

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

MINUTES OF TUESDAY, SEPTEMBER 13, 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; Jim Heisler; Pete Merkel; Rick Klasen and Marc Munaretto. Tina Hill arrived at 8:12a.m. Also in attendance: Peter Austin, County Administrator; Ralph Sarbaugh, Associate County Administrator – Finance; John Labaj, Deputy County Administrator; Cathy Link, Purchasing; John Hadley, Building Operations; Tom Sullivan, Information Technology; and the press.

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

MINUTE APPROVAL

Committee members reviewed the Management Services Committee minutes of August 23, 2005 and the Joint Human Resources and Management Services Committee minutes of September 6, 2005. Mr. Klasen made a motion, seconded by Mr. Merkel, to approve the Management Services Committee minutes of August 23, 2005 and the Joint Human Resources Committee minutes of September 6, 2005 as presented. . The minutes were approved with a unanimous voice vote.

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

PUBLIC PARTICIPATION

None

PRESENTATION

None

NEW BUSINESS

*Resolution authorizing the establishment of a centralized file for Freedom of Information request denials, designating the County Administrator as "Head" for FOIA purposes and adopting a standard form of notice of FOIA denial:* Committee members reviewed a Resolution authorizing the establishment of a centralized file for Freedom of Information request denials, designating the County Administrator as "Head" for FOIA purposes and adopting a standard form of notice of FOIA denial. The State's Attorney brought to the Administrator's attention that the County needs a formalized denial file and a centralized file established in the County Clerk's office. It was stated the file could be centralized in any location but since the County Clerk is the keeper of records it seems to be a good place to have this file. Ms. Zierer made a motion, seconded by Mr. Heisler to recommend approval of the above Resolution as presented. The motion carried with all members present voting aye.

*Resolution authorizing Microsoft Select Agreement FY04:* Committee members reviewed a Resolution authorizing Microsoft Select Agreement FY04. Mr. Sullivan stated that the first payment of this agreement would be for October 2004 through September 2005 at which time the payment for 2005 would come due. We piggy back under the State of Illinois agreement. The State has just recently completed their negotiations for this agreement. He stated an emergency appropriation may be needed to pay for the second payment. Mr. Munaretto 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, Munaretto, Heisler, Klasen, Merkel, Zierer, and Kate)

*Resolution authorizing a consolidated three year voice and data services contract with SBC Communications, Inc.:* Committee members reviewed a Resolution authorizing a consolidated three year voice and data services contract with SBC Communications, Inc. Currently the County has separate contracts for these services. This contract will consolidate these services. Mr. Sullivan stated there will be a savings for the internet services. Mr. Munaretto made a motion, seconded by Mr. Heisler to recommend approval of the above Resolution as presented. The motion carried with all members present voting aye on a roll call vote (Hill, Munaretto, Heisler, Klasen, Merkel, Zierer, and Kate)

*I.T. Lap top computers for Board Members:* Mr. Sullivan joined committee members to enter into a discussion regarding the use of lap top computers for County Board Members. Mr. Sullivan stated that the lap tops are currently being used by the United Way to get the offices set up for the Katrina relief center. As soon as this center is set up, these computers will be returned to the County. Mr. Sullivan questioned committee members on how they would like to implement the laptop computer program. He stated that if they will be used with other board members as a share program they would be unable type or interact on the computer. He stated these computers would stay in the office and could not be taken home. Committee members stated that if they are unable to take them home and use these computers it would defeat the purpose of having the laptops. They stated that if shared they wouldn't get used as was intended. They stated that there should be one computer, per board members to eliminate the need for hard copies. It was suggested that two committees be used to test the feasibility of the laptops. It was suggested that the Finance and Management Services Committee members be used for the pilot program. Committee members requested this brought back to committee for approval.

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*I.T. Server Room Renovation Discussion:* Mr. Sullivan joined committee members to discuss the needed renovations to the IT Server room. He stated that because of the additional servers and the air ducts that are turned off during the evening and weekends the server room becomes unbearably hot. An additional cooling system could be placed in the room to help cool the area. While in the ceiling area of the server room it was also discovered that there are some plumbing pipes located above the server room. If there should be a leak in any of these pipes the server room could be lost. Various equipment options were discussed with committee members. Mr. Sullivan stated to address the problems of the server room an additional USP system would be needed; this is included in next year's budget. An additional cooling system should be placed in the front of the room and the plumbing would have to be rerouted. The additional cooling system would cost approximately \$40,000. The plumbing fix would cost approximately \$10,000 and the UPS upgrade is included in next year's budget at a cost of approximately \$60,000. Mr. Sullivan reported that with these upgrades, they should be able to serve the needs of the County for the next 10 years. Committee members suggested an RFP be created for the plumbing issue and the cooling system. The plumbing costs could be handled in house and the cooling system would be brought before the committee with a Resolution for consideration.

*Historic Preservation Website Discussion:* Chairman Kate reported that this was placed on the agenda at the request of Ann Gilman. She has requested that the Historic Preservation Website be available with a direct link through County's website instead of a link that is through the Planning & Development Department. She noted that there is some confusion on how to find the link. Committee members requested Mr. Sullivan create a direct link for the Historic Preservation Society from the County's webpage.

*FY05/06 Budget Process:* Mr. Sarbaugh and Mr. Austin joined committee members for a discussion regarding the supplemental requests that come before this committee. The supplemental requests were ranked by importance by Mr. Sarbaugh, Mr. Austin and the Department Heads. The Department Heads have agreed to the rankings as stated on the supplemental requests form. It was noted that they received a great response from the Department Heads this year on how the supplemental requests would be handled. All of the requests that are ranked #1 will be budgeted for. If a #2 request is needed the department head can come to the committee to plead their case. Additional funding for fuel will be placed in a separate fund and doled out as needed. The supplemental requests will be forwarded to CALF meeting and then Finance Committee for approval.

### EXECUTIVE SESSION

None

### OLD BUSINESS

*Cable Franchise Agreement and I.T. Letter to oppose the Ensign/McCain Broadband Investment and Consumer Choice Act:* Chairman Kate stated that she attended the recent Cable Commission meeting and feels the cable agreement is not going anywhere. Commission members feel they cannot work with Mr. Maloney. A Cary agreement was forwarded to Mr. Maloney for consideration with him for forward the copy back to the commission with suggested changes. Mr. Maloney sent back a whole new agreement without reviewing the Cary agreement. A new agreement will have to be created with a decision to be made at the next commission meeting at the end of the month. Committee members reviewed a letter drafted by Michael Smoron, our cable agreement attorney. This letter addresses The Ensign/McCain Broadband Investment and Consumer Choice Act. This letter is being sent to our US Legislators in opposition to this Act. Among other things the bill would abolish the franchise fees. The cable companies feel they should not have to pay these fees because telephone companies etc. are not imposed these fees. It was stated that telephone companies as well as the other companies are imposed a tax. Committee members stated that we allow the use of our equipment, they should have to pay for that use. Ms. Hill made a motion, seconded by Mr. Merkel to recommend the letter opposing the Ensign/McCain Broadband Investment and Consumer Choice Act be sent to our US Representatives. The motion carried with all members present voting aye.

Chairman Kate left committee at 9:25a.m.

Vice Chairman Hill took over the committee.

### REPORTS TO COMMITTEE

EDC: None

*Art Sub-Committee:* Ms. Hill informed committee members that Ms. Gilman has agreed to be Chairman of the Artwork Committee. She noted that this committee seems to be growing with the inclusion of the art community outside the County Board. The outside members have a lot of enthusiasm regarding the artwork for the Government Buildings. Committee members are questioning how they want to spend the \$26,000. Ms. Hill stated that they suggested a stipend be paid to a person to leverage additional donations for the purchase of artwork. She questioned whether some of this money could be spent for this purpose. This will be brought back for discussion.

### ADJOURNMENT

The meeting adjourned at 9:28 a.m. on a motion by Mr. Klasen seconded by Mr. Heisler, with all members present voting aye.

**RECOMMENDED FOR COMMITTEE/BOARD ACTION:**

Recommend approval of Resolution authorizing the establishment of a centralized file for Freedom of Information request denials, designating the County Administrator as "Head" for FOIA purposes and adopting a standard form of notice of FOIA denial

Recommend approval of a Resolution authorizing Microsoft Select Agreement FY04

Recommend approval of Resolution authorizing a consolidated three year voice and data services contract with SBC Communications, Inc.

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