

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

MINUTES OF TUESDAY, MARCH 22, 2005

Chairman Kate called the Management Services Committee meeting to order at 8:10 a.m. The following members present: Ann Kate, Chairman; Jim Heisler; Mary Lou Zierer; Rick Klasen; Tina Hill and Pete Merkel. Marc Munaretto arrived at 9:15a.m. 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; Sheriff Nygren, Undersheriff Lowrey, and Captain Shepherd, Sheriff's Department; Kathie Schultz, County Clerk; Lou Czarny, Court Administration; Bob Ellsworth and Barry Valentine, ESDA; Dave Stone, State's Attorney; Chairman Ken Koehler; and the press.

Ann Kate, Chairman

Tina Hill	Jim Heisler
Rick Klasen	Pete Merkel
Marc Munaretto	Mary Lou Zierer

MINUTE APPROVAL

Mr. Heisler made a motion, seconded by Mr. Klasen, to approve the Management Services Committee minutes of February 22, 2005, and the Joint Human Resources and Management Services Committee minutes of March 1, 2005 as presented. The minutes were approved with a unanimous voice vote.

PUBLIC PARTICIPATION

None

PRESENTATION

None

NEW BUSINESS

*Tower Discussion:* Mr. Sullivan addressed committee members regarding the previous request for use of tower space. He noted that he received a quote of \$3,400 for analysis of the tower space. He noted that the study could pay for itself if space is rented out. He noted this could be taken from the IT budget with the understanding he may have to ask for additional funding in his budget at a later date. Mr. Klasen made a motion, seconded by Ms. Hill to have Mr. Sullivan get an analysis of the current tower space. The motion carried with a unanimous voice vote. Committee members questioned whether an analysis of the proposed Valley Hi tower could be completed at the same time. Mr. Sullivan stated this would not be possible at this time as a site survey would be needed before building a tower at Valley Hi. Mr. Valentine questioned the use of the tower space as he has a 10 year old State's Attorney's opinion that states we cannot rent the tower space for profit. Committee members noted that a 2003 State's Attorney's opinion states that the tower space could be rented out. Mr. Stone questioned whether the county can go into a commercial enterprise and requested permission to get clarification regarding renting of the tower space. It was noted that a conceptual plan needs to be developed for use of Valley Hi as an emergency site and to also begin plans to put together for a plan for an emergency tower and disaster recovery.

*Risk Management Policies and Procedures:* Mr. Labaj presented committee members with a list of Risk Management Policies and procedure review. He noted that the Safety and Security Committee set priority goals and objective they wish to accomplish in 2005. He noted that the plan is to find out what policies are out there, review procedures and update as needed. He noted that some of the policies are different for each building so they are looking for ways to simplify the policies. He stated that enforcement is an issue that will be looked at as well. We need to get department heads and elected officials to agree to sign on to the policies. Committee members noted that these policies should be posted on the web as well. It was also suggested that a tornado drill be done during a night county board meeting when public is present. Committee members noted that it is important for the county board members to know what the policies are and procedures regarding the policies.

*Building Security:* Chairman Kate informed committee members that she invited Sheriff Nygren, Lou Czarny and Chairman Koehler to join committee members in a discussion regarding Building Security and issues surrounding security in the government buildings. Andy Frain Security has been provided for the Administration building for 18 months. The main duties of the Andy Frain personnel are to meet and greet customers and to provide direction to customers entering the building. They keep track of the number of people entering the building as well. 400 to 900 people enter the Administration building on a daily basis. No major incidents have been reported since the Administration Building has opened. Mr. Labaj noted that the departments are generally pleased regarding current security. Andy Frain does security sweeps of the Administration building as well as Annex A and B. 24 hour surveillance cameras monitor the building as well. Any emergencies would be handled by Woodstock Police. Chairman Koehler noted that additional security measures may be needed in light of recent courthouse shootings. Procedures may be heightened by having public sign in upon entrance to the building and noting where they are going in the building. Identification badges for service people and enforcement of personnel wearing their employee badges. Additional panic buttons are needed in departments as well. Sheriff Nygren noted that security is constantly being reviewed. He wanted to remind committee members that Andy Frain does not provide security. He noted that the building should have weapons screening as well as armed personnel. He stated that the US Marshall provided a security inventory audit and had

MANAGEMENT SERVICE COMMITTEE

March 22, 2005

Page 2

some minor recommendations. The problem is that more and more government officials are becoming targets so the county needs to think about additional security. He noted that the current Andy Frain guards provide a false sense of security. Mr. Labaj noted that Andy Frain could provide additional security measures as well as armed guards if needed. It was suggested a sub committee of this committee be implemented to research additional security needs. Mr. Labaj noted that the Safety and Security committee could make this part of their agenda to discussion.

*Customer Service Plan:* Ms. Hill addressed committee members regarding the possibility of creating a 311 customer service plan for McHenry County. She researched counties similar to McHenry County in size to see if any of them has a 311 customer service center. Chattanooga Tennessee currently has a 311 center and they are approximately the same size as McHenry County. Savings could be made by creating the 311 center. Start up costs would be approximately \$300,000. She noted that we should first look at the idea of having a 311 center and if needed then find out where money could be obtained for this service. Committee members questioned how enforcement would be handled outside of business hours. Ms. Hill suggested a presentation to this committee by Motorola, who provides the majority of 311 systems, before a decision is made. Ms. Hill stated she would see about setting this up.

Mr. Munaretto arrived at 9:15a.m.

OLD BUSINESS

*Discussion of Codification of County Ordinances, Rules and Policies:* Committee members entered into a discussion of Codification of County Ordinances, Rules and Policies with the County Clerk. It was noted that as the "keeper of records" for the County codification affects her department. She noted that an outside company had previously provided this service for the county. She noted that they didn't do a good job and took records out of the office, misfiled records and lost some of the records provided to the company. She noted she would not allow these records to be removed from her offices. She noted that in the near future she would be imaging and indexing her files and this may take the place of codification. She noted if the County decides to Codify the records she would need additional personnel in her office in order to get this process completed. This will be brought back to committee for further discussion.

EXECUTIVE SESSION

Mr. Klasen made a motion, seconded by Mr. Merkel to go into executive session to discuss land acquisition. The motion carried with all members present voting aye on a roll call vote (Hill, Heisler, Klasen, Merkel, Munaretto, Zierer, Kate) Also present: Chairman Ken Koehler; Dave Stone, State's Attorney; County Board Members Dan Shea, Perry Moy, Ann Gilman, Marie Chmiel; Rick Bernotas, Ralph Sarbaugh and John Labaj.

Mr. Heisler made a motion, seconded by Mr. Klasen to return to regular session. The motion carried with all members present voting aye on a voice vote.

REPORTS TO COMMITTEE

Chairman Kate informed committee members that the next Cable Commission meeting is tomorrow for those interested in attending.

ADJOURNMENT

The meeting adjourned at 9:32a.m. on a motion by Mr. Klasen seconded by Mr. Heisler, with all members present voting aye.

**RECOMMENDED FOR COMMITTEE/BOARD ACTION:**

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