

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

MINUTES OF MONDAY, JUNE 13, 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; Anna May Miller; and Paula Yensen. Barb Wheeler arrived at 8:33 a.m. Sandra Salgado and Donna Kurtz was absent. Also in attendance: Peter Austin, County Administrator; John Labaj, Deputy County Administrator; Cathy Link, Purchasing; Tom Sullivan and Paul Lerner, IT; Adam Lehmann, Assistant to the County Administrator; Christina Webb, Assistant State's Attorney.

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 23, 2011. Ms. Yensen made a motion, seconded by Ms. Schmidt recommending approval of the minutes of May 23, 2011 as presented. The motion carried with all members present voting aye on a roll call vote.

PUBLIC COMMENT

None.

PRESENTATION

None.

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

NEW BUSINESS

*Resolution Authorizing Workers' Compensation Claim Settlement No. 10-8200-03:* Committee members were informed that this settlement is a result of an injury from an employee at the Division of Transportation. He injured his thumb while lowering a spreader onto a truck. This resulted in a serious injury to his thumb. This employee returned to full duty on February 9<sup>th</sup>. Ms. Miller 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 (Miller, Schmidt, Wheeler, Yensen, Schuster)

*Consideration of Amendments to the County Administrators Ordinance (current) (proposed):* Committee members reviewed recommended amendments to the County Administrator's Ordinance. The changes are recommended based on changes being made to the County's personnel manual. The recommended change modifies how the Administrator addresses issues with department heads. The significant change concerns the dismissal of a department head. This clarifies meanings in the ordinance and identifies procedures for the hiring or firing of a department head. This will result in better integration of this document to the Personnel Manual. Ms. Schmidt made a motion, seconded by Ms. Yensen to recommend approval of the Ordinance Setting the Duties and Responsibilities of the Office of County Administrator as presented. The motion carried with all members present voting aye on a roll call vote (Miller, Schmidt, Wheeler, Yensen, Schuster)

*Server rollout discussion:* Mr. Sullivan joined committee members to enter into a discussion regarding guidance for the server rollout. The 4 year server lease expires in December 2011. Since it takes approximately 3 months in order to swap out the servers new equipment would be needed to be here by mid august. This will result in the need to order equipment by early July. Mr. Sullivan stated there are three options to consider. One would be to replace just the servers at an approximate cost of \$1,889,000, the second would be a server replacement with disk to disk back up at an approximate cost of \$2,220,000 and the third option would be to replace the server, provide disk to disk back up and backup for a business continuity plan with a cost of approximately \$2,660,300. Consensus of the committee was the third choice. The annual costs respectively would be approximately \$378,000 + interest, \$444,000 + interest, and \$533,000+ interest. The current server lease has an annual cost of \$420,000. Mr. Sullivan suggested a 5

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year lease as the equipment is not turning around as fast as it has in the past. The disk to disk back up is quicker to restore than the current method. The current method takes a very lengthy time to obtain any backup tapes. Mr. Sullivan reminded committee members that disaster recovery is different than what is currently being discussed. The disaster recovery plan resumes business after a disaster, including location of physical space to conduct business, procuring equipment to continue business, configuring of the equipment, restoring data and enabling access. Mr. Sullivan discussed how and where the equipment would be located in order to continue business in cases of emergency. He stated that he has been in discussions with individuals at an alternate location who is excited about exploring a reciprocal tech plan agreement which would give the County a true business continuity plan. One of the decisions the committee needs to make is whether the County should continue with a lease program or purchase the new equipment. Leasing of the equipment allows the cost of the lease to be built into the financial model, it addresses obsolescent issues and addresses disposal of the equipment. It was stated that new technology provides quicker access. Purchasing or leasing equipment has its good points. A server is a lot more difficult to support if not under warranty. He stated that the servers can be maintained, but, it would require more workers. The next desktop lease is scheduled to be for eight years. This may mean that purchasing the equipment would be better for the County. Mr. Sullivan stated that he believes the lease program for the servers should be continued. Mr. Sullivan reviewed the timeline for the server rollout with committee members. He stated that the next step would be to finalize the lease quotes, bring a resolution for consideration to Management Services and the Finance and Audit Committees on the 27<sup>th</sup> and 28<sup>th</sup>, forward the resolution to the County Board on July 5<sup>th</sup> and have a purchase order for the servers issued on July 6<sup>th</sup>. This would allow for delivery of equipment in mid August for a November implementation. Mr. Austin noted that this timeline is conceivable. The personnel/human equation to this issue will have to be looked at as well. They need to review the salary irregularities compared to similar tech environments. Chairman Schuster requested Mr. Sullivan's presentation sent to the other committee members for review. It was noted that they will need to look at additional personnel. The department is down two engineers as they have left the county for positions that pay more money. These positions have been advertised for and will cost the County \$70,000-\$90,000 for this position. Mr. Sullivan stated that they need someone with extensive experience with many programs. The County will need to find a creative way to compete in the IT sector. This could create internal inequities as well. On-going projects could be stalled or require expensive consultant assistance in order to complete. Planned or future projects may have to be postponed indefinitely. Consultants frequently take their knowledge and expertise on a new system with them, especially if no local personnel resources have aptitude or excess capacity to take the projects over. Staff growth and advancement is limited or non-existent. There are limited training opportunities due to the understaffing and cross training of needed skills has been limited or non-existent. Committee members were reminded that this is a 24X7X365 operation. Committee members thanked Mr. Sullivan for his information.

*Discussion on County Administrator's Goals for 2011/2012:* Committee members entered into a discussion on the goals for the County Administrator for 2011/2012. Mr. Austin reminded committee members that he emailed the goals to the committee members on Friday for review. This is the same structure that the committee has used in the past. Committee members reviewed each Key Result Area with Mr. Austin. He stated that since the County has a 7 month reserve, some of the debts could be retired. Chairman Schuster stated that the whole County Board should be involved in this decision. They questioned since they have reduced their annual expenditures, would they be looking to ask for less funding and questioned if this was realistic? This is a change in philosophy from the past. As an organization, it has maximized what can be collected yearly and if they keep the levy the same as last year this should leave some money on the table. It was stated that a most prudent approach is needed and they should put all options on the table for review. He stated that the County Board needs to remember that the Courthouse is expected to be out of space within 3 to 5 years, the jail rental agreement will have to be reviewed to see if the County wants to continue with the program. Last year there were issues with Valley Hi and Planning and Development. They are now on stronger ground so these issues have been removed and replaced with the Division of Transportation. Morale is a major issue that will have to be worked on at the County. Since the County has a larger fund balance, they now need to discuss how to spend these funds down. Some want to continue at the same taxing level and some want reductions. Ms. Miller stated that with the discussions surrounding webcasting, she does not feel this is needed at this time. She stated she is not convinced that webcasting is a good idea based on the number of people viewing other counties board meetings. She stated she would prefer the County invest in current technology first before adding this component. She feels the webcasting issue should be tabled for awhile. Agenda management should move forward. It was noted that they feel that ordinance enforcement in the Health Department should be added to his

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performance goals as well as they continue to receive complaints regarding ordinance violation notices from the Health Department.

Committee members noted that "survey monkey" returned some fascinating responses. There were 11 responses overall with the majority of them being favorable. Committee members noted that they were very disappointed that only 11 responses were received from the County Board members. Chairman Schuster stated she would like the committee to go into executive session in order to discuss Mr. Austin's evaluation letter after today's committee business has concluded.

### OLD BUSINESS

*Discussion on Agenda Management and Webcasting:* Chairman Schuster noted that she is hopeful a decision on this issue could be made as they have spent too much time as a committee on this issue. They agreed that Agenda Management is an important part of this program. The County originally entered into discussions with Comcast on video/audio components for a new program. She feels it is important to involve the whole County Board in a decision for either Agenda Management/Webcasting or both. Discussions were held with Mr. Bannon after the previous committee meeting and he would be able to provide the video only component for webcasting. If the County decides to go ahead with Agenda Management component, webcasting could be added at a later date. They agreed that the costs would need to be reviewed for webcasting as this would include a onetime expense for equipment. Committee members felt the Agenda Management component could be moved forward and postpone the webcasting component until additional information is brought forward at a later date. Mr. Lehmann stated he has been in discussions with MCC about broadcasting joint efforts to evaluate what can be done for this type of product. They stated that Agenda Management is a good product and should move forward with an RFP. An additional discussion would be needed for the remaining webcasting product in order for the County Board to include this with their priorities. The presentation should include costs, step by step, in order to implement the webcasting programs.

### REPORTS TO THE COMMITTEE

*Update on Workers Compensation Reform Legislation:* Mr. Labaj provided information to the committee members on Workers Compensation Reform Legislation. This legislation should help to control costs for workers compensation claims. He informed the committee members that there are 8 (eight) main categories that they dealt with. The first was a limitation on the wage differential. This has now been limited to five years or age 67. This could be quite significant. They have limited carpal tunnel claims. They have adopted the American Medical Association Standards. The "cause" of a claim now has to be determined to show that the injury is due to an accident at work and not because the injury would have occurred anyway. Medical proof must be inserted into the claims. A claim can now be denied if there is proof of drug use. There are limits to address Doctor shopping. Provider networks have been created that are used that would be one of the choices for a physician to treat the claim. All the current Arbitrators have been terminated and new Arbitrators will be reappointed. The terms for the Arbitrators have been changed from 6 years to 3 years. The Chair of the Workers Compensation Commission will be appointed and approved by the Senate. There has been the perception in the past that some of the arbitrators have become too cozy with some of the attorneys. Mr. Labaj noted that this is a good start to address needed changes for Workers Compensation Reform and could result in some savings for the County.

*Administrator's Report:* Committee members were reminded that the touch screen program that has been placed in the lobby.

Mr. Austin stated he would send his goals to the whole county board for review. He informed committee members that he would be going on vacation this Thursday for 8 days, through June 27<sup>th</sup>.

*Council of Governments:* The next McCog meeting will be held this Wednesday in Village of Johnsborg.

### EXECUTIVE SESSION

Ms. Yensen made a motion, seconded by Ms. Miller to enter into executive session at 10:25 a.m. to discuss personnel. The motion carried with all members present voting aye on a roll call vote (Miller, Schmidt, Wheeler, Yensen, Schuster)

Ms. Miller made a motion, seconded by Ms. Yensen to return to regular session at 10:48 a.m. The motion carried with all members present voting aye on a roll call vote (Miller, Schmidt, Wheeler, Yensen, Schuster)

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It was noted that there was no action taken by the committee during executive session.

OLD BUSINESS

None

MEMBER'S COMMENTS

Committee members stated they would still be interested in taking a tour of the jail. They requested that Mr. Austin to make arrangements for this tour. Ms. Yensen stated that she has had some concerns voiced by members of the public regarding the treatment of the "ICE" inmates and concerns of cleanliness within the jail. She stated that this tour should help to alleviate some of these concerns.

Ms. Wheeler questioned if there has been any decision made regarding the need for the Public Safety Building. It was noted that at this time this is a goal for the County as there is no funding for this project at this time.

ADJOURNMENT:

The meeting adjourned at 10:50 a.m. on a motion by Ms. Miller, seconded by Ms. Yensen with all members present voting aye.

RECOMMENDED FOR COMMITTEE/BOARD ACTION

Resolution Authorizing Workers' Compensation Claim Settlement No. 10-8200-03

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