

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

MINUTES OF TUESDAY, FEBRUARY 22, 2005

Chairman Kate called the Management Services Committee meeting to order at 8:10 a.m. The following members present: Ann Kate, Chairman; Mary Lou Zierer; Rick Klasen; and Pete Merkel. Tina Hill arrived at 8:11a.m. Marc Munaretto arrived at 8:13a.m. Jim Heisler was absent. Also in attendance; Rick Bernotas, County Administrator; John Labaj, Deputy County Administrator; Tom Sullivan, Information Technology; John Hadley, Building Operations; Cathy Link, Acting Purchasing Director; Phyllis Walters, Recorder; Bill Draths, Archives; Comcast Representatives; Don Larson, County Board Member and the press.

	Ann Kate, Chairman	
Tina Hill		Jim Heisler
Rick Klasen		Pete Merkel
Marc Munaretto		Mary Lou Zierer

MINUTE APPROVAL

Mr. Klasen made a motion, seconded by Ms. Zierer, to approve the Management Services Committee minutes of February 8, 2005 as presented. The minutes were approved with a unanimous voice vote.

Ms. Hill arrived at 8:11a.m.

PUBLIC PARTICIPATION

None

Mr. Munaretto arrived at 8:13a.m.

PRESENTATION

Content Management: Mr. Tom Sullivan, Information Technology and Mr. Bill Draths, Archives, provided a presentation with Committee members regarding "Content Management". Content Management is the managing of any type of record. This includes paper, pictures, video, electronic images, email. This information is placed into electronic images for storage. Content Management supports the County Board goals, which includes 24 X 7 X 365 access, advances the current records management resolution, reduces space needs, creates business continuity, increases efficiencies between departments and allows electronic remote access of records for constituents. The process involves department commitment. A Department Liaison and/or Champion would be needed to begin the process. A department interview would begin the process to assess the records type and file structure for each department. Content Management would be implemented in Facilities Management and Information Technology. Mr. Sullivan noted that it would cost approximately \$900,000 to start this process. Committee members questioned whether this system would create any savings from purchasing additional software etc. Mr. Bernotas noted that this will be one of the topics at the March 18th County Board Retreat. It was stated that the Finance Committee is researching the possibility of creating a 501c3 Corporation in order to receive additional grants.

NEW BUSINESS

Discussion of tower analysis: Mr. Sullivan noted that the consultant hired by the Sheriff has not completed his report but costs should be available in the near future.

Resolution authorizing a mid-year pay adjustment to an employee in the County Recorder's Office: Committee members reviewed a Resolution authorizing a mid-year salary adjustment to the annual salary of the employee in position number 015-5-016-99 in the Recorder's Department. Ms. Hill made a motion, seconded by Mr. Klasen to recommend approval of the above Resolution as presented. The motion carried with all members present voting aye on a roll call vote (Hill, Klasen, Merkel, Munaretto, Zierer, Kate)

Resolution authorizing the purchase of a digital wide format printer/scanner system in the County Recorder's office: Committee members reviewed a Resolution authorizing the purchase of a digital wide format printer/scanner system in the County Recorder's Office. The equipment was researched with staff and the purchasing department. Mr. Klasen made a motion, seconded by Ms. Hill to recommend approval of the above Resolution as presented. The motion carried with all members present voting aye on a roll call vote (Hill, Klasen, Merkel, Munaretto, Zierer, Kate)

EXECUTIVE SESSION

None

OLD BUSINESS

Resolution requesting a remedy to pricing practices in areas where cable television operators possess monopolies: Committee members reviewed the Resolution requesting a remedy to pricing practices in areas where cable television operators possess monopolies. This Resolution was sent back to committee for consideration by the County Board. Chairman Kate noted that in

MANAGEMENT SERVICES COMMITTEE

February 22, 2005

Page 2

her opinion this Resolution takes a lot of time but will not accomplish much and we should concentrate on the cable enablement agreement instead. The majority of the committee members agreed. Ms. Hill made a motion, seconded by Mr. Munaretto to table the above Resolution until a later date. The motion carried with four ayes (Hill, Munaretto, Zierer, Kate) and two nays (Merkel, Klasen).

Ms. Kate urged Comcast representatives to continue communications with the Cable Commission and they would be informed of future meetings of the commission. Mr. Maloney requested meeting notices be sent to his attention. Questions previously requested from Comcast representatives are still being reviewed. Communication is continuing between Comcast and Michael Smoran, our special state's attorney assigned to review the cable enablement agreement.

REPORTS TO COMMITTEE

Mr. Sullivan reported that the next Cable Commission meeting was cancelled. No new meeting has been scheduled at this time.

Chairman Kate requested the EDC placed under reports to committee and requested Mr. Munaretto report to the committee members updates regarding the EDC. He noted that the EDC is currently responding to a request from the State to identify possible 500 acres of space for a possible industrial user.

Mr. Labaj presented committee members with a list of possible future agenda items for committee members to consider. Mr. Munaretto noted that the Five Year Capital Plan falls under the Finance & Audit Committee. Ms. Hill noted that she would like to discuss customer service at the county and possible call center. Ms. Kate noted that information could be added to the committee agenda when ready for discussion.

ADJOURNMENT

The meeting adjourned at 9:12a.m. on a motion by Ms. Hill seconded by Mr.Merkel, with all members present voting aye.

RECOMMENDED FOR COMMITTEE/BOARD ACTION:

Recommend approval of Resolution authorizing a mid-year salary adjustment to the annual salary of the employee in position number 015-5-016-99 in the Recorder's Department

Recommend approval of Resolution authorizing the purchase of a digital wide format printer/scanner system in the County Recorder's Office

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