

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

MINUTES OF MONDAY, AUGUST 22, 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. Barbara Wheeler arrived at 8:31 a.m. Donna Kurtz arrived at 8:38 a.m. Ms. Salgado was 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; John Hadley, Facilities Management; Phyllis Walters, Deb Merrill and Nancy Walkington, Recorder of Deeds.

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 August 8, 2011. Ms. Miller made a motion, seconded by Ms. Yensen recommending approval of the minutes of August 8, 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 informed committee members that Mr. Bell has withdrawn his application for consideration of this appointment. The committee members will review the first Resolution to allow Mr. Finzel time to arrive for his interview.

Ms. Wheeler arrived at 8:31a.m.

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

NEW BUSINESS

Resolution Authorizing a Budget Line Item Transfer of \$16,000 in the Sheriff's Fiscal Year 2011 Budget for a Capital Expenditure: Ms. Miller made a motion, seconded by Ms. Schmidt recommending approval of the above Resolution as presented. Committee members were informed that the Sheriff's Department is requesting the installation of a turnstile at an employee entrance that is currently unmanned by security. This entrance as well as the turnstile would require a badge be swiped in order to enter the facility. Issues have come up where other employees are holding the door open for other employees to gain access to the facility. A turnstile will regulate entrance by those not authorized to do so. This entrance would require the use of an access card to gain entrance to the facility. A quote was provided to the Sheriff's Department for this type of system at a cost of \$16,000. This project will follow the bidding process. This was for information purposes only. Committee members voiced concern as the quote stated that by requiring an access card in order to exit the facility it does not meet current fire egress codes with the installation of a turnstile and there may be some life safety considerations as well. Committee members questioned if these issues should be addressed prior to moving forward with this resolution. Mr. Hadley stated that he is not aware of any violations at this time. He stated that Facilities Management will work with the Sheriff's Department on this issue. Committee members were informed that this resolution will allow the funds to be set aside for this project, but, they don't expect this to move forward that quickly. Committee members stated they would feel more comfortable if the questions regarding the life safety violations were answered prior to moving this Resolution forward for consideration by the Finance and Audit Committee and the County Board. Ms. Miller amended her motion, seconded by Ms. Schmidt to require the issues of potential violation be addressed prior to moving forward with the resolution along with an architectural review of the project. The motions carried with all members present voting aye on a roll call vote (Kurtz, Miller, Schmidt, Wheeler, Yensen, Schuster)

Approved 09 26 11

MANAGEMENT SERVICES COMMITTEE

August 22, 2011

Page 2

Interviews for appointment to the McHenry County Public Building Commission: Committee members interviewed Mr. Steven Finzel for consideration of reappointment to the McHenry County Public Building Commission. After the interview, Ms. Miller made a motion, seconded by Ms. Yensen to recommend the reappointment of Mr. Steven Finzel to the McHenry County Public Building Commission for a five year term. The motion carried with all members present voting aye on a roll call vote (Kurtz, Miller, Schmidt, Wheeler, Yensen, Schuster)

Resolution Authorizing Workers' Compensation Claim Settlement No. 10-3210-16: Ms. Wheeler made a motion, seconded by Ms. Kurtz to recommend approval of the above Resolution as presented. This claim is for a Corrections Officer that was injured while holding one of the large doors open for another officer. It was suggested that since these doors continue to be an issue in the jail, procedures should be incorporated into existing policies to address the dangers of these heavy doors. Mr. Labaj informed committee members that the department does repetitive reviews of the safety measures in the facility and these issues are discussed during roll call. They continue to remind the officers to be cognizant of their surroundings at all times. Mr. Labaj stated that workers compensation claims are dramatically down from previous years. The department takes these claims serious and reviews their safety procedures on a continuous basis. The motion carried with all members present voting aye on a roll call vote (Kurtz, Miller, Schmidt, Wheeler, Yensen, Schuster)

Resolution Authorizing Contracts with Diebold Services, Brickman Landscaping, Banc Source and Carmichael Construction, Inc. for the Waterproofing of the Treasurer's Office Building: Ms. Wheeler made a motion, seconded by Ms. Kurtz to recommend approval of the above resolution as presented. Mr. Chris Hanson an architect from Kluber and Associates joined committee members to provide the committee members with information and answer questions regarding the issues at the Treasurer's facility. Mr. Hadley stated that he has been working with the architect to address leakage issues at the facility. Twenty (20) RFP's were sent out for this work. This facility was purchased in 2009 to relocate the Treasurer's office. At the time of the initial inspection and purchase, an active leak was identified in the building foundation and the tube system had indications of previous leaks during heavy rainstorms. The foundation crack was repaired at that time. This area continues to leak and move along this wall. Facilities Management has been working with the architect to develop a waterproofing plan for both the top of the driveway and west foundation wall. Bids were solicited for the waterproofing. Three companies submitted proposals. Carmichael Construction was the lowest bidder for the waterproofing in the amount of \$93,800. Additional work is needed for removal and reinstallation of the three vacuum tube units and removal and reinstallation of the ATM. There will also be a need for re-landscaping the western edge of the building. The total expenditure is \$102,462 and is scheduled to begin on September 19, 2011 with completion scheduled before November 10th. Committee members requested that the bid sheets be provided to the committee members when reviewing a project for consideration. They stated they would like to know who submitted bids for any project. Mr. Hanson stated that this building was not built based on what the drawings show. He stated that the bid was based on what the costs could be. These costs are based on a worst case scenario. He stated that there are many unknowns at the facility. He is confident that after this work is completed it will address the leaking issue. He believes some of the drain tiles have collapsed or were never installed. Some of these tiles may work so they may find that some of this work will not be necessary. They will verify that the building is water tight. The contractor has agreed to include a 10 year warranty for this work. Carmichael Construction has been in business for over 100 years so they feel confident that the work will be done correctly to address this issue. Committee members questioned if it would have been less expensive to build a new building than having to address issues that have come forward from the purchase of this older facility. Committee members requested an analysis spread sheet to review the costs of the repairs along with the cost for the purchase versus what a new building would cost. They stated they will need this type of information when making decisions regarding a possible branch court in the southeast portion of the County. An analysis of the costs to build new versus the cost to retrofit a facility for our use is needed prior to any consideration for the next facility for the County. They questioned what these costs were for the new animal control facility as well. The motion carried with all members present voting aye on a roll call vote. (Kurtz, Miller, Schmidt, Wheeler, Yensen, Schuster)

Chairman Schuster informed committee members that they would move forward with the budget reviews. If time permits, they will review the proposed updates to the Building Use Ordinance.

MANAGEMENT SERVICES COMMITTEE

August 22, 2011

Page 3

FY11-12 Budget Reviews (not in packet) Recorder: Ms. Walters and staff joined the committee members for presentation the budget for the Recorder's office. Ms. Walters stated what a difference 40 years makes. She stated when she was first elected to this position, she was only one of 2 woman elected as a Recorder of Deeds in the State. She stated for one appointed position, she was not allowed to sit at the same table as the men. Committee members were informed that this department is run from both the General Fund and has its own Automation Fund. This department has done a great job in automating their processes in the office. This has all been accomplished within their automation budget. The revenues for this department may change as they are still analyzing the revenues. This line may need to be lowered. This department also has a housing surcharge fee that sits within the general fund, though it is restricted for use by the Recorder. This fund previously paid for one position, though this position has been frozen. The funding remains in place to be used to hire additional personnel when the economy should pick up. The Recorder has maintained a balanced budget. She is requesting some salary reclassifications as a supplemental request. She has requested these for the past few years. She informed committee members that since she has not filled positions as they are vacated, it has resulted in the department having to increase the duties of the current employees. These employees now are not in the proper position for the duties being performed. Ms. Walters stated that she does not hire a new employee until one is needed though when the economy picks up she will be required to hire personnel in order to get them trained for the positions. She is also requesting permission to move one of her positions out of the general fund and into the automation fund. The automation fund will pay for this full position, including benefit costs. Mr. Sarbaugh reminded committee members that the departments do not lose these positions they are just frozen and is still an approved position. The departments are then required to come before the committee in order to add these positions back onto the active department roster. It will be important to increase staff when the duties start increasing. Ms. Walters informed committee members that she is hopeful to have the back file conversion project completed sometime in January. Most the documents being converted at this time are hand written documents from 1873, slowing this process down. This will be only one of a couple offices within the United States that will have their documents automated. Now documents can be reviewed in seconds. Administration will continue to review the department as they move through the year to see how the real estate market is in order to decide when additional personnel are needed and whether to continue to keep this funding in place. Mr. Sarbaugh stated that he appreciates the savings that this department has shown. It was noted that the County Board Members as well as the Public needs to be made aware of the savings that is occurring in the various departments within the County. Modernization of this department has made the office run more efficiently. Ms. Walters reminded committee members of the property fraud alert program. This program allows property owners to place an alert on their property. If a deed is filed on a property, the owner is notified of this lien. Ms. Walter also thanked Mr. Hadley for the great job he and his staff have done in completing requests of the department.

Facilities Management: Mr. Hadley joined the committee for presentation of the budget for Facilities Management. The revenue in this department is received from the Energy Efficient Rebate Program. These funds are used for green projects in the county. There will some remaining funds for use in the FY12 budget. This department has maintained a balanced budget. The Energy Efficient block grant is shown so they can review the activity of this fund. A portion of Highway funds are used for upkeep of the Highway facility and grounds. They also have a Valley Hi fund to make sure they are covering the needs for the facility and grounds. Committee members were informed that when discussing these budgets with the department heads there is a "gray" area of where maintenance costs should come from while servicing equipment in a specific department. An example of this is the washing machines in the jail or at Valley Hi. Is the department responsible for the costs for these repairs or replacement or do these costs come from Facilities Management. To address this issue, Mr. Sarbaugh has built some extra funds into the Facilities Management budget to address these issues. Committee members stated there should be an area where capital expenditures are addressed, whether it is for a specific department or the whole county. If it is unique to the department then it should be in the departmental budget. If it is a unit that services the whole county then it should be in a separate capital budget for this expense. Budgets may be adjusted to address this policy change. Committee members were informed that Mr. Hadley has put through some supplemental requests. One of the requests is for a Project Safety Coordinator as he and his staff is being stretched because of the management of so many projects. He informed committee members that there are over 1,000 pieces of equipment currently being used by his department and they are addressing over 1,000 work orders every month. Committee members voiced concern about adding personnel during these hard economic times. Mr. Hadley responded that the County has added three new facilities that his staff has to take care of, all without the addition of staff and he questioned how they are to continue to manage this increased workload without the increase in personnel. Other committee members questioned this

thinking as they stated they continue to hear about how the constituent want less government, but, the government workers deserve increases like the rest of the community. It was stated that they are getting tired of hearing the argument that we have to cut back and do more with less. There comes a time when the County Board Members need to explain the issues behind these requests. This department has more buildings to maintain so costs will increase. Constituents continue to want services, though it takes people and increased budgets to address constituent requests. It was stated that they do not feel these requests are out of line. Mr. Hadley stated that if the non union employees receive a merit increase, one of his supplemental requests would go away. It was stated that the County has done an excellent job in its management with a very thin staff.

County Board: Committee members reviewed the budget for the County Board. They were reminded that the salaries for the County Board Members and Chairman were previously frozen for one year and then the raises revert back to being based on the CPI. Committee members stated they thought these raises were frozen, period. Mr. Sarbaugh stated he would review the resolution to verify this. Ms. Yensen stated that she tried to "donate" her raise back to the County and was informed by the State's Attorney's office that she was not allowed to do this. The County Clerk's salary was frozen for this one year as well. A new resolution will be brought forward next year to address possible raises for the newly elected board of FY2012. Mileage is also another point of discussion that will be needed when reviewing the County Board salaries. This department has maintained a balanced budget.

Ms. Miller left committee at 10:29 a.m.

County Administration: Mr. Sarbaugh informed committee members that they may need to include some additional costs into this budget at a later date. They have not brought forward any supplemental requests, but, may need to do so at a later date. There may also be a slight change for in revenues for this department as well. ADP, the vendor for the new timekeeping system, charges for any manual change in the timekeeping system. Each change results in a \$10 fee to the County. These costs are being charged back to the departments. The Administration Department is slowly addressing this issue and is charging the employees for these costs. Some of the costs include lost timecards. The cost for the timekeeping system may need to be increased as well because of "time stamping" requirements for the computers. Some of the employees start their jobs away from the County facility. They call into a special number to punch into the system. This requires a special license. We are unsure how many licenses will be required so there may be an extra cost for this expense. Committee members questioned if the County is able to expand its internship program at the County. It was noted that these interns have proved to be a great asset to the County in the past and could continue to be a great resource for the County. The Water Resource Department, Administration, Health Department, Planning and Development and Division of Transportation have used interns in the past, with great success. It was stated that the use of an intern is a great idea for both the County and the intern as it provides free labor for the County and makes the interns more competitive in the market place. It was suggested that an intern be hired to handle the OSHA reviews for the County, eliminating the need for this position. Committee members suggested this option with associated costs be reviewed for possible expansion of the program.

Risk Management: Committee members were informed that this budget is funded outside the general fund. This is a tax levy fund that is affected by the levy. Property levels have been held at the same level since 2009. The department has a Utilization of Fund Balance and they cross charge some of the special revenue funds for costs associated with the various department. The fund covers the cost of 5 of the States Attorneys, who do work strictly for the County. The biggest part of this budget is the contractual cost for 3rd party coverage. The county purchases 16 separate policies. There has been a small increase to this budget. This budget handles workers compensation costs, claims and settlements as well. Mr. Labaj stated that down the road this department will need additional personnel. The department has handled the duties of the department with only two persons over the past 10 years. This department's workload has increased with the growth of staff, buildings, higher claims and more risks. He stated that they need more staff that is dedicated to claims management and to help with OSHA compliance Countywide. Mr. Labaj's duties have increased and he is handling both the duties of the Deputy Administrator and the Risk Manager. Ms. Kurtz stated that the County Board Members need help in representing these requests to the community and why the county needs to add some positions. There needs to be increased communication with the constituents of the County.

MANAGEMENT SERVICES COMMITTEE

August 22, 2011

Page 5

Ms. Schmidt made a motion, seconded by Ms. Yensen to recommend the budgets for the Recorder, Facilities Management, County Administration, County Board and Risk Management be forwarded through the budget process. The motion carried with all members present voting aye on a voice vote.

Mr. Sullivan informed the committee members that the IPAD's are in for the Pilot Program for this committee. He stated that they need to set this equipment up for use by the committee members. He questioned the best way to implement this program. It was suggested that the implementation be handled after the next committee meeting.

Review of Updates to the Building Use Ordinance: Mr. Labaj informed committee members that he is a member of the Countywide Safety Committee. This committee reviews policies and procedures of the county for any recommended changes. This policy has not been reviewed since 2000. He requested the committee members review the policy and send any questions to him regarding recommended changes. This policy has been reviewed by the Sheriff's Department and the State's Attorney's office. He stated that the County tries to limit the use of these buildings and they are generally reserved for general government use. The charge to use the facility is minimal and he questioned if the County should recoup its costs for any use of the facility. This will be on the next agenda for discussion.

Concerns have been voiced regarding the temperature within some of the government facilities. The employees are either too hot or too cold, depending on the time of year. Mr. Hadley works with the departments to address these issues. Each issue is reviewed on a case by case basis and the temperatures will not be changed based on one complaint. This facility previously had issues with failing valves, but this has been addressed. Mr. Hadley is passionate on this issue and continues to review ideas for temperature control.

REPORTS TO THE COMMITTEE

Administrator's Report: Mr. Austin reported that he has a meeting scheduled with Mr. McNulty regarding the work plan for the Health Department. They are having a meeting with the Board of Health regarding the finances, personnel management and ordinance enforcement.

The County Board will continue with its current strategic plan for one year in order to get us through to the new board. There will be a meeting tomorrow on how to wrap up the current plan.

The Valley Hi Operating Board is scheduled to meet on Wednesday. This evening they are holding interviews for a new Medical Director.

An update is expected from the State's Attorney's office and the County Clerk on the codification project. This is largely a County Clerk function and is scheduled to be completed by the end of the year.

An RFP is scheduled to be sent out tomorrow for the Webstreaming project. They will allow 30 days for responses. The County will then have 120 days to decide what they want to do after reviewing these responses. Committee members questioned if they ever found out the viewership of those communities that have this type of equipment. The numbers ranged from 20 to the 1,000's. They then questioned if they could differentiate between those watching the program live versus going back and reviewing the meeting at a later date. The real cost effective part of this program will be for Agenda Management.

Council of Governments: The Legislative Breakfast is scheduled for Wednesday the 24th in McHenry. Mr. Austin stated that he attended McCog's Legislative meeting and they have requested their members to start thinking about issues they would like to see on next year's legislative program. They suggested a good look at stormwater legislation. They agreed that in order to be effective, they need to work together as a group.

It was stated at the Planning and Development meeting that they need to review the rules surrounding the appointed positions to a board or commission. It was stated that the County Board is not being provided updates from the individuals being appointed to these boards. Some of the information is being received after the fact. It was stated that the liaisons need to be more proactive in information being provided and they need to take into consideration whether the information being considered is part of County Policy.

MANAGEMENT SERVICES COMMITTEE

August 22, 2011

Page 6

They stated that they need to create a policy on the requirements for the appointees. They stated that they should have more input from the appointees, especially those serving Metra, RTA and PACE. It was stated that these groups come before the County Board for presentation of their annual budgets. Committee members noted that the individual currently representing the County at CMAP is not a County Board Member. They stated that they feel this appointee should be a County Board Member.

EXECUTIVE SESSION

None

MEMBER'S COMMENTS

None

ADJOURNMENT:

The meeting adjourned at 11:20 a.m. on a motion by Ms. Yensen, seconded by Ms. Kurtz with all members present voting aye.

RECOMMENDED FOR COMMITTEE/BOARD ACTION

Recommend reappointment of Steven L. Finzel to the Public Building Commission
Resolution Authorizing a Budget Line Item Transfer of \$16,000 n the Sheriff's Fiscal Year 2011 Budget for a Capital Expenditure
Resolution Authorizing Workers' Compensation Claim Settlement No. 10-3210-16
Resolution Authorizing Contracts with Diebold Services, Brickman Landscaping, Banc Source and Carmichael Construction, Inc. for the Waterproofing of the Treasurer's Office Building

* * * * *

:ksf