

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

MINUTES OF MONDAY, JULY 11, 2011

Chairman Schuster called the Management Services Committee meeting to order at 8:40 a.m. The following members were present: Chairman Ersel Schuster; Kathleen Bergan Schmidt; Barb Wheeler; and Paula Yensen. Donna Kurtz, Anna May Miller and Sandra Salgado were absent. Also in attendance: Peter Austin, County Administrator; Ralph Sarbaugh, Associate County Administrator – Finance; John Labaj, Deputy County Administrator; Cathy Link and Don Gray, Purchasing; Tom Sullivan and 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 June 27, 2011. Ms. Yensen made a motion, seconded by Ms. Wheeler recommending approval of the minutes of June 27, 2011 as presented. The motion carried with all members present voting aye on a roll call vote.

PUBLIC COMMENT

None.

PRESENTATION

Mr. Lehmann joined committee members to provide a preview of a Webcast presentation of what will be presented to the County Board members. He stated he would like the committee members to provide input on the information to be presented. Committee members were informed that the pricing does not include installation costs for the equipment at this time. This issue has been discussed at the committee level since FY2006. Transparency is the primary driver of this change. Webstreaming has been a part of the strategic plan and is included as a part of the Administrator's Goals. The Chairman also spoke about transparency during the County Board Chairman's Address to the County. Webcasting would mean expanded access to the County Board meetings. It would also allow modification of the current labor intensive agenda preparation and minute taking process. The County Board meetings will never obtain a large viewership as its meetings viewership will be topic driven. Costs for the project were reviewed with committee members. The Agenda Management component will cost approximately \$2,575 per month. This includes centralized document database, formalized workflow, routing and review process, attachments and importing, document generation, history tracking and audit trail and information sharing and delivery. Webcasting services will cost approximately \$575 per month. This will include time stamping and indexing, web portal customization, reporting tools, Google Analytics, IQM2 Mobile Board, Document Integration, minute transcribing, closed captioning and live webcasting. Hardware costs will include 3 ceiling mounted cameras at a cost of \$900 each, 2 monitors at a cost of \$300 each, a PTZ Controller at a cost of \$1,400 and a Canopus ADVC55 at a cost of \$150 for a total hardware cost of \$6,050. The more automated the system is the higher the cost for the system will be. The next plan of action will be for the County to issue a RFP for Agenda Management and at the same time issue an RFP for the hardware and installation of the webcasting equipment. Committee members were reminded that staff did have discussions with a gentleman that attended a previous meeting regarding taping of the County Board meetings. He would be unable to provide agenda management services, but, could provide the camera/taping portion which would eliminate the need to purchase and install the camera equipment. This would require an ongoing cost for the cameraman. A presentation was provided to the department heads who were enthused with the use of one system for all of the processes. Committee members agreed that this presentation should move forward to the County Board for consideration. Committee members questioned if there would be a cost savings by installing this system. They were informed that the process may change, but staff time would be used on different projects so there would not be a savings in staff time. They could analyze time savings after training has been completed but they were doubtful that they would see a savings in personnel costs. Committee members were questioned if they would like to provide this presentation during a morning or evening county board meeting. It was also questioned if this project should move forward now or wait to do during the FY2012 budget process. Committee members stated that this is a question for the whole county board.

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Ms. Yensen stated that there is not a good sentiment in the public at this time to spend funds for any type of project and feels this project should be included in the FY2012 budget. She stated that they need to balance the cost with everything else currently on the table. It was suggested that this project be worked into next year's budget in order to compete with other requests in order to prioritize the importance of the project. Committee members stated that they would prefer that the presentation take place during a morning meeting in August. They also suggested that they limit presentations to one presentation per morning meeting.

OLD BUSINESS

Chairman Schuster informed committee members they are trying to get a representative from the Attorney General's office to attend the disclosure meeting to answer questions from the County Board members.

Committee members were questioned if they are interested in obtaining IPADs versus laptop computers for use by the County Board members. The IPADs provide mobility as opposed to the laptops. These units go hand in hand with agenda management. Staff has been working with IT in order to get the process to work on these mobile units. The IPADs would require 1 PDF document for each meeting agenda. This would be one long file instead of having each item being attached separately. It would be necessary to open the large PDF and "scroll" to find what document you need to review. It was noted that these units are more compatible for MAC users so they feel these units will create more accessibility for everyone. The only downside to these units will be if you don't have a broadband connection. Dial-up connections will be very slow. The cost of the equipment will be much less at approximately \$500 each. Laptops generally cost about \$900 each. Committee members stated that they would like to see a pilot program for these units for use by the Management Services Committee members. They noted that they should hold a conversation with the whole County Board regarding the use of one PDF for the County Board meetings. It was stated that the PDF for Agenda Management could include the requirement to be IPAD compatible.

NEW BUSINESS

Resolution Authorizing Workers' Compensation Claim Settlement No. 10-6100-17: Ms. Schmidt made a motion, seconded by Ms. Wheeler to recommend approval of the above Resolution as presented. Mr. Labaj informed committee members that this claim is from a Valley Hi CNA that broke both of her elbows after tripping on a bed alarm cord. The employee was released from medical care having reached maximal medical improvement. She has since left employment with the County. The motion carried with all members present voting aye on a roll call vote (Schmidt, Wheeler, Yensen, Schuster)

Resolution setting the Holiday Schedule for 2012: Ms. Yensen made a motion, seconded by Ms. Schmidt to recommend approval of the above Resolution as presented. Committee members were reminded that the County's holiday schedule mirrors the State Courts schedule. The only point of discussion for this year is that the courts are scheduled to be off for Christmas Eve. Generally the County has taken a half day off for both Christmas Eve and New Year's Eve. The courts have elected to remain open on New Year's Eve and take all of Christmas Eve off. The motion carried with all members present voting aye on a roll call vote (Schmidt, Wheeler, Yensen, Schuster)

Resolution Authorizing Acceptance of an Illinois Department of Commerce and Economic Opportunity (DCEO) Energy Rebate and an Emergency Appropriation to the Facilities Management Fiscal Year 2010-2011 Budget: Ms. Yensen made a motion, seconded by Ms. Wheeler to recommend approval of the above Resolution as presented. Facilities Management applied for a rebate from the Illinois Department of Commerce and Economic Opportunity (DCEO) based on the electrical savings programs under the EECBG project for motor replacement, lighting upgrades and window upgrades. This rebate is in the amount of \$51,121.44, which the Facilities Management Department would like to use to develop additional green strategies and energy conservation measures in FY2010/2011. The motion carried with all members present voting aye on a roll call vote (Schmidt, Wheeler, Yensen, Schuster)

Review of proposed FY2011-2012 County Insurance Program: Mr. Labaj joined committee members to provide an update to the proposed FY2011-2012 County Insurance Program. A list of the policies and where they expect changes were provided to committee members for review. Sixteen (16) different policies will be needed for the coming year. As part of the annual insurance renewal process, new County activities are reviewed to assess coverage afforded by existing policies. They also review current risk exposures to

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test the adequacy of coverage provided by the current policies. As part of the FY12 renewal process they will also focus on Cyber Liability, Contingent Liability Insurance for jail operations, Sexual Molestation, Surgery Coverage for Animal Control and Underground Storage Tank Coverage. Risk Management will keep the committee informed as the renewal process moves forward.

Quarterly Workers' Compensation Report: Mr. Labaj provided committee members an update on the County's Workers' Compensation program with updates on the active cases. The good news for this year is that there have been only two (2) cases sent to the third party administrator for review. These are contested claims. The remaining nine (9) claims are for medical only. There are currently no employees off work for a workers' compensation claim. Committee members thanked Mr. Labaj for his update.

Appointments to the Valley Hi Cemetery Board: Mr. Labaj informed committee members that he is the liaison for the County Board for the Valley Hi Cemetery Board. This board oversees the cemetery located on Valley Hi property. The board consists of the County Clerk, a representative from a township in the County and a representative from the funeral home industry. Applications for appointment to the board have never been filed because of the requirements of the board. Mr. Labaj questioned if the above appointments should be forwarded to the County Board for consideration. It was noted that the Hartland Township Road Commissioner, Michael Murray, handles the openings of the graves. This is the cemetery that handles the indigent burials in the county. Ms. Wheeler made a motion, seconded by Ms. Schmidt to recommend the appointments of Mark L. Justen, Katherine C. Schultz and Michael Murray to the McHenry County Valley Hi Cemetery Board with terms to expire August 1, 2014. The motion carried with all members present voting aye on a roll call vote (Schmidt, Wheeler, Yensen, Schuster)

REPORTS TO THE COMMITTEE

Committee members were informed that they are planning on a one year look at the Addendum to the Economic Interest Statement to see what worked in the process and to review any suggested changes to the process. The Assistant State's Attorney will be reviewing the Addendum for any recommended changes.

Administrator's Report: Mr. Austin informed committee members that the Division of Transportation, Valley Hi, Annex A, Animal Control and Workforce Network are out of power because of the storm that passed through the county this morning. Emergency power has come on in most facilities, though they are without air-conditioning, which could become very uncomfortable. They are keeping an eye on the temperatures at Valley Hi. The Workforce Network has no power so they may be sending individuals home. Power is reported to be out in much of the County with 615,000 residents currently without power. They have had reports of at least five (5) homes being damaged in the County. There are many downed wires and trees as well. The Emergency Management Agency is reviewing data received and will provide updates as they are received. The Division of Transportation is working on clearing trees from the roads.

Mr. Austin stated that the Administrator's Ordinance is scheduled to go to the next County Board Meeting for consideration of any amendments that were made to the ordinance. A memo will accompany this Ordinance. The Ordinance is scheduled for action after being on a thirty (30) day review.

Mr. Austin informed committee members that he had a meeting with Ms. Cumpata, President of the EDC to review the contract the EDC has with the County. He stated that they wanted to make clear to the board what the EDC should be doing on behalf of the board. A previous meeting was held with Ms. Kurtz, Ms. Yensen, and Mr. Austin regarding Ms. Cumpata's role with the EDC and her responsibility to the County Board. Committee members were informed that the contract is very lengthy and was updated three (3) years ago. The funding in the contract was streamlined. It also provides the framework for presentations to go before the County Board. It was stated that the contract should go before the County Board for review.

Council of Governments: The next Council of Governments meeting will be held in Huntley on the 26th of this month. They will be discussing the State redistricting map.

EXECUTIVE SESSION

None

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MEMBER'S COMMENTS

Ms. Link introduced Mr. Don Gray, the new buyer in the Purchasing Department. He has several years of government experience and came from the Chicago Housing Authority. Committee members welcomed Mr. Gray to the County.

Ms. Schmidt stated that the committee needs to review the County Board Members compensation. She stated they need to think about what the expectation is for a County Board Member and feels this subject needs attention. Committee members were informed that the salaries for the County Board members are set every two years and must be set before an election. The compensation issue comes before the Management Services and the Human Resources Committees. Committee members were informed that Winnebago County addressed their salary issue when doing their redistricting. They also removed the county board members from the IMRF program. Committee members stated that this is more than just a salary issue and the whole County Board should be involved in this discussion.

ADJOURNMENT:

The meeting adjourned at 10:14a.m. on a motion by Ms. Yensen, seconded by Ms. Schmidt with all members present voting aye.

RECOMMENDED FOR COMMITTEE/BOARD ACTION

Resolution Authorizing Workers' Compensation Claim Settlement No. 10-6100-17

Resolution setting the Holiday Schedule for 2012

Resolution Authorizing Acceptance of an Illinois Department of Commerce and Economic Opportunity (DCEO) Energy Rebate and an Emergency Appropriation to the Facilities Management Fiscal Year 2010-2011 Budget

Appointments of Mark L. Justen, Katherine C. Schultz and Michael Murray to the McHenry County Valley Hi Cemetery Board with terms to expire August 1, 2014

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