

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

MINUTES OF MONDAY, MARCH 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; Kathleen Bergan Schmidt; Donna Kurtz; Anna May Miller and Sandra Salgado. Barb Wheeler arrived at 8:40a.m. Paula Yensen was absent. Also in attendance: Pete Austin, County Administrator; John Labaj, Deputy County Administrator; Cathy Link, Purchasing; John Hadley, Facilities Management; Paul Lerner, IT; Adam Lehmann, Assistant to the County Administrator; and the press.

Ersel Schuster, Chairman	
Donna Kurtz	Anna May Miller
Sandra Salgado	Kathleen Bergan Schmidt
Barbara Wheeler	Paula Yensen

MINUTE APPROVAL

Committee members reviewed the Management Services Committee minutes of February 28, 2011. Committee members noted some typographical errors. Ms. Kurtz stated that she would like to remove some of what she stated and just say “cost saving summary” should be included. Committee members commented that her statement was the cost savings rationale for this statement and felt that the statement should remain. Chairman Schuster informed committee members that she noted a couple of typographical errors. She stated that the changes did not change the content of the minutes. Ms. Schmidt made a motion, seconded by Ms. Miller to approve the minutes of February 28, 2011 as amended. The minutes were approved as amended, with all members present voting aye on a voice vote.

Mr. Austin stated that staff has been struggling with the size of the minutes. The minutes approved are an example of the committee’s desire to include more information in their minutes. He stated that these minutes were from a two item agenda and the minutes ended up being 5 pages. It was stated that the minutes should reflect what transpired at a meeting.

PUBLIC COMMENT

None.

PRESENTATION

None

Ms. Wheeler arrived at 8:40a.m.

NEW BUSINESS

*Resolution Authorizing Workers’ Compensation Claim Settlement No. 07-3200-10:* Committee members reviewed a Resolution Authorizing Workers’ Compensation Claim Settlement No. 07-3200-10. Ms. Salgado made a motion, seconded by Ms. Miller to recommend approval of the above Resolution as presented. Mr. Labaj stated this is an old claim for a seasonal Marine Patrol Deputy who was injured while on duty. The employee returned to work without restrictions on July 18, 2007. The individual retained multiple attorneys so it took awhile to get this claim settled. The motion carried with all members present voting aye on a roll call vote (Kurtz, Miller, Salgado, Schmidt, Wheeler, Schuster) Mr. Labaj reminded committee members that he provides quarterly reviews with the Sheriff’s Department, including the marine patrol unit. This Deputy is no longer with the Marine Patrol unit.

*Resolution Authorizing the Use 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 2010-2011 Budget:* Committee members reviewed a Resolution Authorizing the Use 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 2010-2011 Budget. Ms. Salgado made a motion, seconded by Ms. Miller to recommend approval of the above Resolution as presented. Committee members were reminded that this is the third time that a request has been brought forward to spend the funds received from this rebate. This Resolution will allow the funds to be placed in a line item in order to spend these funds on energy efficient items for the County. One of the items being purchased will be the energy efficient lighting for the flag poles. After the purchase of the solar lighting for the flags, there will be approximately \$10,000 left in the budget. Any additional purchases will be reviewed with County Administration. The motion carried with all members present voting aye on a roll call vote (Kurtz, Miller, Salgado, Schmidt, Wheeler, Schuster)

*Development of a Review of County Functions by Office/Department:* Committee members were reminded that at the Strategic Planning meeting one of the suggestions was to create a form that shows the top to bottom functions of each department. This form was to include whether a function being provided by a department is a requirement or something that they “like to do”. Two departments were selected to review the form created for this function. The form included the program description for the department and the duties that they are mandated to perform, if any. These descriptions are available on the main webpage by choosing the quick links on the left of the main page and choosing

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the current budget. If you scroll down you will be able to see an overview and summary for each department. The Statutes are listed for the mandated services of the departments. Committee members questioned if there are services being provided that could be phased out. Committee members were informed that Mr. Sarbaugh is in the process of reviewing the grants in the county to see what the costs of these grants are to the County. The County Board Members can also review the services being provided by each department. Committee members stated that this is a great tool to use to manage services and to review those not required. Some of the questions that came out of the Strategic Planning session stated that they feel that the County should only be providing services as mandated. Committee members questioned who would be responsible for providing services if the County didn't? Some feel that these programs are providing needed services and the services provided are for the lowest income individuals. Some felt that these same services are being offered elsewhere so they should be discontinued at the County level. Some of the committee members stated that clinics being opened in every drug store so a lot of these individuals could receive services at these clinics. Concern was voiced on this issue as the clinics in the drug stores require payment for the service, when services are rendered and some of these individuals cannot afford to pay for these services. Committee members stated that we need to review the services being offered by the County and check to see if there are dual services being offered elsewhere. Committee members stated that obtaining this information serves two purposes, one to find out if services are being offered elsewhere and to find out what services are being offered at the County alone. This will allow the County to manage each grant and to see how many individuals are being served by each grant. This will also answer questions of whether we should continue acceptance of these grants.

### OLD BUSINESS

*Amendments to McHenry County Board Rules:* Committee members were reminded that a COW has been scheduled at 6:15p.m., prior to the County Board meeting to discuss proposed changes to the County Board rules. Some additional changes include added definitions and some additional changes to the zoning portion of the rules. Mr. Sandquist has requested some clarification on some of the wording. Committee members were hopeful that they would have a large turnout for the discussion on the Amendments to the County Board rules. Committee voiced concern that there were some County Board members missing from the previous COW meeting. They stated that they meet to address these changes, and then the members that do not attend the COW but then raise concern and questions at the County Board meeting.

*Update of Webcasting, Agenda Management and County Board Computers:* Committee members were reminded that one of the issues coming out of the Strategic Planning meeting was to further investigate webcasting for the County. This issue got bogged down in the Fall when the committee did not feel obtaining just audio portion of webcasting would meet the needs of the County. A meeting has been scheduled for this Friday, with IQM2, the webcasting group that had offered various products for review in the past. IQM2 will present a complete package for consideration this Friday. Mr. Austin stated he may also visit Lake County to review the Agenda Management package they use. There are questions regarding how to move ahead with this project. Committee members questioned if the public should be able to be "involved" with the meeting even if they are not attending the meeting. Committee members stated that the public should not have interactive capabilities. If the public has an issue that they want to present to the County Board members, they should attend the meeting and follow the public participation process. The majority of the expense for these products comes from the cost of the equipment. The County Board Room would need at least three cameras and extra lighting to address the needs in the County Board room. It was noted that voice activated cameras would not be an option for the County Board room as too many individuals speak at the same time. Committee members questioned if the College may be a resource for installation of this equipment by some of their classes. We may be able to get some additional information from some of the communication classes since the County does not have a communications staff to address these questions. Committee members questioned if the meetings would be shown by web access or TV? Committee members were informed that the process would be through web access. Web access would allow an individual to view the meetings whenever they wanted. The cost for the audio portion alone was \$10,000. The current Agenda Management process is very labor intensive. The new equipment should address this issue as well.

Committee members were informed that the County Board members are not scheduled to receive new computers during the lease upgrade. They are looking at other options for the County Board members. They are currently reviewing IPADS to see if they would fit the needs of the County Board. The IPAD uses different technology, which will be the way of the future. They are less expensive than laptops. The wireless upgrade for the County will be complete sometime in April. In order to print from an IPAD a special printer would be needed that allows a printer to print across the airwaves. Committee members questioned if the laptops were meeting the needs of the County. They were informed that there is nothing wrong with laptops but the IPAD is the next step in "computing". This would be a pilot project to see if the IPAD would address the needs of the County Board. The current laptop-computers are owned by the County. Committee members were informed that the IPAD runs off of a flash drive versus having staff to come in prior to a meeting to turn on all of the computers. Committee members questioned if the IPAD's could be purchased by the County Board Members for both business and home use. If an IPAD is furnished by the County it is to be used for County use only and any information stored on the unit would be subject by FOIA laws. Committee members were informed that in the past the County has offered discount programs to their employees, but they were deemed as

showing preference to County Employees so these programs can only be offered if the discount programs are offered to everyone in the County. In reviewing the IPAD use, they would save paper and cost less to use. Committee members were informed that there has not been too much opposition to their use and more wireless options are being brought forward for consideration. Starting in April the County will have three different options for wireless connections making these units usable within the building.

REPORTS TO THE COMMITTEE

*Administrator:* Mr. Austin informed committee members that at tomorrow's County Board meeting he and Mr. Sarbaugh will give a presentation on the Finances of the County. The information will include where we stand on the current finances for the County and where the funds are being spent. Questions will be answered on what the County is doing in the economic crisis that it is facing because of the Federal and State Governments. They will show what core revenues come into the County and how they relate to the State and Federal agencies.

Mr. Lehmann informed committee members that the County has received an "A" rating from the Sunshine Review for the McHenry County website. This award is presented by the Editors of the Sunshine Review to honor the most transparent government websites in America. This year only 100 of the more than 6,000 government websites earned a "Sunny Award". The Sunshine Review is a 501c3 non-profit that collaborates with individuals and organizations across America to promote state and local transparency.

Committee members questioned why there is not a synopsis of Public Comment in the County Board minutes. They stated there is a name, topic matter and whether the individual is in favor or against an issue, but that is all. They stated there should be a summary of the comments that being made. Mr. Austin reported that these comments can become burdensome. At the past Planning and Development Committee meeting there were four different public comment sessions allowed creating a very burdensome process. Ms. Miller stated that she received a copy of the Fleming Road petition and questioned if this should become part of the record for the County Board minutes. They questioned if information provided by the public becomes an attachment to the minutes. They noted that since information is being presented by the public, this should become a part of the official record of the county.

Mr. Austin informed committee members that he is in the process of completing the quarterly review of the departments on their plans.

Committee members questioned when an electronic comment is sent by a county board member, are they violating the open meetings act? They were informed that if they are sending a one way communication, this is okay, but, they have to be careful if a position on an issue develops, especially if sending the information to "County Board All". There is nothing wrong with sending messages out. It's when there are exchanges on these messages that could cause a problem.

EXECUTIVE SESSION

None

ADJOURNMENT:

The meeting adjourned at 9:45a.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. 07-3200-10  
Resolution Authorizing the Use of the Department of Commerce and Economic Opportunity (DCEO) Energy Rebate in the Amount of \$16,854.38 and an Emergency Appropriation to the Facilities Management Fiscal Year 2010-2011 Budget

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