

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

MINUTES OF TUESDAY, OCTOBER 23, 2007

Chairman Hill called the Management Services Committee meeting to order at 8:12 a.m. The following members present: Chairman Tina Hill; Marie Chmiel; Yvonne Barnes; Barbara Wheeler; Mary Lou Zierer; Pete Merkel and Mary Donner. Also in attendance: Peter Austin, County Administrator; Pat McNulty, Health Department; Tom Sullivan, IT; John Hadley, Facilities Management; John Labaj, Deputy County Administrator; Cathy Link, Purchasing; Dave Stone, State's Attorney; 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 October 9, 2007. Ms. Donner made a motion, seconded by Ms. Chmiel to approve the minutes of the Tuesday, October 9, 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

NEW BUSINESS

Resolutions authorizing Workers' Compensation Claim Settlements: Committee members reviewed four Resolutions authorizing Workers' Compensation Claim Settlements for claim #07-3210-06, #06,3210-04, #06-3210-11D and #07-8200-01. Mr. Labaj reported these are the end of the year settlements for workers compensation. Mr. Labaj provided committee members with information regarding each of the claims. After review, Ms. Barnes made a motion, seconded by Ms. Wheeler to recommend approval of the four Workers' Compensation Claim Settlements as presented. The motion carried with all members present voting aye on a roll call vote (Barnes, Chmiel, Donner, Merkel, Wheeler, Zierer, Hill)

Resolution authorizing a Microsoft Enterprise Agreement: Committee members reviewed a Resolution authorizing a Microsoft Enterprise Agreement. Mr. Sullivan informed committee members that for the past several years the County has signed a "select" agreement with Microsoft. This year there was a decision to move to a Microsoft Exchange agreement. This allows for the integration among the Microsoft products. Mr. Sullivan stated that this product is a little more expensive but we get access to different software for the desktops. Training will take place in house for the new products. 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 roll call vote (Barnes, Chmiel, Donner, Merkel, Wheeler, Zierer, Hill)

2008 MS Committee meeting schedule: Committee members reviewed the committee meeting schedule for 2008. Committee members agreed to continue meeting on the second and fourth Tuesday of the month starting at 8:10a.m.

OLD BUSINESS

Discussion – Smoking Policy (Draft): Committee members reviewed the suggested draft Smoking Policy as reviewed by the Safety and Security Committee. This policy will require voluntary compliance. The policy will be in affect for all McHenry County Government owned or leased buildings and all vehicles owned or leased by the County. It is the intention of the County to eventually become a smoke free campus to further restrict the negative health effects of secondhand smoke in areas surrounding County owned and or leased buildings. Smoking will not be allowed within 15' of any entrance to any County facility or vehicle. Formal complaints can be filed with the Department of Health, a State-certified local public health department, or a local law enforcement agency. Mr. Labaj reminded committee members that all public buildings will be affected by the Smoke Free Illinois Act. Committee members were informed that there will be a small cost to implement these changes for signage and additional waste receptacles for areas where smoking will be allowed. Mr. Labaj requested permission from the committee to go ahead and purchase the needed supplies for the implementation of the policy. Committee members agreed it is necessary to purchase these items. Committee members were informed that the policy will be brought back to committee for final approval.

Resolution authorizing approval of the County of McHenry's Property and Casualty Insurance Program for FY07/08: Committee members reviewed a Resolution authorizing approval of the County of McHenry's Property and Casualty Insurance Program for FY07/08. Ms. Chmiel made a motion, seconded by Ms. Barnes to recommend approval of the above Resolution as presented. Mr. Labaj noted that for the next year there will only be an .8% increase in cost for the County's property and casualty insurance program. The County is in the second year of a frozen rate for the General Liability coverage. The modest increase seen is because of the increase of employees and county vehicles. Mr. Labaj stated the committee should consider additional coverage for sexual harassment and abuse, as these are now two different issues, and gap coverage for damage caused while off of County Property. Mr. Labaj noted that these are preliminary costs and there may be some minor changes to the final insurance costs. Committee members agreed Mr. Labaj should go ahead and obtain the additional coverages. The motion carried with all members present voting aye on a roll call vote (Barnes, Chmiel, Donner, Merkel, Wheeler, Zierer, Hill)

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County Seal: Mr. Austin reported that the seal will be revisited after the seal is re-worked with the inclusion of business technology on the seal.

Strategic Plan: The County Board meeting for discussion of the Strategic Plan has been scheduled for January 31, 2008. Mr. Austin noted he would like to schedule a Committee of the Whole (COW) in December to discuss final discussion points for the Strategic Plan.

Campus Plan Update: Mr. Austin informed committee members that the Campus Plan, from KSA is moving along. A meeting was held yesterday, with KSA and Administration Staff to go over the County Board and Campus needs of the plan. KSA has met with 2/3 of the departments. One of the concerns noted from some are the offsite locations for Mental Health, Workforce Network and various other departments. It seems that KSA is looking to move these departments back to the Woodstock Campus and service wise, these departments are needed outside of the Woodstock area. Additional updates to be provided at a later date.

REPORTS TO THE COMMITTEE

Administrator: Mr. Austin noted that there was a good COW (Committee of the Whole) meeting held this week concerning the changes occurring at Valley Hi with the implementation of the new management firm, Revere Healthcare. After the COW, an additional meeting was held at Valley Hi with Division Heads, Management and Revere Healthcare.

Art Work Sub-Committee: Chairman Hill informed committee members that the Artwork Sub-Committee took another route after the feedback received regarding the Sub Committee indicated there would not be any additional funds for the committee. Direction was given to obtain additional artwork for placement in the Administration Building and Government Center. Chairman Hill informed committee members that she had a discussion with Algonquin regarding their public arts commission, which is an all volunteer commission, with the artwork obtained on loan for a year. She stated she needs to speak to the Human Resources Department to see if they would like to be responsible for the yearly employee art show.

Cable Commission: None

Council of Governments: Committee members were reminded that the McCog Legislative Breakfast will be held on Friday, October 26th at Compass Ridge (Resurrection Center) at 8:00a.m. The regular McCog meeting will be held Wednesday in Johnburg for those interested.

FUTURE TOPICS

None

EXECUTIVE SESSION

Ms. Barnes made a motion, seconded by Ms. Chmiel to enter into executive session to discuss pending litigation at 9:18a.m. The motion carried with all members present voting aye on a roll call vote (Barnes, Chmiel, Donner, Merkel, Wheeler, Zierer, Hill) The following were present: Peter Austin, Dave Stone and John Labaj.

Ms. Barnes made a motion, seconded by Ms. Donner to return to regular session at 9:28a.m. The motion carried with all members present voting aye on a roll call vote (Barnes, Chmiel, Donner, Merkel, Wheeler, Zierer, Hill)

Chairman Hill noted there was no action taken during executive session.

ADJOURNMENT

The meeting adjourned at 9:29 a.m. on a motion by Ms. Donner, seconded by Ms. Chmiel with all members present voting aye.

RECOMMENDED FOR COMMITTEE/BOARD ACTION:

Resolution authorizing Workers' Compensation Claim Settlements for Claim #07-3210-06, #06-3210-04, #06-3210-11D and #07-8200-01

Resolution authorizing a Microsoft Enterprise Agreement

Resolution authorizing approval of the County of McHenry's Property and Casualty Insurance program for FY07/08

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