

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

MINUTES OF TUESDAY, JUNE 26, 2007

Chairman Hill called the Management Services Committee meeting to order at 8:10 a.m. The following members present: Chairman Tina Hill; Marie Chmiel; Mary Donner; Yvonne Barnes and Mary Lou Zierer. Peter Merkel arrived at 8:13a.m. Barbara Wheeler was absent. Also in attendance: Peter Austin, County Administrator; Cathy Link, Purchasing; Tom Sullivan and Paul Lerner, IT; John Hadley, Facilities Management; Ralph Sarbaugh, Associate County Administrator-Finance; Representatives from Market Financial and Claims One; interested public and the press.

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

MINUTE APPROVAL

Ms. Chmiel made a motion, seconded by Ms. Donner to approve the minutes of the Friday, June 12, 2007 Management Services meeting. The minutes were approved with all members present voting aye on a voice vote.

PUBLIC PARTICIPATION: None.

PRESENTATION

Review of the County's Current General Liability Insurance Program: Mr. Labaj introduced representatives from Market Financial, Claims One and IPMG (Insurance Program Managers Group) to committee members. The purpose of the presentation was to summarize current coverages and costs, advise what they are currently working on and to comment on what is anticipated in regard to upcoming renewal of December 1, 2007. Mr. Goals commended McHenry County stating that we have the best Workers Compensation history of any group involved. The group commended Mr. Labaj and Ms. Beyer for the benchmark standards they developed and stated they are an asset to the County. The representatives noted that McHenry County is a model County with the programs that have been put into place. The group stated they are working on a proposal for excess limits on Liability and Nursing Home Liability. As part of the renewal process, they will be evaluating current markets/services, evaluating the market for what is available and who they should be approaching, obtaining application forms for the County to complete, reviewing coverages, costing approaches and possible enhancements and/or improvements to the current insurance program. They will be working within an agreed upon timeline established by the Risk Management Department, working with the County on Risk transfer procedures. They will be reviewing loss control services, highlighting accomplishments and needs as well as advising the County's Risk Management of their findings with ongoing dialogue. It is anticipated that there may be enhanced services, the entire marketplace will be reviewed and evaluated, they will continue quality markets offering fine coverages with overall increase in premiums of approximately 5% for coverages and exposures comparable to the current program and some market will seek/offer higher self insured retentions. The group thanked Mr. Labaj for a job well done.

NEW BUSINESS

County Auction (7/21/07) – Report Update: Committee members were informed that the County will be having an auction on July 21, 2007 at the old Valley Hi facility. Ms. Link stated they are putting a list together of the items that will be available. The gates will open at 8:00a.m. with the auction scheduled to begin at 10:00a.m. This is strictly a McHenry County Auction. The McHenry County Council of Governments (McCog) is planning a County auction on September 22nd. Anything that is not sold at the McHenry County auction would be placed in the County-wide auction. A list of the items will be given to the auctioneer who will use a portion of the list for advertising/promotion purposes. Information has also been placed on the Internet and Intranet websites.

Discussion – McHenry County Policy Governing the Purchase and Sale of Real Estate Land and Buildings: Committee members reviewed a draft policy governing the purchase and sale of real estate land and buildings. Chairman Hill noted that this has been placed on the agenda at the request of Mr. Munaretto. This item will be discussed during the Finance Committee as well. The State's Attorney has had a preliminary review of the document as well. One comment by Mr. Stone stated the rules talk about the decision making process. He stated that the sales price aspect could be determined by set rules. There needs to be a process to reach an agreed upon price with pricing mechanisms put in place. Committee members questioned whether leasing should be a part of this policy as well. It was suggested that a joint meeting with Finance or Committee of the Whole to discuss the proposed policy with the whole county board. Committee members questioned the role of the PBC (Public Building Commission). They were informed that the PBC was used in the past as a financing tool of the County. The County cannot condemn land and the PBC has the authority to do so. In the past they received lease payments for past levy payments. The PBC lease payments ended three years ago, with the final payments being made for the upgrades done at the Government Center in 1993. Committee members noted that the issues in the policy should be decided by a 2/3 majority vote of the County Board. Chairman Hill noted that Management Services should be involved with the process as well as they are charged with the responsibilities of the County Buildings.

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Committee members stated they do not want to have a power play between the Committees and the decisions surrounding the policy should be made by both committees in a joint meeting. Once a policy is agreed upon it was suggested that a COW be scheduled so all of the County Board members can have input in the process. It was suggested that the States Attorney review the policy first for guidance and suggested language with a couple versions available for consideration. Committee members also requested that the policy be consistent with other County Board policies.

OLD BUSINESS

County Board Rules: Chairman Hill informed committee members that suggested language for the Public Participation portion of the County Board rules will be forwarded to the committee on the 10th. This would then be forwarded to the County Board on the 17th for consideration. Chairman Hill reminded committee members of the States Attorney opinion that states that the County Board can only consider testimony that is forwarded from the ZBA on zoning petitions, but, County Board members can do their own research on an issue.

Board Room Sound Equipment: Committee members were informed they may need to go out for a re-bid for this equipment as they want to make sure the equipment has web casting capabilities. This will be brought back to committee for consideration.

County Seal: Committee members were questioned whether they thought McHenry County should have a County Seal of its own. It was noted that the current seal is the seal for the State of Illinois, with the name of the county placed on the seal. It was suggested that a new seal be considered to help with the promotion of the County. Mr. Austin noted that some feel this may be too costly to consider. Committee members stated they felt this was a good idea and suggested a contest be run, for all county residents with additional information being forwarded to MCC (McHenry County College) and the area High Schools notifying them of the contest. Since the sub-committee has an art curator they could oversee the contest with final approval for the seal coming to this committee for final review and approval.

Animal Control Facility – Update: Committee members were informed that the bids are due to go out for the Animal Control Facility on July 9th. Committee members questioned whether the landscaping issues at the new facility will be addressed as complaints have been received regarding the weeds growing at the facility. Committee members were informed that the landscapers have been scheduled to clean and mow the site today.

Jail Utility Metering – Update: Committee members were reminded that the INS currently pays a set fee for the utility costs for each detainee. Mr. Hadley reminded committee members they were researching how much it would cost to re-meter the jail. It will cost approximately \$70,000 to place separate metering inside this portion of the jail, with a yearly maintenance cost of \$2,600. The new meters for the jail have been budgeted for \$70,000 in FY 07/08 budget for installation. There will be \$2,600 annual maintenance costs to monitor the meters and perform routine maintenance on the new jail meters. This proposal was submitted by Siemens. Facilities Management department is also working with Siemens to place other County buildings electric, gas and water meters on a utility billing management program, to better monitor utility usage costs of the County utilities. This will be budgeted in the 07/08 budget also. A new meter would allow the jail to charge INS for the true cost incurred by the prisoners.

Performance Contracting: Mr. Hadley reported that the boilers have been torn out with the new boilers to arrive on the 28th. A crane will arrive for the installation of the boilers on July 2nd. The Performance Contracting is scheduled to be completed by September with all the equipment scheduled to be back on line by October.

Campus Plan: KSA have been here a couple of time to take tours, review blue prints, etc. Work space has been provided for them in the Purchasing Department so they are able to review these plans.

REPORTS TO COMMITTEE

Chairman Hill reported that the Cable Bill has been forwarded to the Governor for his signature. She noted that a few issues in the bill have to be tweaked, but is expected to be signed. Legal contracts will be written for those involved.

EXECUTIVE SESSION

Ms. Donner made a motion, seconded by Ms. Barnes to enter into executive session at 9:25a.m. to discuss personnel. The motion carried with all members present voting aye on a roll call vote. (Barnes, Chmiel, Donner, Merkel, Zierer, Hill)

The Committee members reentered regular session at 9:43a.m. on a motion by Ms. Chmiel, seconded by Ms. Barnes. The motion carried with all members present voting aye on a roll call vote (Barnes, Chmiel, Donner, Merkel, Zierer, Hill)

ADJOURNMENT

The meeting adjourned at 9:43 a.m. on a motion by Ms. Donner, seconded by Ms. Barnes with all members present voting aye.

RECOMMENDED FOR COMMITTEE/BOARD ACTION:

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