

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

MINUTES OF TUESDAY, DECEMBER 9, 2008

Chairman Hill called the Management Services Committee meeting to order at 8:30 a.m. The following members present: Chairman Tina Hill; Mary L. Donner; Yvonne Barnes; Ersel Schuster and Scott Breeden. Pete Merkel arrived at 8:31a.m. Barbara Wheeler arrived at 8:33a.m. Also in attendance: Peter Austin, County Administrator; Adam Lehmann, Administrator Intern; John Labaj, Deputy County Administrator; Cathy Link, Purchasing; Tom Sullivan and Paul Lerner, IT; Linda McMahon, Administrative Analyst; John Hadley, Facilities Management; Pam Palmer, Auditor; and press.

Tina Hill, Chairman	
Yvonne Barnes	Scott Breeden
Mary L. Donner	Pete Merkel
Ersel Schuster	Barbara Wheeler

MINUTE APPROVAL

Committee members reviewed the minutes of November 10, 2008. After review, Ms. Donner made a motion, seconded by Ms. Barnes to approve the minutes of the November 10, 2008 Management Services Committee meeting, as presented. Ms. Schuster and Mr. Breeden abstained. The minutes were approved with a majority of member's present voting aye on a voice vote.

Mr. Merkel arrived at 8:31a.m.

PUBLIC COMMENT

None

PRESENTATION

None

Ms. Wheeler arrived at 8:33a.m.

NEW BUSINESS5

Resolution authorizing a maintenance agreement with Citrix XenApp Platinum Edition at a cost of \$24,100: Ms. Schuster made a motion, seconded by Ms. Donner to recommend the County Board approve a Resolution authorizing a maintenance agreement with Citrix XenApp Platinum Edition at a cost of \$24,100. The motion carried with all members present voting aye on a roll call vote (Barnes, Breeden, Donner, Merkel, Schuster, Wheeler, Hill)

Resolution authorizing a support contract with Hyland OnBase at a cost of \$32,526.08: Ms. Barnes made a motion, seconded by Mr. Merkel to recommend the County Board approve a Resolution authorizing a support contract with Hyland OnBase at a cost of \$32,526.08. The motion carried with all members present voting aye on a roll call vote (Barnes, Breeden, Donner, Merkel, Schuster, Wheeler, Hill)

Resolution authorizing a multi function peripheral service and supply maintenance renewal agreement with Stan's Office Technologies at an annual cost of \$316,500: Ms. Donner made a motion, seconded by Ms. Barnes to recommend the County Board approve a Resolution authorizing a multi function peripheral service and supply maintenance renewal agreement with Stan's Office Technologies at an annual cost of \$316,500. The motion carried with all members present voting aye on a roll call vote (Barnes, Breeden, Donner, Merkel, Schuster, Wheeler, Hill)

Resolution authorizing an annual hardware and software maintenance agreement with AVAYA Communication at an annual cost of \$92,900: Mr. Merkel made a motion, seconded by Ms. Donner to recommend the County Board approve a Resolution authorizing an annual hardware and software maintenance agreement with AVAYA Communication at an annual cost of \$92,900. The motion carried with all members present voting aye on a roll call vote (Barnes, Breeden, Donner, Merkel, Schuster, Wheeler, Hill)

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Resolution authorizing a software support contract with VMWare at a cost of \$24,709.00: Ms. Barnes made a motion, seconded by Mr. Merkel to recommend the County Board approve a Resolution authorizing a software support contract with VMWare at a cost of \$24,709.00. The motion carried with all members present voting aye on a roll call vote (Barnes, Breeden, Donner, Merkel, Schuster, Wheeler, Hill)

Resolution authorizing a contract for online legal services to Westlaw at an annual cost of \$33,180: Ms. Donner made a motion, seconded by Ms. Schuster to recommend the County Board approve a Resolution authorizing a contract for online legal services to Westlaw at an annual cost of \$33,180. The motion carried with all members present voting aye on a roll call vote (Barnes, Breeden, Donner, Merkel, Schuster, Wheeler, Hill) Committee members questioned if the County Board members could use this services for research if needed. They were informed that the licenses are issued by the State's Attorney, but, they could create access if needed.

Resolution authorizing a Performance Series maintenance support contract with Cogsdale at a cost of \$51,467.00: Ms. Wheeler made a motion, seconded by Ms. Schuster to recommend the County Board approve a Resolution authorizing a Performance Series maintenance support contract with Cogsdale at a cost of \$51,467.00. Committee members were informed that this is for the finance system for the County. Cogsdale purchased the contract from Tier Technologies. The county needs to have software support for this program. Committee members questioned if it would be feasible to purchase a new finance system. They were informed that a new system would cost \$5 - \$7 million dollars and too costly to purchase at this time. It is hopeful that Cogsdale will push out an overlay for Microsoft. The motion carried with all members present voting aye on a roll call vote (Barnes, Breeden, Donner, Merkel, Schuster, Wheeler, Hill)

Resolution authorizing Workers' Compensation Claim Settlement in the amount of \$4,173.66: Ms. Schuster made a motion, seconded by Ms. Wheeler to recommend the County Board approve a Resolution authorizing Workers' Compensation Claim Settlement in the amount of \$4,173.66. This claim is for a road deputy that was injured while chasing a suspect, twisting his ankle when jumping over a fence. It was noted that if the claim is not approved, the claim would be forwarded to the Worker's Compensation Commission, which could recommend a higher settlement amount and the case would remain open. The motion carried with a majority of members present voting aye on a roll call vote (Barnes, Donner, Merkel, Schuster, Wheeler, Hill) nay (Breeden)

OLD BUSINESS

County Seal Next Steps: Committee members were reminded that direction was given to Mr. Lehmann to provide several different seals for consideration from the group received from the County seal contest. Committee members were informed that the Conservation District hired out for someone to design a "logo" for them. McHenry County is trying to find a seal or logo that would identify itself. If the County creates a new "logo" they could continue to use the seal and use the logo on the new paperwork as they are ordered. Committee members questioned if this was something the whole county board would like to see done. It was suggested that this be discussed during the strategic planning session with time to review the issue. Committee members noted that all of the County Trucks have the "State of Illinois" seal and it is very confusing for those trying to identify who the trucks belong to. Some committee members noted that this is a "nice-ity" and not a necessity and encouraged input from all county board members.

Campus Plan Updates: Mr. Austin noted that the County and Cardinal Bank has come to an agreement on the price for the facility. The contract is being hammered out by the State's Attorney. KS&A will be reviewing the property to see if the property fits the needs of the County. A report should be provided by Thursday of this week. The County would then do an environmental review. We would have 45 days for a final determination. If the County Board elects to move forward with the purchase, a contract would need to be approved by the County Board at the February 3rd meeting.

Mr. Austin reported that the Public Safety Center study needs to be kicked off. Personnel in the Sheriff's Department, EMA and E911 will be interviewed to identify work changes and how the other departments will grow into a new facility. A project update should be available in early 2009.

Bids for demolition of some of the buildings on the recently acquired Klehm property are due today. The County will retain three of the seven buildings on the property. These will probably be used for storage. The

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County Clerk will review the possibility of storage space for her office. Committee members requested a copy of the campus plan be provided to the new County Board members for review.

Discussion of Vehicle Use Policy: Committee members requested that copies of the Vehicle Use policy be provided to all new County Board members for review. Committee members were informed that there are still some updates needed within the Vehicle Use Policy. The Auditor has requested that some of the IRS regulations be incorporated within the policy. She noted that the IRS is now stricter and we need to clean up the "gray" areas of the policy. Ms. Palmer noted that she has reviewed various policies and they show that most have been updated in the past couple of years. There remain questions on how many county vehicles are going home with employees; this is not known at this time. The insurance carrier will be reviewing the policy as well. The emergency departments are exempt from the policy. It was noted that the policy is available on the shared drive for review. It was noted that the elected departments can follow the policy or create a policy of their own. The County would like to see all departments included in the policy as IRS regulations supersedes any elected departments. It was stated that the policy needs some monitoring with questions asked why a vehicle was issued. The policy should not be too lengthy and suggested that there be two columns, one for the policy and one for the procedure. Committee members noted that they want simplicity.

REPORTS TO THE COMMITTEE

Administrator: Mr. Austin noted that the county wide evaluations are being completed with all of the evaluations turned in by Monday of next week.

The Strategic Plan presenters will be reviewing the electronic version, including updates, to the current plan. Everyone The elected officials, department heads and County Board members will be interviewed by the presenters.

Chairman Hill addressed committee members regarding the \$1,000 expense accounts used by County Board members. An outgoing County Board member has requested reimbursement for partial use of his cell phone. She noted that this could be considered as part of his "virtual" office. Committee members noted that these funds are to be used for attendance at public hearings, seminars, workshops, symposiums, conferences or any such meeting in or out of the County, and not for additional expenses. They noted these accounts were set up for professional development only and they should not be used for these additional expenses.

Green Team: None

Cable Commission: None

McCog: None

EXECUTIVE SESSION

None

ADJOURNMENT:

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

RECOMMENDED FOR COMMITTEE/BOARD ACTION:

Resolution authorizing a maintenance agreement with Citrix XenApp Platinum Edition at a cost of \$24,100

Resolution authorizing a support contract with Hyland OnBase at a cost of \$32,526.08

Resolution authorizing a multi function peripheral service and supply maintenance renewal agreement with Stan's Office Technologies at an annual cost of \$316,500

Resolution authorizing an annual hardware and software maintenance agreement with AVAYA Communication at an annual cost of \$92,900

Resolution authorizing a software support contract with VMWare at a cost of \$24,709.00

Resolution authorizing a contract for online legal services to Westlaw at an annual cost of \$33,180

Resolution authorizing a Performance Series maintenance support contract with Cogsdale at a cost of \$51,467.00

Resolution authorizing Workers' Compensation Claim Settlement in the amount of \$4,173.66

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