

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

MINUTES OF TUESDAY, OCTOBER 9, 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; Yvonne Barnes; Mary Lou Zierer; Pete Merkel and Mary Donner. Barbara Wheeler arrived at 8:12a.m. Also in attendance: Paul Lerner, IT; John Hadley, Facilities Management; John Labaj, Deputy County Administrator; Cathy Link, Purchasing; public and the press.

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

MINUTE APPROVAL

Committee members reviewed the minutes of September 25, 2007. Ms. Donner made a motion, seconded by Ms. Barnes to approve the minutes of the Tuesday, September 25, 2007 Management Services Committee meeting as presented. The minutes were approved with all members present voting aye on a voice vote.

PUBLIC COMMENT: None.

PRESENTATION: None

Ms. Wheeler arrived at 8:12a.m.

NEW BUSINESS

ETSB/EMA – Courtroom 103 Construction Update: Mr. Hadley joined committee members to provide an updates on the Government Center Construction projects for EMA (Emergency Management Agency and Courtroom 103. Storage space in ETSB/EMA is being converted into a conference room. Costs for this conversion will be split with the E911 board. The cost for the conversion will be \$60,000 to \$80,000.

Committee members were informed that a holding cell will be created for courtroom 103. Courtroom 104 is being converted into the holding cell. Chairman Hill suggested that she schedule a tour of the government center to allow committee members to see the changes made to the facility.

Resolution authorizing a contract for the installation of a new sound system in the County Board Room: Committee members reviewed a Resolution authorizing a contract for the installation of a new sound system in the County Board room. Mr. Labaj noted that this equipment is for just the sound system, but, the system has the ability to be upgraded for web casting in the future. Committee members were informed that Cook County will start web casting in the very near future and they are using the same vendor as we have contracted with for the new sound system. Ms. Link informed committee members that the Purchasing Department should be listed to receive a certified copy of the Resolution. Ms. Barnes made a motion, seconded by Ms. Wheeler to recommend approval of the above Resolution as amended. The motion carried with all members present voting aye on a voice vote.

Resolution setting the 2008 Meeting Dates for the McHenry County Board: Committee members reviewed a Resolution setting the 2008 meeting dates for the McHenry County Board. Ms. Wheeler made a motion, seconded by Ms. Barnes to recommend approval of the above Resolution as presented. The motion carried with all members present voting aye on a voice vote.

Resolution setting the Holiday Schedule for 2008: Committee members reviewed a Resolution setting the Holiday Schedule for 2008. Some committee members noted concern that the County has too many days off. They stated that in the private sector employees only get 6 -7 paid holidays per year and the Government Center should remain open to allow constituents access to services during the off days. Comp days could be offered to employees who would be working during these holidays. Others noted that we cannot mandate when an elected official's offices should remain open. Chairman Hill stated that these suggestions need to be brought before the Human Resources Committee for consideration. It was suggested that this issue be brought before the Department Head meeting for discussion. Costs associated with alternate work times would need to be discussed as well. Ms. Chmiel made a motion, seconded by Mr. Merkel to recommend approval of the above Resolution as presented. The motion carried with all members present voting aye on a voice vote.

Ordinance authorizing an extension to the Cable Television Franchise Agreement with Comcast of Northern Illinois, Inc. and Comcast of Illinois/Texas, Inc.: Committee members reviewed an ordinance authorizing an extension to the Cable Television Franchise Agreement with Comcast of Northern Illinois, Inc. and Comcast of Illinois/Texas, Inc. Comcast and the County wish to extend the term of the Agreement and First Amendment to March 15, 2008. Ms. Donner made a motion, seconded by Mr. Merkel to recommend approval of the Ordinance as discussed. The motion carried with all members present voting aye on a roll call vote (Barnes, Chmiel, Donner, Merkel, Wheeler, Zierer, Hill)

Old Valley Hi Update: Mr. Labaj informed committee members that mold had been discovered in a portion of the old Valley Hi facility. Upon this discovery, an inspection firm was sent in to review the problem. Mr. Labaj noted that the positive issue is that

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there was no mold located in the occupied section of the facility. The mold has been found in the 1958 and 1972 areas of the facility. In order to alleviate this issue the facility would need to be waterproofed. Committee members were asked to think about what they would like to see done with the old facility. A portion of the facility is currently being used as an Archive facility and also will be used as a facility for the business continuity plan. A tower would be needed at the site and questions have come up as to whether the soils would hold a tower. To waterproof the area and put down drain tiles it would cost about \$150,000 - \$170,000. To tear down the 1958 and 1972 sections of the facility would cost approximately \$450,000 - \$500,000 for demolition. To completely demolish the whole facility would cost \$200,000 - \$250,000. Mr. Labaj noted that this is for information purposes only and this information would be given to KSA, who is completing the campus plan for the County. Committee members were reminded that the longer the County waits to make a decision regarding this issue, the higher the cost to remediate the problems. Committee members noted that it may be cheaper to build a new facility for archives than to try to fix the aging building. Dehumidifiers have been placed in the area to help dry out the facility.

OLD BUSINESS

County Seal: None

Strategic Plan: Mr. Labaj reported that the Strategic Plan boards have been placed in the hallway near the Chairman's Office. A Strategic Plan update meeting is being planned for the last Thursday in January. Committee members suggested Mr. Labaj inform all County Board Members of this meeting time/date so they can place this on their calendars.

Performance Contract Update: Mr. Hadley reminded committee members that the Performance Plan open house has been scheduled at 6:00p.m. on October 16th for those interested in seeing what has been done in the facility. The gas usage for July and August this year is 80% less than what was used last year. The goal of the Performance Contract was to save over \$400,000 over a couple of years and with an 80% usage difference this goal is very reachable.

Campus Plan Update: KSA is still holding interviews with some of the departments. Their findings will be based upon these interviews.

REPORTS TO THE COMMITTEE

Administrator: None

Chairman Hill reminded committee members that a State's Attorney opinion was received that recommended the contaminated record books found in the Valley Hi barn should be salvaged. The good news is that the books will be picked up and cataloged for a determination of what items it will be necessary to keep and what could be disposed of. The fee for this cataloging is \$3,800. There will be additional costs to decontaminate those items that will be necessary to keep. The items will be taken off site for review by the vendor.

Art Work Sub-Committee: Chairman Hill questioned committee members on their thoughts regarding the Art Work Sub-Committee and what they see as the future for this committee. Committee members stated that the Department Heads should be questioned regarding their wants for the buildings. Committee members were reminded that any artwork purchased would be for the common areas of the buildings only. Committee members noted concern that the committee is asking for additional funding for a program that may or may not move forward.

Cable Commission: None

Council of Governments: Committee members were informed that the McCog Legislative Breakfast will be held on October 26th at Resurrection Center at 8:00a.m.

FUTURE TOPICS: Ms. Zierer questioned if the committee would be reviewing the travel expense policy for the County. Chairman Hill noted that this is being worked on by the Auditor and would be reviewed by the Human Resource and Finance Committees and the only reason the policy had been discussed during this committee meeting was because the policy was mentioned in the County Board Rules.

EXECUTIVE SESSION: None

ADJOURNMENT

The meeting adjourned at 9:23 a.m. on a motion by Ms. Chmiel, seconded by Ms. Donner with all members present voting aye.

RECOMMENDED FOR COMMITTEE/BOARD ACTION:

Resolution authorizing a contract for the installation of a new sound system in the County Board Room

Resolution setting the 2008 Meeting Dates for the McHenry County Board

Resolution setting the Holiday Schedule for 2008

Ordinance authorizing an extension to the Cable Television Franchise Agreement with Comcast of Northern Illinois Inc., and Comcast of Illinois/Texas Inc.

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