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

MINUTES OF MONDAY, MAY 23, 2011
Chairman Schuster called the Management Services Committee meeting to order at 8:30 a.m.   The following members were present: Chairman Ersel Schuster; Sandra Salgado; Kathleen Bergan Schmidt and Paula Yensen. Donna Kurtz arrived at 8:31a.m. Barb Wheeler and Anna May Miller were absent. Also in attendance: Peter Austin, County Administrator; Cathy Link, Purchasing; John Hadley, Facilities Management; Dennis Sandquist, Planning and Development; Tom Sullivan, IT; Adam Lehmann, Assistant to the County Administrator; and interested public.

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 May 9, 2011. Ms. Salgado made a motion, seconded by Ms. Yensen recommending approval of the minutes of May 9, 2011 as presented. The motion carried with all members present voting aye on a roll call vote.

PUBLIC COMMENT
Mr. Jim Bannon, a technical director in the video business for over nine years, joined committee members to state that he is able to provide website products for webcasting to the County. He stated that he has studied the product being offered to the county for its webcasting services and feels he can offer a product cheaper than what is currently being offered to the County. He complemented the County on turning down the audio only component of this product. He informed committee members that he would send information regarding his webcasting solutions by email this afternoon to the committee members so they can review this product.

Ms. Link stated that in spite of the weather, they had a very successful auction. 140 numbers were issued for the event. $119,500 was recaptured from the auction with expenses for staff and auctioneer's costs still to be taken from the amount. The Sheriff has some expenses from getting the vehicles ready for auction that will be taken from this amount as well. The majority of the funds will go to the general fund.

NEW BUSINESS
Resolution Authorizing an Emergency Appropriation to the Planning and Development Fiscal Year 2011 Budget and Authorizing Installation of a Rain Garden Demonstration Project on the County Campus:
Committee members were informed that two grants were received from the McHenry County Soil and Water Conservation District and the Illinois American Water Association for the purpose of installing a rain garden and xeriscaping education project. The grant from the Illinois American Water grant will be used to pay for the match required in the McHenry County Soil and Water Conservation District grant. This rain garden will be placed near the front entrance doors to the Administration Building and will be used as a teaching tool to promote energy efficiency. Ms. Schmidt made a motion, seconded by Ms. Yensen to recommend approval of the above Resolution as presented. The motion carried with all members present voting aye on a roll call vote (Kurtz, Salgado, Schmidt, Yensen, Schuster)

PRESENTATION
Webstreaming: Mr. Lehmann joined committee members for a discussion on the webstreaming process for the County. The County has been in discussions for the last couple of years regarding the webcasting and agenda management process. Previously the County rejected an audio only program for the County Board meetings. They then stepped back to reevaluate the needs of the County Board. Additional discussions were held with IQM2 to review processes to be considered by the County Board. Committee members were informed that agenda management is a very intensive process. A video meeting was held with an internal group of employees that would use these products to streamline the agenda process. The staff that reviewed this process was excited about the capability of the product. There would be no upfront costs to utilize this equipment. There would be a 30 day cancellation clause. The group would work to create an agenda management process geared to our needs. They could also help to facilitate the webstreaming process, when the county is ready to implement the process. Equipment would need to be purchased in

order to move forward. The County Board had voiced a desire to have an agenda management system and webcasting of their County Board meetings. These two services come together with a tool like this.

Because of the costs, they have started with the agenda management process. A similar product was reviewed in Lake County, who has indicated they love this process. A paper control could still be in place to address any legal requirements. Committee members questioned if the screens could include information on how each County Board Member votes on an issue. Mr. Lehman stated that this would require the use of additional equipment, but stated that it is a service that is available. Committee members questioned the cost for this equipment would be. They were informed that the cost for agenda management is not significant, it is the purchase and installation of cameras for webcasting where the costs come in. In the past this cost was quoted at $100,000 to $110,000. If the camera's are fixed mounted, this amount is slightly less. It was noted that there would need to be some buy-in by the elected officials. Committee members questioned if this equipment should be included in planning for process changes. If this process is not done right, they have blown a lot of money for this program. Committee members were informed that work sheets are completed for each person using the system. Work sheets will be created for each user based on their needs in the process. This information is then loaded into the system to create the agenda. Mr. Austin stated he and Mr. Lehmann went to Walworth County to review their process. They had a document developed for each individual to follow. Committee members stated that their constituents want to see the board meetings so this process gets back to cost benefits. Committee members questioned if the use of this system would save money. Mr. Austin stated that the system should free up some staff time and it may be possible to save some money from paper usage, but overall they don't see a reduction in staff or costs. This product will save stress, improve the product (county board agenda items), promote goodwill and transparency. They stated that this is what is wanted by the constituency. Committee members were reminded that this service would only be available for the County Board meetings. Additional equipment purchases would be needed for all of the committee meeting rooms in order to expand the process. Video-casting of all the committee meetings would be a significant change to how things are done. Committee members stated that it is hard to place a value on "transparency". Committee members questioned how long it would take to get minutes posted for each meeting. They were informed that it would depend on the minute taker. A draft set of minutes could be available while the meeting is going on and updated after the notes/tapes have been reviewed. Committee members were informed that the office is currently focusing on getting the E-Time system up and running. After this project, they office will then move forward with the web-streaming project. The department will work with purchasing for any RFP's that may be needed for this project.

Mr. Bannon asked if he could comment on the discussion. Chairman Schuster polled the committee members and it was agreed to listen to his observation. Mr. Bannon stated that regarding timing, he could have webcasting services at the next meeting. As discussed the investment would be for the equipment that would be needed. He stated he could provide the needed equipment as well. He questioned if the product had to be included as a package. It was stated that the RFP could be looked at to break out the various products/services. It was stated that they would have to examine the benefits and costs involved in order to separate the project for web-casting and agenda management. Committee members stated that they should use local firms if possible with lower upfront costs and to look at all alternatives before making a decision.

The existing county policies were reviewed at the department head meeting on Friday the 21st. Department Heads were requested to familiarize themselves with these policies.

NEW BUSINESS CON'T
Mr. Austin reported that he has three meetings scheduled for today. The first meeting will be with Pam Cumpata from the EDC and Mr. Breeden, the Finance and Audit Committee Chairman to discuss communications between the County and the EDC. The next meeting will be with the Division of Transportation regarding how to position the County to receive Federal funding in the current environment. The third meeting will be with IT (Information Technology). The department is down two engineers and they are having problems competing with private offerings. Some of these positions will need to be filled.

Mr. Sullivan informed committee members that the servers are off lease in the late Fall and will need to be replaced. He stated that along with that they will also need to talk about the Business Continuity Plan.

Ms. Yensen questioned if we as the County must retain the same vendor's when a lease is about to expire. She questioned if additional quotes are reviewed prior to acceptance of a new lease. Mr. Sullivan stated

that leases are accepted from vendor's that offer the best terms. The vendor may change each contract year or remain the same depending on the bids received.

Discussion on County Administrator's Goals for 2011/2012: Committee members entered into a discussion on the goals for the County Administrator. They stated they want to review the survey first before they can provide discussion on this issue. Committee members were informed that only six surveys have been sent in. Committee members requested that a reminder be sent out to the County Board members to remind them to respond to the survey. It was stated that it would be nice to wrap up this process at the next committee meeting in June.

EXECUTIVE SESSION
Ms. Salgado made a motion, seconded by Ms. Yensen to recommend the Committee enter into executive session, at 9:27a.m., to discuss personnel. The motion carried with all members present voting aye on a roll call vote (Kurtz, Salgado, Schmidt, Yensen, Schuster).

Ms. Salgado made a motion, seconded by Ms. Yensen to return to regular session at 9:47a.m. The motion carried with all members present voting aye on a roll call vote (Kurtz, Salgado, Schmidt, Yensen, Schuster)

OLD BUSINESS
None

REPORTS TO THE COMMITTEE
Administrator's Report: None
Council of Governments: None

MEMBER'S COMMENTS
None

Committee members continued the meeting with a tour of the offices in the Government Center.
They toured Courtrooms 101,104, 203, 204 and 365, the State's Attorney's office, Information Technology, the Public Defender, Court Services/Probation, Circuit Clerk and Turning Point, the Law Library, the Jury rooms, Court Administration, the Sheriff's areas, Dispatch, ETSB and EMA. During the tour Ms. Kurtz made two suggestions first, that risk management plans should be developed for all of the data centers, and an additional review of the IT backup resources environment.

ADJOURNMENT:
The meeting adjourned at 12:05a.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 Emergency Appropriation to the Planning and Development Fiscal Year 2011 Budget and Authorizing Installation of a Rain Garden Demonstration Project on the County Campus
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