

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

MINUTES OF MONDAY, SEPTEMBER 26, 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; Sandy Salgado and Paula Yensen. Barbara Wheeler arrived at 8:32 a.m. Donna Kurtz arrived at 8:34 a.m. Anna May Miller was absent. Also in attendance: Peter Austin, County Administrator; John Labaj, Deputy County Administrator; Tom Sullivan, IT; Adam Lehmann, Assistant to the County Administrator; John Hadley, Facilities Management; Nicole Gatusso, GIS; Jamie Rein, States Attorney; Dan Wallis, Court Administration; and the press.

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 22 2011. Ms. Schmidt made a motion, seconded by Ms. Salgado recommending approval of the above minutes as presented. The motion carried with all members present voting aye on a roll call vote.

Ms. Wheeler arrived at 8:32a.m.

PUBLIC COMMENT

None.

Ms. Kurtz arrived at 8:34a.m.

PRESENTATION

Statement of Economic Interest Addendum (Disclosure Ordinance): Ms. Rein from the State's Attorney's office joined committee members to discuss the addendum that was created and required to be filed for the first time this year. The committee entered into a discussion on how this process worked. This addendum came out of a request from ALAW (Alliance for Land, Agriculture and Water). Committee members were reminded that a lot of discussion and draft versions were created before coming up with an approved product. Most of the individuals that file the Statement of Economic Interest would be required to file the Addendum as well. The process was to dovetail with the current Statement of Economic Interest filings. At the time of the filings it was recognized that some changes would be needed in the process. Unfortunately, the forms did not go out at the same time. Since these forms looked similar, individuals were confused whether they would be required to file the form. Ms. Rein will work with the County Clerk to help to differentiate the two forms. The County Clerk wants to keep these forms separate and each form will be distinguished with different colors. Ms. Rein noted that there is currently is no filing deadlines or penalties outlined in the ordinance. She stated that she would work to make these clear in the ordinance. The County Clerk has a set time to send out reminder letters for the Statement of Economic Interest. She does not send out a secondary request for the addendum form. Committee members were informed that 460 addendums were sent out. All but 30 of these forms were received back. Of those that did not return the form, they thought the forms were the same as the Statement of Economic Interest that they had already filed. Only two resignations were received because of the new requirement. This process has made the County more aware of the requirements for the Statement of Economic Interest. They stated they need to make sure the chairman of any committee is made aware of the requirements for these filings so they can be discussed by a board or commission. The list will be reviewed to make sure those who need to be are included on this list. Committee members questioned if a workshop should be provided in order to lay out this process. This workshop could help to clarify the process to determine who should file. It was stated that it is up to each entity to educate them on the process. It was determined that the CDBG members are an advisory group as they make recommendations to the board. The CDBG is currently reviewing their process on how the board functions because previously grant makers were the same individuals that were making decisions to give themselves grants, creating conflicts. Additional advisory groups will be removed from this list. This includes, but is not limited to the Disaster Planning and Emergency Planning Commissions. Ms. Salgado noted that the Senior Services Grant Commission requires conflicts and they are truly an advisory board as well. These grants go through three committees for approvals. It was stated

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MANAGEMENT SERVICES COMMITTEE

September 26, 2011

Page 2

that it is important to have diversity on these boards. Ms. Kurtz commended Ms. Salgado on the allocation process used for the grant funding for the Senior Services Grant Commission. She stated there may be times a conflict exists and it is great that a member should recuse themselves from voting on an issue. She stated that it would be great to create these boards where no conflict exists in any way. She stated that under programs run by the United Way they make sure no one is serving on the board that is requesting grant funding from the group. They also require that their members sign an ethics statement in order to serve on this board. She stated that as County Board Members they need to always say they are doing what is right, without any conflicts. It was stated that it is hard to totally remove yourself from conflicts and it is hopeful that the County Board Members are responsible enough to make sure no conflict exists. It was suggested that the Public Health and Human Services Committee members have a discussion regarding this issue about the Senior Services Grant Commission as well.

Mr. Austin reminded committee members that some of the groups that the County wanted to require filings for were from Metra, RTA and Pace. These boards file their statements with Chicago/Cook County as the forms come from the County from where the group is from. They are not required to file a statement with McHenry County nor are they required to file the addendum form, even though they are a McHenry County representative on these boards. Committee members questioned if the form could be sent to these individuals, even if not required. Concern was voiced that this would "muddy" the process for the County Clerk. Committee members were informed that an appointment to the Metra Board will be coming before the County in the near future. It was suggested that the questions on the addendum form become a part of the application process in order to get these questions answered up front. It was stated that information for these individuals will need to be brought forward during the application process. Concern was voiced regarding these multi-year appointments.

A letter will be sent from the County Clerk, to all agencies sending names to the County, reminding them to be thoughtful as to who they are putting on the list to send these forms out to. It was suggested that Ms. Rein work on the form and ordinance and bring them back to committee for consideration. Ms. Schultz would be asked to attend the next committee meeting to answer questions from the committee.

NEW BUSINESS

Resolution Setting the 2012 Meeting Dates for the McHenry County Board: Ms. Yensen made a motion, seconded by Ms. Kurtz recommending approval of the above Resolution as presented. Ms. Kurtz requested that the County Board Strategic Planning Committee meeting be included on this list. She stated that this should be a meeting that is required to be attended by the County Board Members. Mr. Austin noted that he and Mr. Labaj are working to provide a discussion on the completion of the current three year strategic plan. This conclusion presentation is scheduled to take place within the next couple of months. They had discussed creating a 12 month strategic program for 2012, with ideas that will come from the plan. They had discussed that the next strategic planning session be a ½ day session. They would like to hold these sessions yearly in early January with a requirement that every County Board member attend. It was stated that there needs to be an expectation for everyone to be there. Mr. Austin stated that if the committee desires, he would bring a suggested schedule to the next committee meeting for the proposed Strategic Planning Session. The motion carried with all members present voting aye on a voice vote.

Proposed Countywide Vendor Fair: Committee members entered into a discussion on a proposed vendor fair for 2012. The previous vendor fair was held in the Administration Building and at that time the County adopted a local vendor preference. Another vendor fair has been proposed that will include all local governments. This event will be hosted this spring at MCC and will take place on March 28th. It was decided that these events would be held every other year. Businesses and government entities will be notified of this event. It was stated that it is important that businesses know that governments spend millions of dollar on commodities which could help with future potential work. It was stated that a lot of the local businesses do not know if the local governments need their goods and this vendor fair would provide information to the business community. Information packets will be sent out to local businesses prior to this event. They will reach out to the government groups through McCog and Leadership Greater McHenry County. They are currently developing ideas to get contracts out to local vendors for local projects. It was suggested that the labor council be notified of these events as well.

2011 GIS Day: Ms. Gattuso joined committee members to inform them of the proposed 2011 GIS Day. She informed committee members that this event was held last year on a Tuesday evening prior to a County Board Meeting. During this event, they had eight (8) departments that use GIS at the event to demonstrate

MANAGEMENT SERVICES COMMITTEE

September 26, 2011

Page 3

how they use the GIS in their working processes. This event was well attended by Municipalities, public and staff. This event is celebrated internationally across 80 countries. The next proposed event will be held at MCC on November 16th from 10:00a.m. until 2:00p.m. in order to reach out to the students and faculty. Ms. Kurtz stated this was a great idea and suggested a contest for the event. It was stated that they did not like the "time" of the event and suggested that an alternative time be considered. Ms. Gattuso stated that they had received complaints last year that this event should be held earlier.

Branch Court - Discussion: Committee members entered into a discussion with Mr. Wallis from Court Administration regarding the idea of a branch court in the southeast section of the County. Previously the County knew they would receive additional judges. In 2007, the government center had a shell of a courtroom in room 104. This courtroom opens today. Courtrooms 101, 102 and 103 are being modified to meet the current needs of the courts. When completed, the county will have 17 courtrooms and 17 judges. They also have an additional small space that was previously used for ceremonial purposes, which will be turned into a functioning courtroom. On December 1st the County is expected to receive 2 additional judges.

Recently the Circuit leadership came to Administration to speak about creating a branch court in the Southeast section of the County. This is an option that may be worth considering as there is no additional space in the courthouse in which a courtroom could be created. The branch court would handle high volume tickets and ordinance issues. The creation of this court would address the parking issue for the courthouse as well. There are currently 55,000+ traffic cases filed yearly. All of the violations issued east of Route 47 would go to the branch court. This would result in 37,000 less cases being heard at the courthouse.

Mr. Wallis stated that this morning they are in the process of seating people for 2, two week jury trials. Because of the increased need for these cases, they have received a lot of complaints regarding the parking issue. The municipal police departments would be able to address their issues closer to their locations as well.

They have been looking at property in the Route 31, Route 14 area. If/When a Public Safety Center is built it would address this space issue. Unfortunately, additional space will not become available until the Sheriff moves from the facility. Committee members questioned if the ICE contract has been extended and if not, will the County still need this additional facility. Committee members were informed that if the ICE contract should go away, the county would have to address reduction of correction staff. The need to reduce labor costs would become a reality but, the jail would not move. This space would not be used to create additional courtrooms. The court issues would still need to be addressed. If contracts for bed space at the jail are not extended, the Public Safety Building would be pushed off until a later date. The jail and branch court are two different issues.

Mr. Wallis noted that he has toured the southeast corner of the County and stated that they can find space for use at a very good price. The county could rent the space for an extended period of time which could solve several issues at the same time. He noted that they are trying to narrow down the properties based on the specific needs of the County. The County has also received word that they have been awarded their own Arbitrator Administrator. This is a State Employee that will need three offices for their functions. Mediation space will be needed as well. Committee members were informed that this proposed branch court would not be a permanent site.

Committee members stated that they need to know the total costs for this process. Chairman Schuster voiced concern. She stated that the County purchased property to address these needs in a central location in the County. Now they want to place another facility, in another corner of the County which more than likely will include huge additional costs for the County. She stated that it would be less expensive to locate this facility in Woodstock which would have a better chance of staying in Woodstock once the Public Safety facility is built. She stated that the County should continue with the plans they currently have in place as she feels these additional plans would be a tremendous expense to the County. The last courtroom was expected to cost \$600,000. These expenses have gone above \$900,000, which has included the costs to refurbish the other courtrooms. These expenses are on top of the fact that a majority of the courtrooms are not in use after 2:00 p.m. Committee members stated that there needs to be a better way to administer these services. They stated that they need to be more creative with the space they have.

Mr. Wallis stated that Judge Sullivan would be happy to discuss these issues with the Committee. He stated that "courts" do not happen just in the Courtrooms so they need the space to address these needs. Committee members stated that there were good questions raised about this issue. They stated they need a financial analysis to show why it would be a good idea to rent a facility for branch court versus building. They stated they need a more complete picture of the costs and the impacts created by the additional judges. Committee members were informed that this issue will be discussed at the Law and Justice Committee meeting next week.

OLD BUSINESS

Building Use Policy – Discussion: Mr. Labaj joined committee members for a discussion on recommended changes to the Building Use Policy. He stated that the copy includes additions and suggested changes to the policy. This policy has not been revised since it was adopted. The Sheriff's Department and State's Attorney have reviewed the existing Ordinance and made some recommended changes. All recommended modifications are highlighted for review. Committee members questioned if we should charge larger fees for use of the facility in order to cover the costs for the use of the space. It was stated that this facility is a "public building" and therefore we should not charge for the use of the facility. They also stated that these facilities should not be open after hours. They noted that we don't want this facility to become the first choice to hold after hours meetings as this places additional burdens on staff. They stated that if it is a commercial activity, the county should charge for the security and utility costs. The county should not lose money by allowing the use of the facility by others. Committee members requested Mr. Labaj to make sure there is no commercial rental of the facility. They requested that Mr. Labaj review and amend the Ordinance and bring it back for committee review.

REPORTS TO THE COMMITTEE

Administrator's Report: Mr. Austin reported that this is a big week for County Administration. The new ADP payroll system has been rolled out. Personnel from ADP are here assisting with this process. He stated that he believes the County will be a better organization because of these changes.

Mr. Austin reported he has a budget meeting scheduled with Mr. Breeden today. They are working on how to frame the questions for the Finance Committee. There are questions on whether the budget process should remain the same, what the levy should be, if any, and how to use the reserve as a tool for the County. He stated that he expects this to be a big meeting.

Mr. Austin reported that they are working on the draft ordinance for those elected officials that they will incorporate an inflation rate of 4% into their pay. He will be working with Ms. Rein on this ordinance. This will affect four elected positions. The State's Attorney's salary is set by the State. The Sheriff is expected to receive an increase this time around.

Committee members questioned if there was any way to freeze this increase. They questioned what the County Board could do as they do not believe that raises for elected officials are in the best interest of the County. They stated that this wage was set by the previous board and there is no way to change this current increase. It was suggested that another layer added to any upcoming ordinance that states that the raises would be the CPI or the percentage being provided to the non-union wage increase request, whichever is less. Committee members again voiced concern that these elected officials would be receiving a raise. They also stated that the County Board Members all should be making the same amount. They stated that there should not be any disparity on the board. Committee members were informed that the County Board Members would all make the same after the next election. Committee members asked if they could be informed what the specific dollar amount will be if the County should provide raises to non-union employees versus the costs without raises. It was suggested that the Chairman's pay be frozen for two years and then tied to the CPI or non-union wage increase, whichever is less. It was stated that they would try to break out each piece in order to make the budget easier to amend. Chairman Schuster stated that the County Board sets the salaries so these issues need to be addressed during these budget discussions.

Mr. Austin informed committee members that the Codification process is almost complete. A final draft was sent to the Codification Company for review. After review of the final product, they will send the final draft in for review. He stated that he feels it will be at least six weeks before the completed draft is returned. It is hopeful that this process is approved by the end of the year. This will be required to be updated yearly.

MANAGEMENT SERVICES COMMITTEE

September 26, 2011

Page 6

The group did find a few Resolutions/Ordinances that now longer apply so they have been eliminated. It will be good to have a finished product as this process has been a long time coming.

Mr. Hadley stated that they had a life safety review of the employee entrance to the Sheriff's Department. Concern was raised while reviewing recommended changes to this entrance at a previous committee meeting. This area is in compliance and there is not an issue at this entrance.

Mr. Lehman reported that the bid for the hardware for the Agenda Management program and the RFP for the Agenda Management/Web Streaming process has went out. These bids are due back between October 4th and October 14th. The bid sheets will be reviewed by this committee. The County Board has 120 days to acts on these bids, as stated in the bid/RFP documents.

EXECUTIVE SESSION

None

MEMBER'S COMMENTS

Committee members questioned if there were any updates on legislation being proposed by Representative Franks. It was stated that he had proposed legislation regarding how property taxes on properties have remained the same while that property has lost significant value. Mr. Austin stated that he has a meeting scheduled for October 5th with Representatives Gaffney and Tryon on this issue. They are the co-sponsor of this proposed legislation. Committee members stated that this would be an interesting topic for the Legislative and Intergovernmental Affairs Committee to discuss.

Ms. Kurtz questioned if there has been any update on a proposal for succession planning. She also suggested that there be an attendance record created on the website informing the public of the public of the attendance to committee/county board meetings for all of the County Board Members. She stated that this would create a mechanism for accountability to attend all required meetings. It was stated that Kane County has created a similar product and it was suggested that this be reviewed for consideration by McHenry County. Chairman Schuster stated this is one of the reasons she has been pushing for per diem payments for the County Board Members. She stated if someone did not attend a meeting, they would not be paid.

Committee members entered into training for their new I-PADs at 10:35a.m.

ADJOURNMENT:

The meeting adjourned at 11:37 a.m. on a motion by Ms. Kurtz, seconded by Ms. Wheeler with all members present voting aye.

RECOMMENDED FOR COMMITTEE/BOARD ACTION

Resolution Setting the 2012 Meeting Dates for the McHenry County Board

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