

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

MINUTES OF TUESDAY, AUGUST 23, 2005

Chairman Kate called the Management Services Committee meeting to order at 8:10 a.m. The following members present: Ann Kate, Chairman; Mary Lou Zierer; Tina Hill; Mr. Klasen and Marc Munaretto. Pete Merkel arrived at 8:12a.m. Jim Heisler was absent. Also in attendance: Peter Austin, County Administrator; Ralph Sarbaugh, Associate County Administrator – Finance; Cathy Link, Purchasing; John Hadley, Building Operations; and John Labaj, Deputy County Administrator.

Ann Kate, Chairman	
Tina Hill	Jim Heisler
Rick Klasen	Pete Merkel
Marc Munaretto	Mary Lou Zierer

MINUTE APPROVAL

Chairman Kate requested the verbiage regarding the painting of the State's Attorney's office be clarified. Ms. Zierer made a motion, seconded by Mr. Klasen, to approve the Management Services Committee minutes of August 9, 2005, as amended. The minutes were approved with a unanimous voice vote.

Mr. Merkel arrived at 8:12a.m.

PUBLIC PARTICIPATION

None

PRESENTATION

None

NEW BUSINESS

*Public Building Commission Appointment Interviews: Daniel W. Murphy:* Committee members interviewed Mr. Daniel W. Murphy for appointment to the Public Building Commission.

Chairman Kate requested the interview of Mr. Gillespie be held after the budget hearings as the previous interview ended early.

*FY05/06 Budget Hearings – County Administration, County Board, Risk Management and the Revolving Loan Fund:* Mr. Austin, Mr. Sarbaugh and Mr. Labaj joined committee members for a review of the budgets for County Administration, County Board, Risk Management and the Revolving Loan Fund. The highlights and goals for these funds were discussed. Committee members stated the tourism bureau should be included in the external goals and objectives since we are donating ¼ million dollars for this effort. Committee members questioned the organization chart and the placement of the Deputy County Administrator. Mr. Sarbaugh stated that the tort fund and senior service funds may change as these are tax levy generated. Committee members were informed that a supplemental request for additional desks and computers for County Board members use. Mr. Klasen made a motion, seconded by Mr. Munaretto to recommend approval of the preliminary maintenance budgets for the County Board, County Administration, Risk Management and the Revolving Loan fund as presented. The motion carried with all members present voting aye on a roll call vote (Hill, Munaretto, Merkel, Zierer, Klasen and Kate)

*Public Building Commission Appointment Interviews – Continued: Mr. David Gillespie:* Committee members continued with the interview of Mr. Gillespie for reappointment to the Public Building Commission. After discussion, Mr. Munaretto made a motion, seconded by Mr. Klasen to recommend the reappointment of Mr. David Gillespie to the Public Building Commission. The motion carried with all members present voting aye on a roll call vote (Hill, Munaretto, Merkel, Zierer, Klasen and Kate)

*Resolution authorizing the appointment of Catherine Link to the position of Purchasing Department Director:* Committee members reviewed a Resolution authorizing the appointment of Catherine Link to the position of Director of Purchasing. Mr. Klasen stated he could not vote in favor of this Resolution because he does not believe it is fair to give a new employee 20 days of vacation and allow a merit increase within the same year as receiving an increase for becoming the Director of Purchasing. He stated it is not fair to show special treatment to a department head when all the other employees must follow the employment policies of the County. Ms. Hill made a motion, seconded by Ms. Zierer to recommend approval of the above Resolution as presented. The motion carried with a majority member's present voting aye on a roll call vote (Hill, Munaretto, Merkel, Zierer, and Kate) and one nay (Klasen)

*Discussion of I.T. and the Management Letter:* Mr. Sullivan joined committee members to address concerns that were noted in the 2002 management letter and the action that he has taken regarding these concerns. He stated the first issue was that the department did not have a business continuity plan. A plan has now been created but still needs to be implemented. The biggest issue was the need to build a tower at the Valley Hi site that would be used as a conduit for passing along information. The State's Attorneys office has provided conflicting opinions regarding whether outside entities could lease space on the tower. He stated once the tower is built the department would be in a position to implement the continuity plan. Another concern was

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the inadequate staffing of his department. He stated that an internal audit should be completed to identify the specific needs of the department. The management letter stated that security should be beefed up. A new security policy has been implemented and the department is implementing complex passwords for employees. He stated this is important in order to prohibit access to the wrong people. He stated that they have been asked to provide additional access to information and in order to do this they will have to purchase an additional box, at a cost of approximately \$100,000 to allow middle ground access and prohibit access to confidential material. He stated he may have this amount available in this years budget to purchase this box. His department is also being notified in a timely manner to remove access of terminated employees. Committee members questioned the progress of the Cable Franchise Agreements. He stated that negotiations are stalled. Comcast is not attending commission meetings. They feel Comcast is waiting for a decision regarding possible changes to the Federal telecommunication legislation which could slash cable access TV funding.

*Insurance Renewal Program for 2006:* Mr. Labaj presented committee members with estimated FY06 insurance program costs. He stated that the insurance market has softened allowing for an estimated increase of only 5% for the year. Mr. Labaj stated he is expecting the insurance quotes to be received in October and he would bring this forward for approval at that time.

*Eagle Scout Walking Path Project:* Mr. Labaj informed committee members that he has been contacted by a scout troop in order to build a walking path for the Administration Building. This project would be completed in order to have a scout earn his Eagle Scout designation. The proposed path would be built on the eastern and back portion of the Administration Building. He stated this is a huge undertaking for the troop. Materials for use on the path were being discussed. Chairman Kate suggested that crushed limestone be used, as Nunda Township has used this material with great success.

*Review of Safety and Security Policies and Procedures:* Mr. Labaj informed committee members that the Safety and Security policies and procedures are being reviewed by the Safety and Security Committee. He stated that specific procedures would be created for each of the county buildings. Severe thunderstorm, tornado preparedness and fire evacuation procedures were reviewed with committee members. Committee members questioned whether these procedures would be provided to employees. He stated that in the past they were provided to department heads only and it was up to them as to how to present these to employees. Discussions are in progress regarding how to present these to current employees. New employees will receive this information during their orientation meeting. The new Safety and Security Policies and Procedures will be brought back to the committee for approval.

*Building Operations – Items for discussion: State’s Attorney painting:* Mr. Hadley joined committee members for an update of various projects taking place in the Building Operation’s Department. The painting of the State’s Attorneys office has been placed on hold because of the high bids that were received to complete this work. The State’s Attorneys office will notify us when a decision has been made regarding this issue.

*Construction Update:* Mr. Hadley stated that construction for the crosswalk between the Administration Building and the Government Center will be started tomorrow. He reminded committee members that Civil Tech had stated that it would cost as much as \$50,000 to have this completed. Striping of the crosswalk will be completed by Highway Department staff. Because employees are doing the work, the cost of the crosswalk has been reduced to about \$7,000. Permits were obtained from the City of Woodstock for this project. He informed committee members that the Valley Hi construction is progressing. The new facility now looks like a building as walls are being constructed. With the good weather contractors hope to make up some time from delays caused by the bad soils that were found. The Jail project is progressing with a completion date set for September 22<sup>nd</sup>. He stated he did not know if this would happen on time. Meetings are being held with Judge Prather, Lou Czarny, Chairman Koehler, Mr. Austin and himself regarding the need for additional courtrooms. He stated that the Government Center is full so this is a complicated process. Housekeeping staff is now using an environmentally safe cleaning product in his department. Various products were tested to see what products worked best. This one product takes the place of six products previously used. It is a hydrogen peroxide product that can be used for all of the general cleaning needs. Committee members had previously questioned the cleaning of the carpets in the States Attorneys office. He stated their carpets were cleaned on June 9<sup>th</sup> and again on July 29<sup>th</sup>. He stated this is the first time these carpets have been cleaned in years. Previously because of obstruction caused by boxes in the halls staff was unable to clean the carpets in this area. He stated that they are looking forward to replacing the carpets in this area.

### EXECUTIVE SESSION

None

### OLD BUSINESS

None

### REPORTS TO COMMITTEE

*EDC:* Mr. Munaretto informed committee members the first meeting for the formulation of the tourism board has occurred. Next week the board will work on the bylaws for this committee. There will be one permanent position on the board that will be for a county board

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member. The EDC Board has taken on the responsibility of appointing the new board members. Once the board is in place, they will break off completely from the EDC. Once the board is certified by the State they will eligible to compete for State Grants.

*Art Sub-Committee:* Chairman Kate informed committee members that the Art Sub-Committee had an interesting meeting. The committee took a tour of the Administration Building and Government Center to identify current artwork that is owned and wall space available for the placement of artwork. After entering into a lengthy discussion they determined they would like to see the Art Committee become more involved than to just purchase art for empty wall space. One idea consisted of paying a stipend to someone to coordinate art projects in the County Buildings with exhibits and possibly art awards for students. This person would also coordinate the purchase of art pieces for the County.

Committee members questioned whether they should become involved with the problems surrounding Animal Control. It was noted that this committee is in charge of the facilities and should be informed of what is going on regarding the facility. They noted that there seems to be a crisis of leadership around animal control and they were not convinced that this unit of government should be turned over to an outside agency. This committee should have a say regarding the Animal Control facility. Committee members questioned what would be in the best interest of the County. Ms. Zierer stated she had previously been in contact with Boone County about the possibility of building a joint animal control facility. Committee members stated they were not convinced that the Animal Outreach Society could handle the problems that currently exist at Animal Control.

ADJOURNMENT

The meeting adjourned at 10:04 a.m. on a motion by Mr. Klasen seconded by Ms. Hill, with all members present voting aye.

**RECOMMENDED FOR COMMITTEE/BOARD ACTION:**

Recommend reappointment of David Gillespie to the Public Building Commission

Recommend approval of a Resolution authorizing the appointment of Catherine Link to the position of Purchasing Department Director

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