

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

MINUTES OF MONDAY, AUGUST 8 , 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 Sandra Salgado. Donna Kurtz, Barbara Wheeler and Paula Yensen were absent. Also in attendance: Peter Austin, County Administrator; Ralph Sarbaugh, Associate County Administrator – Finance; John Labaj, Deputy County Administrator; Cathy Link, Purchasing; Tom Sullivan and Paul Lerner, IT; Adam Lehmann, Assistant to the County Administrator; and Nicole Gatusso, GIS.

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

PUBLIC COMMENT

None.

PRESENTATION

None

NEW BUSINESS

*Interviews for Appointment to the McHenry County Public Building Commission: Steven Finzel 8:45a.m., Daniel A. Bell, 9:00a.m.:* Chairman Schuster stated that this will be moved down on the agenda to allow time for the above attendees to arrive.

NEW BUSINESS

*Resolution Authorizing Workers' Compensation Claim Settlement No. 10-5100-06:* Mr. Labaj requested that the committee beg his consideration on this item as this Resolution was inadvertently placed on the agenda for the previous County Board Meeting and therefore has already been approved by the County Board. He stated that this is an example of the human side of agenda management and why a new agenda management system is needed. He stated this item would be approved "nunc pro tunc" which is a Latin term that means retroactive. Ms. Miller made a motion, seconded by Ms. Salgado to recommend approval of the above Resolution, nunc pro tunc, as presented. Mr. Labaj informed committee members this is a claim for an Animal Control employee that was injured when she fell while exiting the facility with an animal on March 18, 2010. This fall resulted in a dislocated shoulder. The employee did not lose any work from this injury and continued to work while going through physical therapy. She was released from medical care on October 26, 2010. The motion carried with all members present voting aye on a roll call vote (Miller, Salgado, Schmidt, Schuster)

*Resolution Authorizing Workers' Compensation Claim Settlement No. 10-3200-13:* Ms. Miller made a motion, seconded by Ms. Salgado to recommend approval of the above Resolution as presented. This claim is for a Sheriff's employee that was injured while participating in a live fire exercise. This employee was treated to remove shrapnel from his right hand, left arm and left thigh. This individual still has some fragments, though he requested settlement of the case which resulted in the medical portion of the claim being open for life. Mr. Labaj stated he does not feel this will result in any large future claims as the medical treatment must be reasonable and necessary and must follow the same workers compensation rules as the initial injury. Immediate corrective action was taken by the range master and meetings were held immediately to resolve any future issues. The motion carried with all members present voting aye on a roll call vote (Miller, Salgado, Schmidt, Schuster)

*Discussion on Webstreaming Services:* Committee members were reminded that a presentation was provided to the County Board Members on Webstreaming Services. The Committee now needs to decide

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the direction for this issue. There were three choices for webstreaming; 1) Stop talking about the product 2) Put out an RFP for webstreaming, Agenda Management and Equipment in order to compete with the budget supplemental requests for the coming year or move ahead and fund the project from this year's budget for implementation this year. This last item would require the committee to question if the County Board is ready to move forward on this issue. Committee members stated that it is hard to measure one decision over the other without having the costs involved. They stated that they feel the board did not understand the program. It was suggested that a RFP be put out in order to lock in the costs for the next 90 to 120 days which would allow for a timeline and important information for consideration of the project.

*FY11-12 Budget Reviews (not in packet): Purchasing:* Ms. Link joined committee members for presentation of the budget for the Purchasing Department. Mr. Sarbaugh noted that Ms. Link has maintained a no growth budget. The only changes to the budget are the increases for Health Insurance and IMRF costs, which change yearly. Committee members were informed that all supplemental requests are listed, even if the County will be required to fund this request, in order to show the County Board Members all the requests that are being brought forward. If they allowed the required supplemental requests that are part of the operations to be included in the budget the Board Members would not be able to see what was changing within the budget. Mr. Sarbaugh informed committee members that the budget will be put together under the GFOA guidelines so the forms will be more streamlined for the budget book. These forms will still be used every year as they are a good way to gather information for the budget process. The Purchasing Department is an internal service department and does not generate any revenue. This department does include the mailroom so they have costs for postage and mailroom equipment rental. The committee will see an increase in personnel as there are 27 pay periods this year instead of 26. This is something that happens every 10 – 12 years. Ms. Schmidt made a motion, seconded by Ms. Salgado to move the FY12 Purchasing Budget forward through the budget process. The motion carried with all members present voting aye on a voice vote.

*GIS:* Ms. Gattuso joined the committee for presentation of the FY12 budget for GIS. This is a special revenue fund so the department is totally self funded. These funds are generated through a recording fee which is dedicated to the maintenance of 5 custom software tools, 24 specialized databases, County aerial photography, public data sets, the digital cadastral map, the development of a new custom software tool for zoning and land use maps, technical support to GIS users in other County departments, and the production of about 200 digital and paper maps. These tools and services are relied upon by other County departments, outside government agencies, and the general public. These tools are used to comply with statutory requirements, conduct research, make more informed decisions, and better provide information to the public. The GIS department has included a couple of supplemental requests, even though they do not compete with any General Fund Supplemental requests. The supplemental requests are not a given even though this is the case. Ms. Gattuso has requested a reclassification of one position due to increasing workloads within the department. She is requesting additional funding for consulting services for GIS application development. This will be used for the development of applications for public safety and environmental health. The application will be internet based and requires consulting expertise in mobile application development and deployment. An additional \$40,000 is requested to upgrade the current license of ArcGIS server from Standard Enterprise to Advanced Enterprise. This upgrade is necessary to deploy more advanced internet based and mobile applications. This will also include a staging license which will be utilized by most departments across the County and will be used to deploy GIS applications for the public. Ms. Miller made a motion, seconded by Ms. Salgado to recommend the FY12 budget for GIS moved forward through the budget process. The motion carried with all members present voting aye on a voice vote.

*Information Technology:* Mr. Sullivan joined committee members for presentation of FY12 budget for Information Technology (IT). This budget is basically funded through the General Fund. The special funds are cross-charged if possible. This is an internal service department that does not receive revenue. This department is relied on heavily by all of the departments. There are a lot of supplemental requests that were brought forward for review. Committee members were informed that all supplemental requests are listed, even if the County will be required to fund this request, in order to show the County Board Members all the requests that are being brought forward. If they allowed the required supplemental requests that are part of the operations to be automatically included in the budget, the Board Members would not be able to see what was changed within the budget. If a committee member feels strongly that a supplemental request should be approved, please let Mr. Sarbaugh or Mr. Austin know so this information can be included in their discussions. Committee members reviewed the supplemental requests of the department.

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The department has requested 8 new positions. There are currently 1.5 frozen positions within this department. The requests have been ranked by need. The greatest need is for network engineers. Mr. Sullivan reviewed his supplemental and capital requests with the committee members. They were informed that if a request is required they will be included in the budget, but, are shown as a supplemental so they are aware of why some of the budgets grow. Some of the requests are the result of recommendations from the Financial Control Letter and because of the possible business continuity plan between MCC and the County. Mr. Sarbaugh questioned if the email budget reports worked for the committee members. They stated that it was helpful to receive this information prior to the committee meeting. Ms. Miller made a motion, seconded by Ms. Salgado to move the FY12 budget for IT through the budget process. The motion carried with all members present voting aye on a voice vote. Chairman Schuster noted that some of these requests have been on their request list for a number of years and she stated that she does not want to see the County get into a bind because they are not addressing the vulnerabilities of the County. It was noted that if something becomes an issue, the reserves could be used instead of tying up the operating budgets of the County. This department is competing with all the other departments that have put forward supplemental requests as well.

REPORTS TO THE COMMITTEE

*Administrator's Report:* Mr. Austin reported that Chairman Koehler and Chairman Breeden from the Finance and Audit Committee will meet tomorrow to work with the models that have been presented and review the budgets as presented to date. Committee members were reminded that a COW meeting has been scheduled for the 16<sup>th</sup> to review the financial strength of the County. Staff needs direction of the County Board. They will continue to try to keep the budget down. The County has learned that they will be getting two additional judges, which is no small expense to the County. The additional judges result in additional staff for various departments as well as needed equipment for the judges. They are reviewing the possibility of finding courtroom space in the southeast corner of the County. These costs will come out of next year's budget.

The rain garden at the front of the Administration Building is under construction. It is hopeful that this will be completed in a timely manner.

Mr. Austin noted that there is a meeting scheduled this afternoon with representatives from the MCEDC and MCCOG on how to move forward with the broadband study. Information will be brought back to committee as it is received.

*Council of Governments:* None.

EXECUTIVE SESSION

None

MEMBER'S COMMENTS

None

ADJOURNMENT:

The meeting adjourned at 10:12a.m. on a motion by Ms. Miller, seconded by Ms. Schmidt with all members present voting aye.

RECOMMENDED FOR COMMITTEE/BOARD ACTION

Resolution Authorizing Workers' Compensation Claim Settlement No. 10-3200-13

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