

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

MINUTES OF MONDAY, APRIL 25, 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; Paula Yensen; Barb Wheeler and Sandra Salgado. Donna Kurtz arrived at 8:33a.m. Anna May Miller arrived at 8:37a.m. Also in attendance: Peter Austin, County Administrator; John Labaj, Deputy County Administrator; John Hadley, Facilities Management; Paul Lerner, IT; Adam Lehmann, Assistant to the County Administrator.

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 April 11, 2011. Ms. Salgado made a motion, seconded by Ms. Yensen recommending approval of the minutes of April 11, 2011 as presented. The motion carried with all members present voting aye on a roll call vote.

PUBLIC COMMENT

None.

PRESENTATION

None

Ms. Kurtz arrived at 8:33a.m.

Ms. Miller arrived at 8:37a.m.

NEW BUSINESS

Resolution Authorizing an Intergovernmental Agreement Between the County of McHenry and the McHenry County Public Building Commission: Ms. Schmidt made a motion, seconded by Ms. Wheeler to recommend approval of the above Resolution as presented. Mr. Labaj stated that this resolution formalizes records management for the PBC (Public Building Commission) for services provided. The motion carried with all members present voting aye on a roll call vote (Salgado, Schmidt, Wheeler, Yensen, Schuster)

Ms. Kurtz arrived at 8:33a.m.

Utilization of old Valley Hi facility for McHenry County Sheriff's Department SWAT Training: Mr. Labaj stated that this information is for information purposes only. He stated that as the County approaches the time to vacate the old Valley Hi Nursing Home, the Sheriff's Department has requested permission to perform some swat training exercises within the old facility. They would like to train the swat team representatives to "knock down doors" within the facility. They would also like to use the exercise to penetrate windows into the facility. The training exercises are scheduled to take place on May 23rd and 24th. The Division of Transportation and Valley Hi have been informed of this event. There will not be any explosions in the facility. The facility will go out for bid shortly thereafter, for removal of the asbestos and demolition of the facility. Asbestos removal should take place in June and the facility will be demolished sometime in July. Committee members suggested a press release sent out informing the public of this process.

Ms. Miller arrived at 8:37a.m.

Discussion on County Administrator Evaluation Process: Mr. Austin joined committee members to discuss the County Administrator evaluation process. He noted that if the committee members would review the last page in today's committee packet there is information regarding the proposed timeline for this process. He stated that it is up to the committee on how this process could be completed. His anniversary date is the end of June, which calls for the evaluation process to be completed. This process has been done several different ways in the past. The hardest part of the process is to get comments regarding the Administrator from the County Board Members. In the past a formalized form was created with goals and a performance results section to be updated as the goals are obtained from the previous year. Committee members questioned if a format like "survey monkey" has been used for this process. Ms. Salgado stated

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she has used this process in the past, with great results. If there are not a lot of questions on the survey, this software is free or very inexpensive to use. Mr. Austin stated he is open to use any system if it would generate more comments from the board. He stated that the comments are the most challenging part of the process. It was stated that the format questions would need to be formed over the next two weeks if this process is going to be used. These questions should be customized based on his duties. Mr. Austin stated he thinks he could structure his questions around eight areas if desired. Committee members suggested that Mr. Austin do a self evaluation prior to next month's committee meeting. Survey questions could then be formed to send to the County Board members for inclusion in the self evaluation. Committee members questioned how his raises are determined. He stated that they go back to the previous December to see what has been awarded to the employees, and his raises are then based on plus or minus 2% of what was awarded. These are the rules for all the managers. In larger departments this is easier, where there is more money to base this process on. Based on this process, the Chairman and Chair of the Management Services Committee determines raises for the Administrator. Committee members were informed that approximately one in five employees received raises for this fiscal year. These included persons in a union. Committee members were informed that there are a couple of units in negotiations for new contracts and raises will be issues for each of the units. The Circuit Clerks union employees have had a reopening of their contract using Federal mediators to discuss wages. Mr. Austin informed committee members that he feels he has been treated very well by the Board and he does not feel he is looking for direction in his duties. Committee members feel there is good communication between the board members and the Administrator. Ms. Kurtz stated she has been doing performance appraisals for at least 25 years. She stated she was involved with the MCC Presidents evaluations and feels it's important to have the "written word" as part of this process. She stated that the President had to complete his responsibilities in the first section. These roles are then broken down and he would show how each role would be addressed. This section could include personal traits, communication skills, integrity etc. The last section would include goals. This allowed for a reinforced evaluation with what goals are important to both him and the board.

Committee members agreed that the self evaluation should be brought to the next committee meeting on May 9th. They will then review some survey processes for consideration, as well as the suggestions of the committee members to review at the next committee meeting.

Discussion of Strategic Plan: Committee members were provided with an Update Summary for the McHenry County Strategic Plan. This information was passed out Tuesday to the whole County Board. This information is being provided to start the discussions on what to do for the coming year. When the plan was reviewed by the Department Heads, they went through the document and took everything and forced them into six broad areas. The first area is Transportation and Infrastructure. The County Board comments in this area include improved community consultation involvement by McDot: 1) This is achieved by improved customer services, outreach, stakeholder involvement, third party contractors, collaborative efforts, context sensitive solutions. 2) McDot Design Standards: Comments include modify design standards in order to get more bang for the buck, caution when addressing design standards, need flexible design standards while still obtaining the highest quality standards. 3) Alternate forms of Transportation, this includes consolidation of PACE programs, aviation – corp. and recreational high speed rail. 4) Current McDot Operations: continue bridge replacement, phone cables during bridge repair, improve/expand roads, Route 31 and Edgewood improvements, I-90, Route 47 traffic across river. The next Strategic Area is Growth and Planning. This includes Directions for Future Growth. The County Board Members stated that they should complete the UDO and Nuisance Ordinances, stronger enforcement of storm water management, adopt Crystal Lake's Watershed and Storm water management practices, transportation planning should parallel the 2030 plan. Committee members were informed that the Storm water management practices are a priority. The next Strategic Area is Livability. This area includes the Public Safety Center. Completion of this facility would allow the county to move forward, this includes the expansion of courtrooms, management of courtrooms, and the need to include veterans/domestic violence courts. Affordable Housing was included in this area. This area includes affordable housing options, addressing the Fair Housing Ordinance, need more Community Housing Development Organizations (CHDO) all without growing the housing department. This area also includes Current Planning and Development Operations. They would like to have the permit process on line, staffing for storm water on site inspections, administrative adjudication process/enforcement, protect open space and quantity and quality of water supply, sustainability for water, energy, municipalities, property maintenance. The next Strategic Area includes Economic Development and Opportunity. This area includes Directions for Economic Development. This area states that they would like to Partner with other units of government to

build intellectual capital and economic wealth. It was stated that employment opportunities are only successful if we partner with others. The next Strategic Area is for Service Delivery. This includes E-Government where Webcasting is a priority, WiFi in all conference rooms, all payments online, more E-government, P & D permitting and payments on-line, and research of cloud storage. This area also addresses the County's current operations. Courts should have Orders of Protection provided in the computer system, re-evaluate integrated justice system, more clarity on Resolutions and Ordinances, work stakeholders on broadband connectivity. The final Strategic Area is for Revenue and Demand. This area includes the Financial User Group to provide the best practices information to municipalities, explore new revenue streams (such as Sheriff administrative fee) and provide benchmarks for service contracts/program outcomes for service contracts. Committee members were reminded that they must review all standards. This plan was created to continue to September 10, 2011. The committee members need to think about what they may want to do for a plan for FY2012. There are some options including but not limited to creating a 12 month action plan and wait to create the multi-year strategic plan after the new board takes office after the next election. This would allow the new board to get more involved with the planning process. The current program could be extended. This plan was created in house with some assistance from Public Knowledge and NIU. The committee may decide to include some other items for consideration in a new Strategic Plan. They should look at the mission statement for Public Health to make sure all issues are being addressed. Additional goals may be added and some of the items can be removed as those items have been accomplished. When the plan was created the economy wasn't in the shape it is today. Goals will have to be made based on the economy. Committee members noted that the plan is an ongoing document. The chair of each committee should be working on goals that continue to move and address how to best utilize their current goals. Mr. Austin reminded committee members that this is a recap of where we stand on the current plan. The challenge is to address where we stand on the plan, go over the plan where committees can make progress and update the plan yearly. He stated that his question is whether the committee wants to have a major rewrite of the plan or just an update the current plan. This plan could be easily updated by reviewing one year of activity to add to the plan until the new board is seated in FY2012 or if this is not the decision, to offer ideas on how to move ahead.

OLD BUSINESS

Mr. Austin reminded committee members that at the previous committee meeting they had questioned if they could go over to the Government Center to review the court schedule with Judge Sullivan and Dan Wallis. Ms. Miller requested this meeting take place later in May as she would be out of town at the beginning of May. It was suggested that this visit take place after the committee meeting on May 23rd. The committee members could walk over to the government center as a group to tour the facility and review the changes that have been made over the past three years. Committee members requested that a map of the facility be made available so they could visualize the new areas in the Courthouse. Committee members stated that they got the sense that Judge Sullivan is doing what he could to address overcrowding issues at the courthouse. They feel he does take the issues brought up by the committee members seriously and they have a lot of respect for him but the courts need to think outside the box in order to address the issues in the courthouse. Mr. Wallis has a good grasp on the issues and it is hopeful that the tour will educate the committee members on the process that is taken in the scheduling of the courtrooms. Mr. Wallis is willing to listen to suggestions to address these issues. In the short term, the county will not receive any additional judges. Committee members stated that the core question remains, does the courts need one judge per courtroom? The committee members felt Mr. Wallis will be the best person to bring about change in this area. Mr. Wallis spoke to the Finance and Audit Committee about looking into some software that would address the time/space issues in the courthouse. Committee members stated that if this software is obtained, when does the county board hold the courts responsible and accountable to make changes? It was suggested that this issue be included in the County goals. Committee members stated they need to set expectations for the courts in order to address this issue. The County Board controls the purse-strings so they need to tell the courts that they need to change the way they are doing business and be proactive with these changes. Another issue they need to address is how the Legislators decide how/if the county is to receive a judge. The County should be able to have input on this issue since they foot the bill for these costs. The Statute governs the number of judges a county will have every 10 years based on the population. The rest of the time it's politics that makes this decision. The bottom line is that we are accountable to the citizens of the county. Committee members stated that the Public Safety Building is another very expensive process. Chairman Schuster stated that in the past there was a court order to expand the jail. The County Board is obligated to provide appropriate facilities for the Sheriff and the Courts. The Public Safety Building is to address space issues for both the Sheriff and the needs of the courts.

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REPORTS TO THE COMMITTEE

Administrator's Report: None

Council of Governments: None

MEMBER'S COMMENTS

Ms. Kurtz requested that at the next committee meeting they talk about the McHenry County E-News that is sent out bi-monthly. She suggested that a picture of all the County Board members be placed on this so that people will know who the County Board Members are. She suggested that emails of each of the county board members be available as a link with contact information for each member. This would allow for a personal relationship with all of the County Board members. Committee members questioned how many persons the newsletter is emailed to. Mr. Lehmann responded that he sends the e-news letter to 1586 addresses. Committee members questioned if the Village newsletters could be added to the e-news. They stated this would allow for updates from the local villages. Committee members were informed that the e-news allows for voluntary sign up to receive this report.

Ms. Schmidt stated while attending a meeting at the Village of Algonquin, when you go into the council room they have a tri-fold pamphlet that explains the rules of the meetings. This pamphlet is very informative and includes the contact information of each council member on the back. Committee members were informed that the Conservation District includes this information directly on their agenda. This includes the rules for public comment. Committee members asked if copies of these items could be sent over for review.

Committee members agreed at the next meeting to include copies of the "e-news" so the board members could critique the issue for change. Committee members requested that the program be researched to find out what the program allows.

EXECUTIVE SESSION

None

ADJOURNMENT:

The meeting adjourned at 9:53a.m. on a motion by Ms. Salgado, seconded by Ms. Yensen with all members present voting aye.

RECOMMENDED FOR COMMITTEE/BOARD ACTION

Resolution Authorizing an Intergovernmental Agreement between the County of McHenry and the McHenry County Public Building Commission

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