescue. Committee members were informed that this would not be viable because the old facility is too close to the new facility. The County will recycle as much as they possible can prior to the demolition. Ms. Kurtz questioned what kind of approvals or review has been done on the facility prior to her joining the County Board. She asked specifically if there have been any recommendations reviewed and documented by the County Board members. Mr. Austin stated that only directly as this was part of the decision to borrow the money. The costs of these projects were listed together for part of the borrowing which could be considered as a recommendation. Mr. Labaj stated that Mr. Hadley had previously put together figures of what it would cost to retain the facility and what the costs would be to build a new archive facility. All of these issues were used to decide whether the old facility should be demolished or continued use as an archive storage facility. Ms. Kurtz stated that she feels strongly that there should be a recommendation document that includes a cost savings summary that shows how decisions are being made. Mr. Austin and Chairman Schuster stated that the decision was made by the County Board when we went ahead with the building of the new archive facility. There will be a resolution brought forward in the coming months to take care of the asbestos and to demolish the facility. Language could be inserted in the Resolution that recaps the logic of these decisions. Ms. Kurtz stated she needs to see the documents used to give support to make these decisions. She also stated that all of the activities that are to be done, asbestos remediation, recycling, and demolition of the facility should be competitively bid. Mr. Labaj stated, as Risk Manager, once the building is vacant, it is known as a nuisance and the insurer will raise the rates on any vacant buildings. They are nuisances and would require the County to board up the facility and put a metal fence up to secure the site from people trying to access the site. The cost of doing that would exceed the cost of demolition. He voiced concern as the County cannot have a vacant building out there because of the risks it poses to the County. Ms. Kurtz stated this should be mentioned in the Resolution as well. Mr. Austin informed committee members that this is a general timeline and the Resolution will be brought forward when the project is ready to move forward. Chairman Schuster questioned if all the archived material will be checked for mold as we don't want to carry mold over to the new facility from the old facility. Committee members were informed that the archive area in the old facility does not have any mold. They have been doing monthly inspections to monitor this issue. The air quality in this area has been fine with no elevated mold levels. They also continue to check for any visual signs of mold. The area is safe and secure and they have a monthly paper trail of air quality checks being completed by an independent firm.

Ms. Yensen stated that in the past the new Treasurer's facility reported a water issue in the basement and questioned if this issue has been resolved. She questioned if there was an issue with storage in this area as well. Mr. Austin reported that there is a problem with water though this area is not vital to the county's storage area and is not part of our records storage. This issue will be addressed in the spring after the ground thaws. A meeting has been scheduled with him, Mr. Hadley and Mr. LeFew to look at options for the facility.

Ms. Kurtz questioned if there will be multiple ads placed in the newspapers regarding the County Auction. Committee members were informed that the auctioneer does a full page advertisement in the Northwest Herald one month prior to the auction. This same ad is posted on the County website as well. The Purchasing Department receives calls all year regarding the auction.

Ms. Kurtz also questioned if the County will be doing any press releases on the removal of the old Valley Hi facility. She stated that people may be upset that buildings are being demolished. She noted that these buildings belong to the citizens and some of these individuals may have strong ties to the facility. She stated that maybe the press could do a story on Valley Hi as it is important for the community to understand how and why we are moving forward. It is important to keep the community informed and it is good PR for the County. Ms. Bergan Schmidt stated that the McHenry County Historical Society meets on the 3rd Wednesday in June. They use Perkins Hall to do a debate. This year's program is about what to do about the unfortunates. A debate will be held around the 1883 establishment of the County Poor Farm, which is Valley Hi.

OLD BUSINESS

Amendments to McHenry County Board Rules: Committee members entered discussion regarding proposed changes to the County Board Rules. Committee members were informed that at the previous Liquor Commission meeting there was not a quorum and it was asked if Ken, as the County Liquor Commissioner could sit in on the meeting to make up the quorum for these meetings. Ms. Rein is checking to see if Chairman Koehler could vote at these meetings, if a quorum of the commissioners were not present.

Mr. Austin reminded Committee member's that tomorrow is the scheduled Committee of the Whole (COW) meeting to discuss the recommended changes to the County Board Rules. County Board Chairman Koehler and Chairman Schuster have talked about the need for this meeting and the opportunity to have a dialogue on these rules. The February 15th memo that went with the rules will be the structure used for this discussion tomorrow. Each item will be discussed point by point. No changes will be allowed during the COW but notes will be taken in order to make these amendments on the County Board floor. The full County Board has been emailed these recommended changes.

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Chairman Schuster stated that she expects there will be a full discussion at the COW as well as during the full County Board meeting. Ms. Bergan Schmidt stated that as a committee we can feel confident that we did what we could to inform each county board member's that this information was coming and they needed to review this information prior to the COW. Chairman Schuster stated this discussion will result in some additional changes made to the rules. Ms. Kurtz suggested that this information be posted on the projection screen in order to walk them through the changes and initiate discussion. She stated this may allow for more dialogue and interaction. Mr. Austin noted that this information is in the packet. The benefit of the screen is for the audience.

REPORTS TO THE COMMITTEE

Council of Governments: Ms. Yensen informed committee members that she attended the recent McCog (McHenry County Council of Governments) meeting along with several other County Board Members. She stated that it was an interesting meeting discussing ComEd and their rates. They were questioned about the Citizens Utility Board, stakeholders, using alternative energy and infrastructure. Ms. Kurtz stated that she read in the Northwest Herald that ComEd is one of the least respected companies in Illinois. Ms. Yensen noted that it was interesting to listen to the representatives and there were some very good questions being asked by the attendees.

Administrator: Mr. Austin requested feedback from the committee members regarding the recently held Strategic Planning meeting. He stated that he felt they accomplished what they set out to do as staff. This year they tried to get dialogue throughout the morning instead of just at the end of the meeting. Dialogue was held as each section was reviewed. He stated that he got a list of things to focus on for 2011. We need to continue to work on the perception of McHenry County Division of Transportation, bring webcasting to this group and look into it further and discuss whether it can be audio or video. He stated there has been discussion with vendors and other counties on this issue. They want to review their options during 2011 for the Public Safety building as there are many directions the county could go. Ms. Yensen stated there has been an issue of using courtrooms more sufficiently. She stated that the County Board has to approve the allocations for the expansion of the courtrooms and stated there should be a discussion with the judges to look at the more efficient use of these rooms. In the afternoons the courthouse is deserted. She questioned if the County Board has the authority to say no to these requests for more leverage to show us how they schedule the use of these courtrooms? She stated there is a sense that they come in, do their defined job when they come in with the docket and once they are done, they are out the door. They may not be putting in 8 hour days which seem to create available space in these courtrooms. They also have some other luxuries like cable TV's and private bathrooms that many other employees do not have. She feels they have a very good job over there and then they want to expand when funds are tight even though they continue to see unused space at the courthouse. She stated the judges continue to sign off on these costs. There is a utilization of space issue at the Courthouse and this issue needs to be part of the discussion. Ms. Yensen stated that the judges need to be aware that the county has only so much finite resources. Mr. Austin noted that Mr. Sarbaugh and Ms. Link have been involved as part of the team to design courtroom 104, along with Judges McIntyre, Weech and Sullivan. They are making some very cost effective decisions on these chambers. The new chambers do not have their own restrooms. Committee members stated that night court needs to be considered. Committee members were reminded that yes, there are some vacant courtrooms. There are cases set for jury trials and they need to have the ability to say the courtroom is ready for trial. Chairman Schuster reminded committee members that as far as Management Services Committee is concerned, this committee is responsible for the buildings in the County, not the way the courts are run. That would be a discussion for the Law and Justice Committee.

Mr. Austin stated that as part of his report, they discussed permit software. He and Mr. Labaj would like to present a recap of the Strategic Meeting and are looking at the April morning meeting for this presentation. They have collected all of the written notes and drew conclusion on the common themes they would like to present to the committee.

Mr. Austin informed committee members that they are in the process of scheduling the interviews for the EMA (Emergency Management Agency) interviews. Nine candidates will be brought in. Four interviews will be held on Thursday, four on Friday and the final person on Wednesday. Mr. Valentine is retiring on May 6th.

Mr. Austin informed committee members that he, Chairman Koehler and Mr. Korpalski leave for Washington DC tomorrow. Donna Schaefer from the Council of Governments and Pam Kumpata from the EDC will be in attendance as well. Committee members questioned who will pay for Ms. Schaefer's attendance. Committee members were informed that the EDC will pay for Ms. Kumpata and Mr. Eldredge, the Council of Governments will pay for Ms. Schaefer, the Division of Transportation pays for Mr. Korpalski and the Legislative Budget will pay for Mr. Austin's and Chairman Koehler's trip. Mr. Austin informed committee members that in Washington DC the legislators hold meetings on the Hill on Wednesdays. They will meet with the local legislators to try to assess what the new rules and methods will be to route federal funding to the local governments. Right now the process is up in the air. They will also get to know the staff from Senators Kirk and Durbin's office as well as Representative Walsh. They will receive updates on what is going on with the workforce funding. On Thursday they will attend a meeting with the Federal Highway Authority. They will discuss the upcoming transportation bill and find out what the priorities are and how we can position our request to capture funding for the Randall Road project. Mr. Austin noted he would remain in Washington DC on Friday in order to

visit with family in the area. On Sunday, part of the NACO legislative conference begins so he will attend the Sunday meeting.

Codification was discussed as part of the Strategic Plan. The civil division went through the revamped resolutions and reorganized them. These have been summarized to all of the departments.

Mr. Austin stated that he does plan on providing a County Administrators report at tomorrow's County Board meeting. Copies will be available at tomorrow's meeting.

Chairman Schuster informed committee members that she had a conversation with Mr. Sarbaugh and stated that she is concerned with all the games being played with State/Federal and local level funding. Unless we stand up and take a position on how funds are being doled out, we will be sitting back and begging in order to get back some of the funding that we have lost. If we don't say something, nothing will change. She stated that she hopes at some point, as a board, that we make a statement that we support some revamping of the financial system. There are other legislators that are unable to move forward unless they get support from the ground up. She stated if possible it would be nice if we could pull together a legislative resolution that supports keeping more funds local. Ms. Yensen agreed and stated that pass-through dollars would go directly to the County. They did not go to direct services as they were supposed to. Committee members stated that we also need to review how child abuse and elder abuse issues are dealt with. The complaints go to the State and they do the investigations. From there, everything is handled by the County. It would be more efficient by allocating the dollars so they reflect the nuance of the County. The County received title 20 funds which is direct services for seniors and high risk issues. It is very frustrating that the funding from the Federal Government is funneled through the State, where additional cuts are being made in the funding. Chairman Schuster stated that there are major movements taking place with some challenging the status quo.

Ms. Kurtz stated going forward, at this Washington DC summit or issues that come before the County Board, she is realizing that when we get funding from the Federal Government, it is a deal with the devil because they state they will fund something, but the funds always come with a cost. She stated one cost is the housing ordinance. We have to do a fair housing ordinance. This sounds great but how does this limit the freedoms of the people in the County? How does it expand upon other freedoms of the County? She voiced concern that when we start various programs we don't know what the costs to the County or individual rights will be. Mr. Austin stated that Federal funds come from various areas. The rules of how to put requests for funding have changed. Every program is different and each has their own set of rules. Ms. Yensen stated that we are going to look at how much it will cost for a program implementation, not just the cost of the program itself. Peter noted these would include indirect costs. We need to know more that what the actual cost is at the office level. Mr. Sarbaugh noted this is regarding grants. He stated we will know what the overall administrative costs are to the organization. This will put a burden on some of the committees to decide, if no administrative costs are allowed in a grant, they will need to determine if they want to continue forward. Mr. Sarbaugh reminded committee members, with all grant funding, department's are told during the budget process, if grant funding should go away, any positions tied to these grants would go away as well. The Health Department has had to lay off individuals whose positions have been grant funded. Chairman Schuster stated that we are running medical offices throughout the county, yet we have every single one of our drug stores putting in clinics. Why are we competing with the private sector? Ms. Yensen stated that if you go to the Kane County Public Health Department you don't get services like they offer in our County. Mr. Austin noted that they offer services in Lake and Kane County that we don't provide and every county is different. Mr. Sarbaugh noted that Kane County has cut way back on the services being offered in the Health Department. Committee members were informed that they decided to source out some of the services and offered the opportunity for some of the not for profits to take on some of these responsibilities and apply for grants to help pay for these services. Kane County is one of the "youngest" health departments in the State. They do their services different and do not offer a lot of direct services. A person can get inoculations at our health department, but cannot get treated for sore throats. Ms. Yensen stated she has a problem with the relationship we have with Centegra in order to access serum for flus, whereas they are working with not-for-profits that do community outreach in order to access high-risk population in the community instead of going to the hospital. Chairman Schuster requested that the committee members bring back their concerns to the appropriate committee.

Ms. Kurtz questioned if Mr. Austin could email her an electronic copy of the power point presentation from the Strategic Planning meeting and to please send her a hard copy.

Ms. Schmidt stated she has heard concerns regarding lagging attendance at the committee meetings. She questioned if we truly have a problem. Chairman Schuster stated we may need to go back to per diem payments in order to get the needed quorums at these meetings. Ms. Bergan Schmidt questioned if the issue has started with the new County Board or is the issue weather related or do we really have a problem? Ms. Miller stated that if weather becomes an issue, she would not attend a meeting.

Chairman Schuster stated that regarding webcasting, we have a contract with Comcast. Are they obligated to provide access for our County Board Meetings? Mr. Austin stated that some municipalities negotiated as part of their contract that they have access to peg (public education government) channel. If you videotape your meetings, you can get it on that channel. Chairman Schuster asked if there could be any investigation to work with MCC to have interns do video taping of these meetings. Mr. Austin questioned what percentage of the County uses Comcast? 30% or 40% is an estimate. When you tape meetings and put them on the channel, you don't control anything as far as when the meeting would be broadcast. That may be the old way of doing things. A user controlled tool is where you can watch the meetings when you want and actually become a part of said meeting. This accomplishes more of the goals than just putting the meeting on cable. Chairman Schuster stated discussion has been just about the County Board meetings, she stated that if we as a county are considering doing this, she would like to see the committee meetings set up for this as well. If we just do the "audio" program and committee meetings, can we set up the microphones to carry the audio

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so the public can hear it? Will this allow us to have the meetings recorded? Mr. Austin stated that the technology exists. Some of the practical realities are significant. The way meetings are moved around, you have to have the technology set up and broken down. You would need an AV person available for every meeting. Ms. Wheeler stated that if we think this is important we have to be more practical. She stated that there may be only a handful of people interested in listening to these meetings. Chairman Schuster questioned how we can incorporate this process if we should choose. She noted there are some serious issues being discussed in other committee meetings. Ms. Yensen stated that the Division of Transportation meetings are videotaped by the citizens. Committee members were informed that this issue is being researched and they are working on various options for the County Board meetings and the price points for these options. This issue will be brought back to committee for further discussion. Ms. Wheeler stated that we need to control and edit these meeting and control the message being sent. We have to be practical on this issue. Chairman Schuster stated that this will start off slow before people realize they are able to view the meetings. Be aware this will be coming back for discussion. This issue was well received at the strategic planning meeting where it was requested this issue be moved forward for consideration.

Ms. Bergan Schmidt stated that you are able to watch the Wisconsin Legislature live, as they are live streaming the meetings.

EXECUTIVE SESSION

None

ADJOURNMENT:

The meeting adjourned at 9:58a.m. on a motion by Ms. Yensen, seconded by Ms. Kurtz with all members present voting aye.

RECOMMENDED FOR COMMITTEE/BOARD ACTION

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