

AGENDA
MANAGEMENT SERVICES COMMITTEE
MONDAY, DECEMBER 12, 2011 – 8:30 A.M.
McHenry County Government Center – Administration Building
667 Ware Road – County Board Conference Room
Woodstock, IL 60098

- 1.0 Call to Order
- 2.0 Minute Approval
- 3.0 Public Comment
- 4.0 Presentation
 - 4.05 Emergency Management Services – McHenry County’s Continuity of Operations Plan
- 5.0 New Business
 - 5.05 Resolution Authorizing a Contract with AT&T for Managed Internet Services
 - 5.10 Discussion Regarding the Use of the County Board Member Expense Account
 - 5.15 Discussion Regarding References/Recommendations for Vendors or Service Providers
- 6.0 Old Business
 - 6.05 County Board Attendance on County Website
- 7.0 Reports to Committee, as applicable
 - 7.05 Administrator
 - 7.10 Council of Governments
- 8.0 Member’s Comments
- 9.0 Executive Session (as necessary)
- 10.0 Adjournment

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

MINUTES OF MONDAY, NOVEMBER 14, 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; Anna May Miller; Barbara Wheeler; Donna Kurtz and Paula Yensen. Also in attendance: Peter Austin, County Administrator; John Labaj, Deputy County Administrator; Tom Sullivan and Paul Lerner, IT; Adam Lehmann, Assistant to the County Administrator; John Hadley, Facilities Management; Maryanne Wanaski, Planning and Development; Pam Cumpata, EDC; 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 October 24, 2011. Ms. Miller made a motion, seconded by Ms. Wheeler recommending approval of the above minutes as presented. The motion carried with all members present voting aye on a voice vote.

PUBLIC COMMENT

None.

PRESENTATION

None

NEW BUSINESS

Resolution Authorizing Workers' Compensation Claim Settlement No. 10-3210-15: Ms. Schmidt made a motion, seconded by Ms. Yensen recommending approval of the above Resolution as presented. Mr. Labaj informed committee members that this claim is for a corrections officer that was injured while assisting an inmate with the moving of 5 skids of produce from the loading dock into the jail kitchen. While moving a skid of produce, it moved too fast. The officer attempted to slow its movement and felt a pop in his right shoulder followed by a burning sensation. His Orthopedist stated that the MRI disclosed a right shoulder partial thickness rotator cuff tear. Surgery was provided and after surgery and physical therapy the employee returned to work on modified duty. After completing modified duty the employee was returned to full duty on May 20, 2011. The motion carried with all members present voting aye on a roll call vote (Kurtz, Miller, Salgado, Schmidt, Wheeler, Yensen, Schuster) Ms. Kurtz questioned the total number of remaining outstanding claims. She questioned how, when doing the external audit, they estimate the claim settlements for the coming year. Mr. Labaj reported that last year they estimated that there would be \$383,000 in claim settlements for FY2011. With the current claims being reviewed today, they have provided \$289,000 in claims settlements. This is \$92,000 less than budgeted. They had a total of 16 claims with an average payout of \$17,000. This was a very good year for the County. The claims history is provided to the claims auditor yearly.

Resolution Authorizing Workers' Compensation Claim Settlement Numbers 07-8200-03 and 09-8200-02: Ms. Miller made a motion, seconded by Ms. Salgado recommending approval of the above Resolution as presented. Committee members were informed that the two above claims are for the same employee. The first claim is for carpal tunnel treatment to the left hand. The Special Assistant State's Attorney has recommended a settlement of \$11,201.74. The second claim is for an injury that was sustained when the employee fell against a filing cabinet while descending a 3 step foot ladder. Her physician concluded that the employee had a minuscule tear as well as a ligament sprain and sprain and arthritis. He recommended surgery. She sought another opinion at which time surgery was performed. The operation disclosed a complex tear of the meniscus. This employee continued to complain about pain and scheduled another medical exam in February of 2010. After an additional exam in June of 2010, the physician determined that the current symptoms were no longer related to her work injury and her restrictions were for those for any patient may have with an arthritic knee. She continued to complain of pain though the physician was unsure why the employee continued to use the cane. Employee denied symptoms prior to the injury. Based on this independent medical exam the County has refused to pay for any treatment after May of 2010. The Special Assistant State's Attorney has recommended a settlement of \$22,196.38. The motion carried with all members present voting aye on a roll call vote (Kurtz, Miller, Salgado, Schmidt Wheeler, Yensen, Schuster) Committee members asked if someone in the State's Attorney's office would look at the claims in order to provide a fresh look at the claims.

Chairman Schuster informed committee members that she would move up the Broadband Update to allow the presenters to leave after the discussion. Late last week some of the County Board members had asked for an update

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on where the County currently stands on the Broadband project. The original purpose of the project was to create the development of a public/private owned broadband fiber optic network in McHenry County that will increase the county's competitiveness to attract and retain jobs and industry, allow schools, hospitals and local governments to move more information at a higher speed with more redundancy and security at a lower cost of operation. The original cost for the project was \$35,331,865. This is not all County costs. We have modeled this project after the original GRAFOS project budget that was created in 2009. The major concern is the cost. When NIU first spoke with everyone, a lot of gaps were found. Businesses have internet so we need to move together, to form a consortium of groups, in order to move this project forward. The groups would include schools, public safety facilities, municipal and government facilities, community colleges and healthcare providers. A public infrastructure needs to be built by redirecting funds in order to work together to create a product that can be used by all.

Ms. Kurtz stated that this is the best high tech potential "boondoggle" she has ever seen created in government. She questioned why this approach is being chosen versus having a private industry funded group fund the project. She stated that a project like this will cost millions of dollars to maintain. The right kind of "conduit" will be needed as well. She stated she is really suspicious about this project and questioned how users will be charged for use or to manage this project. She stated there are a lot of private sector options out there that already know what they are doing in this industry. NIU is not a broadband expert. She questioned why the County is not out front getting the public sector involved to do this project in the County. She stated that this type of project could cause a large burden to the tax payers in this County.

She questioned why the County is involved with this project versus a company like Comcast, who is already the expert in this area. Committee members were informed because no company is taking this project on. Committee members stated they would prefer that they provide an analysis that shows the feasibility of the project. The way this is being presented looks like this is already a done deal. Committee members requested that they come back with the research on how this project is justified as a business.

District 300 has already linked their school network with a fiber optic cable network. No tax payer funds were used for this project. They are currently working with Comcast to get computers for those that don't have them. The schools are big into use of the "smart boards". This link holds promise for the future when it is connected with a planned line to I-90 that will allow access to resources outside of this area that cannot be utilized at the present time. They are also reviewing the loop for other possible links. Committee members again voiced concern that this project would put too much burden on the public and questioned how this would work.

Committee members were reminded that there are many that feel they are being held hostage by companies like Comcast. Especially those communities that are still attempting to get service in their areas. It is felt that Comcast and the other companies have missed the boat in order to maximize these services. Comcast has had the same opportunity to build this type of network but the only thing they seem to be looking at is their funding stream.

Ms. Schmidt stated that she disagrees with Ms. Kurtz. There are various parts of private industry that have not served us well. Their goals are different than ours. You need to remember that the goals of private versus public companies are different so that is why these private companies may not want any government involvement.

Committee members were reminded that this project would involve both private and public entities. They are currently looking to coordinate the effort. They feel more partners will join in as the project moves along. Committee members thanked them for this update.

Ms. Kurtz left committee at 9:33a.m.

Resolution Authorizing an Annual Maintenance & Support Contract with Hyland Software or the OnBase Document Imaging System: Ms. Yensen made a motion, seconded Ms. Miller recommending approval of the above Resolution as presented. Mr. Sullivan stated that this is the maintenance agreement for the document management system. The motion carried with all members present voting aye on a roll call vote (Miller, Salgado, Schmidt, Wheeler, Yensen, Schuster)

Ms. Kurtz returned to committee at 9:34a.m.

Resolution Authorizing the Renewal of the IFMS Performance Series Accounting Software Maintenance Contract with Cogsdale Holdings for Fiscal Year 2012: Ms. Miller made a motion, seconded by Ms. Salgado recommending approval of the above Resolution as presented. Committee members were informed that this is the maintenance contract for

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the finance system. The motion carried with all members present voting aye on a roll call vote (Kurtz, Miller, Salgado, Schmidt, Wheeler, Yensen, Schuster)

Resolution Authorizing Renewal of a Multi-Function Peripheral Service and Supply Maintenance Contract with Stan's Office Technology: Ms. Schmidt made a motion, seconded by Ms. Wheeler recommending approval of the above Resolution as presented. This is for a five year contract that has been extended to 2013. It was requested that the contract go out for bid in 2013. The motion carried with all members present voting aye on a roll call vote (Kurtz, Miller, Salgado, Schmidt, Wheeler, Yensen, Schuster)

Resolution Authorizing a Telephone Switch Maintenance Agreement with MAC Source Communications for FY2012: Ms. Miller made a motion, seconded by Ms. Salgado, recommending approval of the above Resolution as presented. Committee members were informed that this is for the maintenance agreement for the Avaya Telephone Switches. This contract includes some costs for labor and they provide the upgrades when needed. The motion carried with all members present voting aye on a roll call vote (Kurtz, Miller, Salgado, Schmidt, Wheeler, Yensen, Schuster)

Resolution Authorizing a Contract RKON Technologies for Websense Enterprise Internet Access Support: Ms. Salgado made a motion, seconded by Ms. Miller recommending approval of the above Resolution as presented. Committee members were informed that this is a contract for the internet filter process. The motion carried with all members present voting aye on a roll call vote (Kurtz, Miller, Salgado, Schmidt, Wheeler, Yensen, Schuster)

Resolution Authorizing an XenApp Platinum Edition Software Maintenance Contract with Citrix Systems: Ms. Yensen made a motion, seconded by Ms. Miller recommending approval of the above Resolution as presented. This is the maintenance agreement for Citrix which provides remote access for employees, business partners and vendors. The motion carried with all members present voting aye on a roll call vote (Kurtz, Miller, Salgado, Schmidt, Wheeler, Yensen, Schuster)

Policy Regarding References/Recommendations for Vendors or Service Providers: Chairman Schuster referred to Ms. Kurtz on this item as she had requested this item to be placed on the agenda for discussion. Ms. Kurtz stated that she wanted feedback on this issue. She stated that the County was recently in a position to provide a recommendation for who would be best to provide services that this person needed. One vendor was recommended. Ms. Kurtz stated she feels it is totally inappropriate to recommend specific vendors. She stated there is a need to create a procedure or policy on how to address these requests. She stated either we provide a list for a recommended service or we don't provide anything at all. She stated she thinks there should be policy to make sure employees are not left in a bind regarding this type of request.

Ms. Wanaski stated that the Planning and Development Department does have a list of vendors capable of providing specific services though these lists do not provide any type of recommendations. They have an unwritten policy within the department to only provide a list of qualified agencies/persons for a specific service. There currently isn't any countywide policy on this issue. Mr. Austin stated that this is correct no policy exists though the County generally does not provide recommendations for a specific vendor.

Ms. Yensen stated that in the past she received calls requesting information regarding provider services. She stated she only provided a list that recommends a specific service. Ms. Yensen stated she feels this is a Human Resources issue and should be reviewed by the Human Resources Committee.

Ms. Miller stated as a Township employee, she is called all the time by individuals requesting information. She stated that she provides this information. This information is not a recommendation, just a list that indicates services provided by a vendor. It was stated that at times these lists may contain only one vendor versus another list that includes 30 vendors. It depends on the service needed. She stated that these lists provide information only. They are not a recommendation.

Ms. Kurtz stated that doesn't jive with the Public Health and Human Services Committee where they were informed that Kris Koehler was the only vendor that could provide a specific service. She stated in that instance, there was an unwritten policy that wasn't followed.

Ms. Wheeler stated there is a general idea that there is no written policy. At some point there needs to be delineation on whether a department provides a list for a service that is required. She stated this is not a list that came with any

recommendation, just a list of vendors that can provide a required service. In regards to this issue, there was only one vendor listed.

Ms. Wanaski stated that this employee did not provide a recommendation for this individual. She only copied the executive director of the only multi-family development company that was a 501c3 that could provide the needed services this person was looking for. This was a request made by this person. There was only one vendor on the list that provides this service. This was in response to this specific request and was in no way a recommendation.

Ms. Kurtz informed committee members that she needed to leave for a meeting, but wanted to make one comment. She stated this is a 501c issue. She challenges that this is the only game in town. She stated she feels there are other 501c's that can do this type of work as well and she is disappointed that that the department only provided one 501c on this list. She stated they should have more on this list, and that Kris Koehler being the only vendor, who is the son of the County Board Chairman just doesn't look right. She stated she does not want this to look like any type of favoritism was shown to this one and only vendor.

Ms. Schmidt stated that this did not strike her as "giving" a recommendation. She stated this is the only vendor that currently can provide this service at this time. She stated it is unfortunate that this is the only vendor but she did not see this as making a recommendation.

Ms. Miller stated that when this was discussed during the Public Health and Human Services Committee Ms. Wanaski answered the questions of the committee. If we are soliciting names that would be different, but providing a list is not a recommendation. She stated that maybe a policy needs to be looked at that if certain requirements are met, for a specific service, a vendor could be included on a list. She stated the problem about this issue is it seems to be very political. She stated this does not seem to be about a policy but about a specific individual. She stated that by using this individuals name and to keep stating that something is wrong and to continue to bring this before a committee is very disturbing.

Ms. Salgado stated that when the CHDO was taken away from the only agency in the County providing this service, Kris Koehler formed this group. She suggested that the ethics commission review this issue to see if there was anything inappropriate done.

Mr. Labaj stated that as the FOIA officer for Administration. He stated that under FOIA, if a list for recommended vendors is requested, they would be compelled to provide this list, even if the list only included one vendor.

Ms. Salgado stated that she does not think the policy is the issue, but believes there is a personal underlying issue.

Ms. Wanaski stated that there are two separate issues. Commissions and recommendations so there are not an influence for the recommendations. She stated that she is working on obtaining a waiver from HUD for the County Board members. She stated that this is the issue with the CDBG as the County Board members would still be able to make a recommendation so there are no conflicts to fund an operation. A County Board Member would still be required to recuse themselves from a vote if there was a possible conflict, even with the waiver. This is being addressed so there is no issue of impropriety.

Ms. Wheeler stated that where there is just one vendor available for a specific type of service maybe information should be put out to encourage the formation of additional CHDO's. Habitat for Humanity became a CHDO, though they have decided to focus on single family units. They do not provide services for multi-family units.

It was stated that once the economy starts to recover they expect to see more applications for CHDO's. The County is losing companies since the State is not paying their bills. HUD will provide training for the CHDO process.

Committee members stated that maybe no lists should be provided and maybe they should leave it up to the individual to find the services they need on their own.

Mr. Labaj stated that it is not unusual to see a contract where there was only one vendor that bid for the contract. He stated that the Gypsy Moth contract is a good example. The vendor chosen is the only one available in the State. He questioned if he should be soliciting private companies in order to increase the competition.

Committee members stated that it is good to partner for profit agencies with non-profit partners as they are the experts on this issue.

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Ms. Salgado left committee at 10:09a.m.

Chairman Schuster questioned if this issue needs more consideration. Ms. Wheeler asked if the committee members really want a "no recommendation" policy for requests from the public. She stated that this would mean that all departments would not be allowed to provide any type of information for any service. She stated that they could just provide a list of who provides what service in order to meet the requirement of a permit. The form could state that this is for information purposes only.

Committee members stated that a large part of what we do as a county is provide information. A recommendation is different. The departments seem to be providing information, not recommendations. They stated they did not think this was an issue. They stated this only became an issue because of who was involved.

Chairman Schuster stated she is getting mixed messages. She stated she feels this issue should be included back on the agenda for consideration at a later date. Ms. Yensen requested this be placed on an agenda, when there are less items being considered by the committee.

Committee Applications – Reference to Statement of Economic Interest and the Addendum: Committee members reviewed the application that is provided for consideration for appointment to a board or commission. They have included a statement that shows that any position that they are appointed to may require the individual to complete a Statement of Economic Interest and the McHenry County Addendum. This will create an awareness that the applicants may be required to fill out these forms during their terms. The consensus of the committee was to accept the application as presented.

OLD BUSINESS

County Board Attendance on County Website: Chairman Schuster questioned if the committee members had a problem putting the attendance record of the County Board members on its website. Committee members stated that this information is already available on line. They questioned if a "form" was put up if they would be able to track how many times the form is reviewed. Committee members were informed that the challenge will be in finding a form that is acceptable to everyone. Chairman Schuster stated that Ms. Kurtz had found a form she would like to have considered by the committee. Committee members voiced concern as an attendance record does not show the attendance of other committee assignments, just the standing committees. Ms. Salgado stated that when she spoke to other County Board members on this issue no one had a problem with showing their attendance. It was suggested that this item be moved to the next committee meeting for consideration. They stated in the mean time they should explain what the committee is doing to the other County Board members so they know what is going on regarding this attendance form. It was suggested that the form only include the standing committees and the County Board meeting attendance. Committee members agreed to discuss this at the next committee meeting.

REPORTS TO COMMITTEE

Update on Treasurer's Office Water Damage Repair: Committee members were provided with an update on two water main leaks that was discovered. The leaks were discovered on Monday at the Treasurer's office. The building was closed Monday to address this issue. The water proofing work recently done to the facility did work as it was supposed to. The work was completed and staff returned to work on Tuesday.

Administrator: Mr. Austin stated that this week and next week he will be holding end of the year evaluations. He stated he uses a two part approach by reviewing the department head's goals and then does their evaluation. He stated that he reaches out to the Committee Chairman on how they feel things went with the department heads of their committees.

The budget is scheduled to be approved at tomorrow night's meeting. He stated he is anxious to move this process forward.

They are in the process of searching for a new Regional Superintendent of Schools. He stated that they don't know if this will be a full time or temporary position. If a Superintendent is chosen, they would be required to run in the next election.

Mr. Austin stated that he, Mr. Lehmann and Mr. Labaj are working on the Strategic Plan. This is scheduled to be presented during a December morning meeting.

Mr. Austin has a meeting planned with the Village Managers on the 30th to discuss the broadband/fiber optics project.

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They are currently working on an analysis of the court house space. The Courts have slowed down the branch court plan in order to work on this analysis. It is hopeful that this analysis is completed before they have the discussions on the strategic plan.

Committee members were informed that Sieman's Corporation would like to attend a meeting to provide an update on the completion of the \$2.5million dollar grant program. They want to celebrate the end of this project and to talk about what has been done in the County. Committee members were reminded that these were the funds that were received for the energy grant program. Mr. Hadley stated that the presentation would take about 20 minutes.

Mr. Austin asked the committee members to think about their meeting location. The County Board room was used for this committee in order to utilize the committee member's laptop computers. Committee members were asked if it was okay to start scheduling the meetings for this committee in the alternate committee meeting rooms. Committee members agreed to meet in the alternate meeting rooms.

McCOG: This meeting is scheduled for Wednesday at 5:00p.m. They will be discussing the MCC facility master plan.

Committee members were informed that they have narrowed down the vendor list for the Agenda Management/Web Streaming meeting. Meetings are being held this week with the vendors to review their processes and ask questions about their program.

Quarterly Workers' Compensation Claims Update: Mr. Labaj joined committee members to provide an update on the outstanding workers' compensation claims. He reported that there are currently 22 active claims. Six of these claims are under \$3,000. Six of the claims are being contested and/or denied. There are 10 open claims remaining. This means the County is in good shape going into the next year.

Ms. Miller left committee at 10:35a.m.

EXECUTIVE SESSION

None

MEMBER'S COMMENTS

None

ADJOURNMENT:

The meeting adjourned at 10:37 a.m. on a motion by Ms. Yensen, seconded by Ms. Salgado with all members present voting aye.

RECOMMENDED FOR COMMITTEE/BOARD ACTION

- Resolution Authorizing Workers' Compensation Claim Settlement No. 10-3210-15
- Resolution Authorizing Workers' Compensation Claim Settlement Numbers 07-8200-03 and 09-8200-02
- Resolution Authorizing an Annual Maintenance & Support Contract with Hyland Software for OnBase Document Imaging System
- Resolution Authorizing the Renewal of the IFMS Performance Series Accounting Software Maintenance Contract with Cogsdale Holdings for Fiscal Year 2012
- Resolution Authorizing Renewal of a Multi-Function Peripheral Service and Supply Maintenance Contract with Stan's Office Technologies
- Resolution Authorizing a Telephone Switch Maintenance Agreement with MAC Source Communications Inc. For Fiscal Year 2012
- Resolution Authorizing a Contract with RKON Technologies for Websense Enterprise Internet Access Support
- Resolution Authorizing an XenApp Platinum Edition Software Maintenance Contract with Citrix Systems

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RESOLUTION

AUTHORIZING A CONTRACT WITH AT&T FOR MANAGED INTERNET SERVICES

WHEREAS, the County relies on Internet bandwidth for communication with the outside world; and

WHEREAS, all types of communication, web access, training, and support rely on our Internet connection; and

WHEREAS, AT&T Corporation, One AT&T Way, Bedminster NJ 07921-0752 is the vendor; and

WHEREAS, the AT&T Managed Internet Service Contract is recommended by the Management Services, and Finance and Audit Committees.

NOW, THEREFORE BE IT RESOLVED, by this County Board of McHenry County, Illinois that the Chairman of the Board is hereby authorized to execute the necessary documentation to enter into a support contract with AT&T Corporation for Managed Internet Services at a cost not to exceed \$36,000.00 annually from OCA 200005-4321 (Information Technology – Computer Program Maintenance) for the period of January 1, 2012 to January 1, 2015; and

BE IT FURTHER RESOLVED, that the Purchasing Director is hereby authorized and directed to negotiate the final form of documentation to enter into the AT&T Managed Internet Services Contract; and

BE IT FURTHER RESOLVED, that the County Clerk is hereby requested to distribute a certified copy of this Resolution to the Auditor; the County Administrator; the Associate County Administrator - Finance; the Information Technology Director; and the Director of Purchasing.

DATED at Woodstock, Illinois this 20th day of December, A.D., 2011.

KENNETH D. KOEHLER, Chairman
McHenry County Board

ATTEST:

KATHERINE C. SCHULTZ, County Clerk



INFORMATION TECHNOLOGY DEPARTMENT

McHENRY COUNTY GOVERNMENT CENTER
2200 NORTH SEMINARY AVENUE
WOODSTOCK IL 60098
815-334-4138 FAX 815-334-4651

COVER MEMORANDUM

TO: Ersel Schuster, Chairman
Management Services Committee

FROM: Tom Sullivan, Director
Information Technology Department

DATE: December 12, 2011

SUBJECT: AT&T Managed Internet Services Contract

Board/Committee Action Requested:

Approve AT&T Managed Internet Services Contract resolution.

Background:

The County relies on Internet bandwidth for interaction with the outside world. We communicate with constituents via the County web portal, employees access their work via the Citrix or email portal, and all types of training, support, and communication rely on our Internet connection.

Discussion:

Currently, the County has a 10 Megabyte connection to the Internet through AT&T. The base fee for this service is \$3180 per month, and our payment is \$3323 per month after taxes are assessed to the bill. We are able to upgrade our Internet connection to 100 Megabyte for \$2767 per month plus taxes.

Impact on Human Resources:

N/A

Impact on Budget (Revenue; Expenses, Fringe Benefits):

This contract will impact the 200005-4321 line item of the FY2012 Budget in the total amount not to exceed: \$36,000.00.

Impact on Capital Expenditures:

N/A

Impact on Physical Space:

N/A

Impact on Other County Departments or Outside Agencies:

All County Departments utilize the Internet connection on a daily basis.

Conformity to Board Ordinances and Policies:

N/A

Attachments/Appendices:

N/A

Cc: Peter Austin