

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

MINUTES OF MONDAY, DECEMBER 12, 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; and Donna Kurtz. Paula Yensen arrived at 8:35a.m. Also in attendance: John Labaj, Deputy County Administrator; Tom Sullivan and Paul Lerner, IT; Adam Lehmann, Assistant to the County Administrator; John Hadley, Facilities Management; Dennis Sandquist, Planning and Development; Dave Christensen and Bob Ellsworth, EMA; 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 November 14, 2011. Chairman Schuster noted a grammatical error. This error did not change the content of the minutes. Ms. Salgado made a motion, seconded by Ms. Miller recommending approval of the above minutes as amended. The motion carried with all members present voting aye on a voice vote.

PUBLIC COMMENT

None.

PRESENTATION

*Emergency Management Services – McHenry County's Continuity of Operations Plan:* Mr. Dave Christensen joined committee members to provide an update on the County's Continuity of Operations Plan. He stated that this is the most misunderstood plan in the County. He informed committee members there is a plan for each department in the County. The plans do address the financial impact for each department but the plan generally addresses how to keep services going in case of a disaster.

Ms. Salgado agreed there is a lot of misunderstanding on this issue. When touring the main government center, there were questions surrounding the backup for IT services. She questioned what would happen if there was a Regional Disaster and asked if the County should place some of the IT services outside of the region.

Mr. Christensen stated that when he arrived in the County he asked for copies of all the plans of the departments. When reviewing these plans he found an intergovernmental agreement with Family Alliance that allows them to use space in the Administration facility in case of emergency. They used this facility when power went out at their facility. These are the types of agreements that need to be included with these plans. He stated this agreement addressed Family Alliance's needs when they had an emergency at their facility.

He informed committee members that he has faced some challenges while reviewing these plans. They are divided by elected versus appointed departments. The Health Department has some equipment for use on a small scale which they were able to use during the storms that went through the County.

Each of the departments may not be able to provide all of their services but their plans did identify what they felt were the central functions of each department. Each Department identified the critical functions that they felt would be needed in a disaster. The plans identify where to go to get needed resources. Mr. Christensen stated that his department does have some strong relationships with IEMA (Illinois Emergency Management Agency) which is helpful.

Mr. Christensen stated he has just started his review of each of the plans. After his review he would like to tie each of the plans together. The plans should avoid the use of names and should instead identify a position with phone numbers. He stated that if a person should leave their position to be sure to update phone information if needed. It is important that the department heads keep these plans up to date.

Mr. Christensen stated that one item he has found interesting is the stability of long term positions. Mr. Labaj stated that they did send out copies of the plan to each of the departments for an update about a year ago. He stated that they try to do this on an annual basis. Committee members noted that the plans are confidential and stated they feel portions of the plans could be released to the public. Some of the plans include security plans and highly sensitive items, so these items cannot be released. There are areas that can be released so that the constituent know there are emergency plans in place to address emergencies in case of any disaster

Committee members were informed that they are hopeful that they will have the entire plan on file by the end of the year, as it exists today. There will be a couple of departments missing though this is how the plan currently exists.

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Committee members questioned how these plans are involved with the computer rooms. They stated that one of the rooms seem to be overly hot and crowded. Committee members were informed this is equipment that is used by the Sheriff's Department and E911. Committee members were informed that during the latest upgrades, redundancy programs were built in.

IT continues to negotiate an agreement with MCC on a business continuity plan. This plan would allow MCC access to the County facilities in case their business is knocked out because of a disaster and the County would be able to use a portion of MCC in case the County is hit with a disaster. The State's Attorney is working on a draft agreement for this agreement. Committee members asked if a business continuity plan should be planned for in another State. Mr. Sullivan stated that it would be better to plan this here in the County, where services will be needed. He stated they are talking about recording the County's data on a thumb drive and place this data in various locations throughout the County so this information could be obtained in case of a disaster to the County facilities. The plans being created will address reduced staff and how to run the departments with the reduction of staff. Some employees may be required to work from home.

Committee members were reminded that it is important for the County to invest in protecting its communication wires. Committee members questioned if they have waterproofed the IT rooms. Committee members were informed that the cost was too expensive. When a new public safety facility is built this issue could be reviewed to retrofit the needed security. It was stated that there is always a threat on lines that run above water. Committee members voiced concern and requested that there be some consideration given to review the coordination of back up redundancy if IT related. They stated they feel there should be more protection of this data.

Mr. Christensen informed committee members that an audit of back-up power was just completed. The data was reviewed as well as the processes used by IT. Committee members stated that this audit was completed for the government facilities and questioned if similar audits are being done in the hospitals, schools or other facilities. Mr. Christensen noted that they review plans from outside agencies through the Coordinating Council. Committee members were informed that most emergency facilities have emergency disaster plans in place. He stated that all of the hospitals have plans in place as well as all of the dialysis facilities in the County.

Committee members requested that Mr. Christensen include footers on his plans so the committee members would know the last time the plan was updated. Mr. Christensen thanked committee members for their interest in the emergency procedures.

### NEW BUSINESS

*Resolution Authorizing a Contract with AT & T for Managed Internet Services:* Ms. Miller made a motion, seconded by Ms. Kurtz recommending approval of the above Resolution as presented. Committee member were informed that this contract will result in increased performance for less money. The motion carried with all members present voting aye on a roll call vote (Kurtz, Miller, Salgado, Schmidt, Wheeler, Yensen, Schuster)

*Discussion Regarding the Use of the County Board Member Expense Account:* Mr. Labaj joined committee members to inform them that Mr. Austin has received a request from a County Board Member to pay for their cell phone from the County Board Member's Expense account. This request has not be denied or approved as Mr. Austin felt that this committee should review this request. The County Board rules are unclear and he feels this request stretches the intent. Ms. Salgado and Ms. Wheeler stated that phone use is an assumed part of their job and they are not in favor of this request. Ms. Miller questioned how much of this phone is used for constituent use? It was stated that home land lines are used for this role too and some of these things become your own responsibility. Committee members stated that they feel paying for education, webinars or meetings could be approved but cell phone use is not education oriented but is instead part of the cost of doing business for a County Board member. The consensus of this committee was to deny this request. They stated that it would be too hard to distinguish the use of the phone between personal and private use. They stated that based on their income they make enough money to pay for this expense on their own. They stated that if this individual would like to address the committee on their own they are welcome to come before the committee with this request. Committee members requested that the County Board Rules and the \$1,000 expense account be placed on a future agenda for discussion.

*Discussion Regarding References/Recommendations for Vendors or Service Providers:* Committee members entered into a discussion regarding references or recommendations for vendors or service providers. The employees of the County are not to provide any recommendations for vendors. They can provide an "alpha" list of vendors that may provide a required service if available. The vendors can contact the department in order to be included or added onto this list. Committee members were informed that the lists used are for specialized services. Requests for vendors come in very infrequently. Committee members stated recommended vendors could be received from the local Chamber of Commerce or Economic Development Corporation and stated they do not feel the County should be making recommendations. Committee members were reminded the departments are not providing recommendations, but only a list of vendors that may provide a very specific service.

Mr. Christensen stated that EMA has a list of hazardous materials and vendors that can take care of these hazardous

spills. If there is a hazardous spill the department does provide an EPA approved list of vendors that can address this need. This is a service that the County must provide. Most individuals do not know where to go if they should have a hazardous spill. We as a county cannot just tell them to look on line for an approved vendor. They need to make sure they have an approved list ready and available when called. Committee members were reminded that it is up to the Vendors to get their company placed on this vendor list.

Committee members voiced concern as there is a perception that the County is providing a recommendation. It was stated that these lists are a lists of certified vendors that are able to provide a specific service. Ms. Kurtz stated that this is an excellent step forward but there still remains a potential for a conflict of interest with the employee vendor relationships. She stated that the employees have to be careful with a potential conflict of interest issue, ethics violation issue or a possible liability to the county. She stated she still does not feel the County should be providing any recommendations for any vendor services. She stated that the County pays the EDC to work with the businesses in the County and she feels they need to provide this service for the County.

Committee members voiced concern. They stated that if there is a service that we as the County require in order to obtain a permit or regulate we cannot expect our residents to call the EDC to find an approved/licensed vendor that can provide this service. If a resident should call to ask for general information, we should be able to provide a list of vendors that can assist them in their request. The County is not providing a recommendation, only a list of vendors that can provide a specific service.

Committee members stated that they see two different issues here. One is a recommendation for services and the other is a recommendation to address regulations. It was stated that all vendors should be given the chance to be included on any of these vendor lists. They stated that if the employees are only providing a "list" that includes general information that would be okay but they did not want to see any employee providing a recommendation for any one specific vendor.

#### OLD BUSINESS

*County Board Attendance on County Website:* Chairman Schuster informed committee members that she sat in on a presentation being provided by one of the vendors for agenda management. Recording of attendance can be a part of this program. A format of a program that is currently being used by Kane County was reviewed by the committee members. This form lists each board member, divided by committee meeting and district. The form highlights the members of the specific committees. This form is not too hard to display and is only one of many ways to accomplish the goal of transparency for attendance on the webpage. Only the County Board meetings and standing committee meetings would be listed. It was stated that the attendance page could be hyperlinked to the minutes so there would be an easy review for attendance.

Committee members were informed that this program could start at the beginning of the year if desired. Ms. Kurtz stated this program allows her to use one of her favorite Woody Allen quotes, "99% of life is showing up". She stated this form will show who is showing up.

#### REPORTS TO COMMITTEE

*Administrator:* Mr. Labaj informed committee members that they have set a time line for web-based ethics training for employees of the County. The IT department has been very instrumental in getting this training set up on the County website. This training has been sent to the State's Attorney for legal review. The committee members will be able to review this item and take the test that every employee will be required to take. This testing will be tied to the e-time system and will be loaded for each employee. After the test is taken the program will show that the test has been completed and whether the employee passed. Mr. Labaj stated that the employee cannot "fail" the test. He stated that the employee will not be able to move forward on the test until they answer the questions correctly. After review of the program by Management Services the test will be sent out to the Department Heads for review. Enough time will be provided to allow for completion of this project.

It was stated that the Ethics Commission did a good job in moving this item forward.

Committee members were informed that they will have another item that they will be reviewing at the next committee meeting. They were reminded that Mr. Christensen from EMA has requested that the County find space near the County facilities, in order to store his emergency communications van near the County campus. There is space available in one of the buildings on the Klehm property. This building is currently being used to store generators, vehicles and trailers with support equipment. This communications van is not being used since it is stored so far away. The van is currently being stored at a facility in Hebron. The Division of Transportation does store some of their off season equipment in this facility as well. The Conservation District has a covered warehouse they are not using and has agreed to let the County use this facility for the Division of Transportation's use, free of charge. An intergovernmental agreement will be brought to a future committee meeting to allow use of this facility. Mr. Christensen stated he is excited to have this vehicle stored here in the County.

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Mr. Hadley informed committee members that the Treasurer's facility has received an energy star rating. A plaque will be received noting this accomplishment. There are only three banking facilities that have achieved this rating. Because this facility was previously a bank, it is designated as such. Mr. Hadley stated that one of his goals was to have this facility receive this designation. This building has achieved significant energy savings to award the building an Energy Star rating of 84. This is the first County building to achieve this rating. A plaque will be presented to the County at its January 3, 2012 County Board meeting. A news release will be sent out notifying the public of this achievement. Mr. Hadley stated that through the work of the County they were able to install the necessary equipment in order to accomplish this rating.

McCOG: This meeting is scheduled for Wednesday evening.

Ms. Salgado stated that there is a growing issue that needs to be addressed. She stated that the minutes for each of the committees are not supposed to be verbatim. She stated that the minutes are becoming way too lengthy with some of them being up to 9 pages long. She asked that this issue be discussed with other County Board members and bring back their concerns and issues so they can be addressed at a future committee meeting. She stated that if a member wants to have a point made in the minutes they can state this request. She stated that she feels there is a better way to get these minutes accomplished. She stated that the County Board members themselves are part of the problem. Committee members stated that webcasting of these meetings will address transparency issues that some of the County Board members have.

Committee members questioned if the committee meetings should be taped to address the needs of the County Board Members. They stated that they don't feel since these tapes would have to be retained indefinitely that this would be the tool that should be used for this purpose. Committee members were reminded that webcasting will initially be used for just the County Board meetings and this would not address the needs of the standing committees.

Committee members were informed that they are still in discussions with the finalist for webcasting. We continue to review the products to make sure it meets our needs.

Chairman Schuster stated that during the interview, they did have a conversation on how they could set up the County Board room for use by the various standing committees. Options are being reviewed. Staff may be needed to "run" the equipment for this purpose. Chairman Schuster stated that she was pleased with the product presented. She stated you got a good sense of what the possibilities were for the product. Options will be brought to the January meeting for consideration.

Mr. Lehman informed committee members that the Employee Holiday Luncheon was a success. 15 bags were filled for Toys for Tots. They had 3 – 4 bags of donations for Animal Control and 75 boxes of canned goods were distributed to area food pantries. Committee members thanked Mr. Lehmann for the hard work he provided on this event.

Chairman Schuster requested the committee members let her know of any items they would like to have included to discuss in the future.

EXECUTIVE SESSION

None

MEMBER'S COMMENTS

None

ADJOURNMENT:

The meeting adjourned at 10:05 a.m. on a motion by Ms. Salgado, seconded by Ms. Wheeler with all members present voting aye.

RECOMMENDED FOR COMMITTEE/BOARD ACTION

Resolution Authorizing a Contract with AT &T for Managed Internet Services

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