

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

MINUTES OF TUESDAY, JANUARY 9, 2007

Chairman Hill called the Management Services Committee meeting to order at 8:10 a.m. The following members present: Chairman Tina Hill; Yvonne Barnes; Mary Donner; Pete Merkel; Marie Chmiel; Barbara Wheeler; and Mary Lou Zierer. Also in attendance: Peter Austin, County Administrator; John Labaj, Deputy County Administrator; Ralph Sarbaugh, Associate County Administrator-Finance; Tom Sullivan, IT; John Hadley, Facilities Management; Cathy Link, Purchasing; Kathie Schultz, County Clerk; interested public; and press.

Tina Hill, Chairman	
Yvonne Barnes	Marie Chmiel
Mary Donner	Pete Merkel
Barbara Wheeler	Mary Lou Zierer

MINUTE APPROVAL

Ms. Wheeler made a motion, seconded by Ms. Chmiel, to approve the minutes the Tuesday, December 12, 2006 Management Services Meeting. The minutes were approved as submitted with all members present voting aye on a voice vote.

PUBLIC PARTICIPATION

None

PRESENTATION

None

NEW BUSINESS

County Board Strategic Planning Session planned for February 1st and 2nd: Mr. Labaj joined committee members and informed them that the County Board Strategic Planning sessions have been scheduled for February 1st and 2nd. The planning session will be lead by Dr. Greg Kuhn from NIU. He will lead the board through the strategic planning process and help outline some longer term goals. Nine months after the planning session a follow up session will be held to assess feedback and the status of the projects. This plan should set the table for a more involved two year process. This process will help identify issues with the Department Heads and highlight where the board wants to be in 3 – 5 years and beyond.

Chairman Hill welcomed the new members of the Management Services Committee. She discussed an overview of what Management Services does. Some of the main departments who report to this committee are Administration, County Board, Facilities Management, Information Technology, Purchasing and the Recorder.

Campus Planning: Chairman Hill reminded committee members that this discussion came about while discussing the needs for a new animal control facility. At that time committee members questioned the feasibility of building a new animal control facility on county owned property. Because a campus plan had not been completed it was decided to purchase a building for the animal control facility. At that time committee members noted the need to have a campus plan developed for future use. The process was stopped to address potential soil issues. The soils are more buildable than previously thought and we can now begin the planning process with the information that has been received. We have not finished the acquisition process for the corner property but are hopeful to have this completed in 2007. Mr. Austin noted the Ware Road property will be a significant acquisition. Talks have taken place with companies regarding how to design a campus plan. Funding has been placed into the budget for the cost of the campus plan. He questioned committee member on how detailed a plan they were wanting. He noted the planning persons could talk to every department and ask what their future needs might be. He noted that one big issue involves the needed space for elections, equipment and training, early voting and absentee voting. Other issues involve space needs for administrative staff at the Highway Department. He noted that decisions need to be made regarding the old Valley Hi facility and whether a new Sheriff's garage will be needed and will the garage still be under the Sheriff's control. He noted that the needs of the Health department are expanding in the County as well. He stated there are a lot of aspects to look at including what department will be moved into vacated office space when a new public safety building is built and required staffing needs of each department are reviewed. He stated that whatever company is chosen for this plan, they must know how county government works and what the needs of the county may be. It was noted that the plan should take into considerations for future growth as well. It was also stated that it is hopeful to bring some standardizations of office space across the county. Mr. Austin noted that the final soil report will come before the committee upon completion of the report.

Board Rules: Chairman Hill stated that the Board rules fall under the responsibility of the Management Services Committee. She noted that some small changes have been suggested regarding county board memberships and expenses. It was suggested that copies of the county board rules be forwarded to the committee members mail boxes for review prior to the next committee meeting.

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Committee members noted concern that they have been unable to access the county board offices to pick up packet materials. Committee members were informed that the offices had only been locked during the elections and access can now be achieved through the main doors of the county board offices.

County Clerk's Space: Ms. Schultz, County Clerk, joined committee members for a discussion regarding the needs of the County Clerk's department. It was noted that because of the increase to precinct areas additional precincts will have to be created. She noted this means more election equipment, ballot boxes etc will be needed to address this need. All non election equipment will be moved from the administration building basement to address immediate needs but there is not enough room to meet the needs of the department. The cafeteria had been used as a quality control area for the County Clerk and will continue until the needs of the department are worked out.

Management Services 2007 meeting dates/times: Chairman Hill stated that this may be discussed at a later date as the Finance Committee will be discussing a possible change to their dates and times at today's meeting.

OLD BUSINESS

Update – Valley Hi Records Center and Valley Hi Move In: Chairman Hill informed committee members that the move into the new Valley Hi has been completed. Facilities Management staff have already begun some demolition on some of the areas in the old Valley Hi that will be used as storage. Shelving will be placed into the old "85" section of the facility. There are 8,000 boxes in storage that will have to be moved into the storage area by March 10th. Additional areas will then have to be completed for the disaster recovery site. Committee members thanked the Valley Hi transition team, John Hadley, Cathy Link, John Labaj, Tim Wenberg and Valley Hi staff for the smooth move into the new facility. Ms. Zierer noted that the only complaint that she received was that the tv's in the resident rooms are placed too high for comfortable viewing. Chairman Hill reminded committee members of the welcome housewarming at Valley Hi on Sunday. She informed committee members that any homemade bread should not include nuts.

Update – Board Room Sound System: A preliminary discussion was held regarding the need for a new sound system in the County Board room. An additional discussion to follow at a later date.

Update – Ethics Training and Roberts Rules: An evening meeting is being planned, by the State's Attorney, for ethics training and to provide an overview of the Roberts Rules. This will be scheduled after the Strategic planning session.

Update – Administration Building Defibrillators: Mr. Labaj informed committee members that training sessions are being scheduled for CPR and Defibrillator training. The defibrillators need to have a doctor's order to receive these items. A policy will need to be created regarding the usage of the defibrillators as well as looking at obtaining additional defibrillators for the other buildings.

EXECUTIVE SESSION

None

REPORTS TO COMMITTEE

Administrator: A legislative agenda is being discussed at next weeks CALF meeting that is scheduled prior to next week's County Board meeting.

Mr. Austin noted that the possible financing for the communications equipment for the Sheriff will need to be discussed with the Finance Committee. He noted that the County Board has to decide whether they want to endorse the Sheriff in this effort. This issue needs to be reviewed prior to the 2nd Board meeting in February.

Art Work Sub-Committee: A meeting of the Art Work sub-committee will be scheduled in the near future. With the storage of the election equipment in the employee cafeteria it creates an issue with the artwork mural project. The employee art show has been announced. Chairman Hill reminded committee members that funding for the Art Work Sub Committee comes from the vending machines. She noted that they are trying to improve the choices of the items in the machines to increase these vending dollars.

Cable Commission: Mr. Sullivan noted that there are cable enablement agreements or ordinances that cover the cable companies in the County. AT & T has requested a permit for project lightspeed. The FCC has issued a ruling in favor of granting agreements with cable companies for telecommunications. There will be changes with less control of who provides tv service. AT & T is pushing for specific areas. Mr. Sullivan noted that with everything proposed to date, we would still collect the franchise fees.

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Convention & Visitors' Bureau: Agritourism is being discussed by the Bureau. They are pressing the Agritourism task force to complete a resolution within the next month and get organized.

EDC: The annual dinner is being discussed. Nothing additional to report.

Council of Governments: McCog is taking a stand on the water authority with updates to follow.

Committee members joined the Finance Committee members at 9:01a.m. to commence with their joint meeting.

ADJOURNMENT

The meeting adjourned at 9:55 a.m. on a motion by Ms. Zierer, seconded by Ms. Chmiel, after the joint Management Services and Finance and Audit Committee meeting, with all members present voting aye.

RECOMMENDED FOR COMMITTEE/BOARD ACTION:

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