

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

MINUTES OF MONDAY, APRIL 24, 2007

Chairman Hill called the Management Services Committee meeting to order at 8:37 a.m. The following members present: Chairman Tina Hill; Yvonne Barnes; Pete Merkel; and Mary Lou Zierer. Marie Chmiel arrived at 8:20a.m. Mary Donner arrived at 8:35a.m. Barbara Wheeler was absent. Also in attendance: Peter Austin, County Administrator; John Labaj, Deputy County Administrator; John Hadley, Facilities Management; Cathy Link, Purchasing; Dave Stone, State's Attorney; Dan Ryan, County Board Member; interested public and the press.

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

MINUTE APPROVAL

Ms. Barnes made a motion, seconded by Ms. Zierer, to approve the minutes of the Tuesday, April 9, 2007 Management Services Committee meeting. The minutes were approved as presented with all members present voting aye on a voice vote.

PUBLIC PARTICIPATION

None

PRESENTATION

None

NEW BUSINESS

*Discussion – Administration Offices Security:* Mr. Labaj joined committee members regarding a situation in the Administrative Offices of the Administration Building. He noted that since the opening of the facility the County Board/Administration offices have remained unlocked during non working hours. He stated these offices need to be secured. The current system being used by the building is a swipe system. The current system is at its capacity and therefore it would require a massive upgrade to the software in order to install card readers on the doors to the County Board/Administration offices. In order to purchase this upgrade it would cost approximately \$8,000. Because of the costs it has been determined that keys would be distributed to the County Board Members so they could obtain access to the office during weekend and evening hours.

*Discussion – Auto Accident Claims:* Mr. Labaj joined committee members to discuss the increase in auto accident claims in the County. He stated that the County has been fortunate because of the low accident claims in the past, especially with the size of the County. The County has seen an increase in claims for the past two years. There have been 33 claims so far this year necessitating a need to increase the budget projections for 2008. Mr. Labaj noted that the third party administrator in the past only handled claims that are not our fault. Because of the increase of claims, the third party administrator would now handle all claims from our personnel. He noted this was decided because they are more experienced in handling these claims.

Ms. Chmiel arrived at 8:20a.m.

OLD BUSINESS

*Review and consideration of the AED Policy:* Committee members reviewed the AED Policy as presented. Mr. Labaj noted that the policy has been reviewed by the State's Attorney who recommended one change. He stated that they recommended by employees be covered from liability under the AED policy, instead of the Good Samaritan Act as previously discussed. Committee members requested that two face shields and gloves be included in all AED Units instead of one set. Ms. Chmiel made a motion, seconded by Mr. Merkel to recommend approval of the AED Policy as amended and forwarded to the County Board for approval. The motion carried, with all members present voting aye. Mr. Labaj stated that three (3) CPR training sessions have taken place in the Administration building as well as at the Transportation Facility and Mental Health. AED Units have been placed in all facilities except for Environmental Health. Mr. Labaj informed committee members that a CPR session could be scheduled for the County Board members if they should desire.

Ms. Donner arrived at 8:35a.m.

*Resolution authorizing the adoption of the amendments to the County Board Rules:* Chairman Hill requested a final review of the amendments to the County Board rules prior to approval by the County Board. Chairman Hill questioned

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whether County Board members should be allowed an allowance of up to \$1,000 to use to for attendance to meetings and travel expenses. Committee members questioned what would happen if they should happen to exceed the \$1,000. It was stated that a line should be included that covers additional expenses. The Public Participation portion of the rules were discussed extensively by the committee. It was suggested that in the "a" section, when one minute is left a green warning light would go on, when time is up, the red light will shine and the person will be asked to wrap up their comments. It was suggested that when Ken announces the rules to the public regarding public participation, he should announce that if they will be speaking on a zoning issue, their comments should be addressed to the Zoning Board during the Zoning Board hearing. After the hearing is complete, the public is welcomed to address the board "For" or "Against" the petition. New information not introduced at the Zoning Hearing should not be introduced during Public Participation. Committee members noted this rule should be included on the sign in sheet for Public Participation. It was also noted that night meetings should be considered by the Zoning Board. Chairman Hill noted this is not a discussion for Management Services but will forward this request to the Planning & Development Department for consideration. It was also suggested that the ZBA process should be included in all letters sent to neighbors regarding a zoning issue taking place in their neighborhood they should be aware of how to address their concerns to the ZBA. They noted this is especially true when members of the public are unable to attend day meetings of the ZBA. They also asked if a person is addressing the ZBA, are able to ask questions to a speaker. It was noted this is also a question for the Planning & Development Department and would be forwarded to the appropriate personnel for consideration. Chairman Hill suggested approval of the Remote Attendance policy. The policy would read, "Where there is a majority of the members otherwise present at a meeting of the Board or committee, a member may be present by a conferencing telephone call if the member is prevented from physically attending because of: (i) personal illness or disability; (ii) employment purposes or business of the Board; or (iii) a family or other emergency. In such event, the member shall, unless impractical, give advanced notice to the recording secretary or clerk of the Board of the member's inability to be physically present." Committee members agreed to include this section in the rules. Chairman Hill informed committee members that the rules need to be displayed for 14 days prior to approval and therefore would be approved at the second County Board meeting in May. Ms. Chmiel made a motion, seconded by Ms. Barnes to recommend approval of the County Board rules as amended. The motion carried with all members present voting aye on a voice vote.

Chairman Hill stated that the Travel Policy will be reviewed at the next committee meeting.

EXECUTIVE SESSION

Ms. Barnes made a motion, seconded by Ms. Chmiel to enter into executive session to discuss pending litigation at 9:10a.m. The motion carried with all members present voting aye on a roll call vote (Barnes, Chmiel, Donner, Merkel, Zierer, Hill)

Ms. Barnes made a motion, seconded by Ms. Donner to return to regular session at 9:29a.m. The motion carried with all members present voting aye on a roll call vote.

REPORTS TO COMMITTEE

- Administrator: None
- Art Work Sub-Committee: None
- Cable Commission: None
- Council of Governments: None

ADJOURNMENT

The meeting adjourned at 9:30 a.m. on a motion by Ms. Donner, seconded by Ms. Chmiel with all members present voting aye.

**RECOMMENDED FOR COMMITTEE/BOARD ACTION:**

- Recommend approval of AED Policy
- Recommend approval of Resolution authorizing adoption of amendments to the McHenry County Board Rules

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