

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

MINUTES OF TUESDAY, FEBRUARY 28, 2006

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; Marc Munaretto and Richard Klasen. Pete Merkel arrived at 8:15a.m. Jim Heisler and Tina Hill were absent. Also in attendance: John Labaj, Deputy County Administrator; Perry Moy, County Board Member; Cathy Link, Purchasing; John Hadley, Building Operations; Tom Sullivan, Information Technology; Dave Stone, State's Attorney; and interested public.

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

MINUTE APPROVAL

Committee members reviewed the minutes of February 14, 2006. Mr. Klasen made a motion, seconded by Ms. Zierer to recommend approval of the minutes as submitted. The motion carried with all members present voting aye.

PUBLIC PARTICIPATION

None

PRESENTATION

None

NEW BUSINESS

*Resolution authorizing a Workers' Compensation Claim Settlement:* Committee members reviewed a Resolution authorizing a Workers' Compensation Claim Settlement. Mr. Labaj reported that this is a claim from June of 1998. A Corrections Officer slipped on some water that ran out of an inmate's cell. He received treatment and has achieved maximum medical improvement. A settlement was previously offered, at 5% man as whole, which he denied. He was requesting larger settlement. It was determined that additional injury was caused by degenerative changes to the back. He was finally convinced to accept the 5% settlement. Mr. Munaretto made a motion, seconded by Mr. Klasen to recommend approval of the above Resolution as submitted. The motion carried with all members present voting aye on a roll call vote (Klasen, Munaretto, Zierer, Kate)

*Ethics Commission Appointments:* Mr. Labaj reminded committee members that at the time the Ethics Ordinance was amended, terms of the board were staggered. The terms of Mr. Art Osten, Jr., the Fox River Grove Administrator, and Mr. Tim Clifton, City Manager of Woodstock expired. Mr. Labaj stated that these appointments will be taken to the next County Board meeting for reappointment. Mr. Osten and Mr. Clifton have been contacted and have agreed to be reappointed to the commission.

Mr. Merkel arrived at 8:15a.m.

*Northern Illinois County Purchasing Group (Discussion):* Ms. Link joined committee members to inform them that on January 27<sup>th</sup> she hosted a meeting with purchasing officials from DeKalb, Lake and DuPage Counties to formulate a County Purchasing Group. She has also received a commitment from Will, Winnebago and Kane County to join the group. The purpose of the group is to network and share ideas, concerns, and problems that are specific to county government purchasing. This group envisions, in the future, the ability to develop joint purchasing requirements for needs that would be common to all of the agencies. Mr. Hadley stated he is trying to start the same type of program among the collar counties on the facilities side.

*Purchasing Department Counter:* Ms. Link brought a request forward to purchase a counter for the purchasing department. She stated that when the department was originally constructed Mr. Widick chose not to include a counter for his area but she has since seen a need. She noted that a couple of individuals have encroached in areas of the department where they do not belong and having a counter would prevent this. Committee members suggested other access alternatives to Ms. Link which she did not see as feasible. They noted they are not opposed to building a counter, just opposed to the cost of \$4,940. Ms. Link stated they do not have the funds within their budget to pay for this and after discussions with the County Administrator it was determined that this expense would have to be taken from the contingency fund. Committee members requested Ms. Link go out to bid for this counter and also look for other alternatives for the purchasing department counter.

*County Clerk space needs:* Chairman Kate reminded committee members of the space needs of the County Clerk. She stated there is an issue of storage of the new election equipment. She noted that there has been discussion with the County Clerk regarding the short and long term needs for the storage of this equipment. There is some possible short term storage space in the Regional Superintendent of Schools office. Long term storage possibilities include Valley Hi or building a storage area on this site. It was noted that she has some funds that she has procured for election equipment. Ms. Schultz is checking with other counties to find out how they are storing their new equipment. Committee members questioned whether there would be space available in the Judicial Center after the completion of the remodeling in that facility. Some committee members suggested the relocation of the Regional Superintendent of Schools. It was noted that the storage space was not planned as the State mandated equipment needs were not known.

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*Building Operations updates: Earth Week Celebration:* Mr. Hadley joined committee members to provide updates from Building Operations. Mr. Hadley informed committee members that there is an annual EPA sponsored Earth Week Celebration scheduled for April 17-24. The Recycle committee would like to schedule some programs, and do something special for that week in celebration of Earth Week. He noted that they would like to fly the Earth Flag from both of the building flag poles. He informed committee members that the Recycle Committee would be planting a tree that has been donated in celebration of Earth Week. Suggestions include a hybrid car display, give aways that focus on energy issues and entertainment. Mr. Hadley reported that he will come to the next committee meeting to discuss the utility usage of the County. He stated that costs are up, but, usage is down.

*Customer Satisfaction Survey:* Mr. Hadley reported that a "customer satisfaction survey" was sent to the employees of the county regarding Building Operations functions and staff. He stated that this year's survey is different than the one done in the past as it was done through a web link. He noted the cost for this service was \$10 a month. This survey will identify each building and whether the response came from staff or supervisor, elected official or department head. The past survey only received 40 responses back but so far this year they have received 139. The survey rates Housekeeping, Maintenance and Records Management. He noted He will bring back ideas that were received from the survey for discussion at a later date.

*County Auction Excess Items:* Mr. Hadley stated they are checking to see if furniture that has been turned in by a department, can be used by another department, instead of placing these items up for auction. The States Attorney will need to look at the procedure and process to see if this is feasible. Ms. Link stated that the Purchasing Ordinance is very specific on how to dispose of items and she needs to make sure we would not be in violation of the ordinance as well. He noted they are looking at creating an area on the intranet where departments can advertise available furniture. This link could be used to generate a work order for staff to pick up and deliver the piece of furniture to the appropriate department. Ms. Link stated we need to make sure the furniture isn't being used for personal use.

*Performance Contract:* Mr. Hadley reminded committee members of the company, Siemens, who brought forward a request to have a performance contract with the county. They make a capital investment by repairing or upgrading equipment and we pay them a portion of the savings received. Committee members stated a cost benefit analysis would be needed before an informed decision could be made.

### OLD BUSINESS

*County Administrator Evaluation:* Chairman Kate informed committee a member that Mr. Austin is in Springfield today and unable to attend today's meeting. Mr. Austin provided a monthly Administrators report for review. She reminded committee members that the Administrators Evaluation will have to be completed in a couple of months.

*Paperless Packets:* Chairman Kate stated that she felt the paperless packet program is not working. Mr. Sullivan stated this was because we were still providing paper copies for committee members. He noted that someone from the department needs to champion this program in order for it to work. Chairman Kate stated one of the biggest problems she has is that the equipment is very heavy to have to take back and forth between home and the government center. She stated it is also difficult to manipulate between the pages. Committee members stated that the packet seems to include additional information that is not included on the computer. Some committee members stated that it is easier to go to the web page to access the needed information. They also stated concern that it seems to take a long period of time to get the information brought up on the computer. Mr. Sullivan stated he has concerns regarding everyone accessing the web page for information. Mr. Sullivan noted that the original reason for everyone to take computers home was so they could review committee meetings in advance. It was suggested that the computers be placed in the Board Room for use during County Board meetings. Some committee members stated they prefer paper because they like to write notes right on the paperwork, not on the computer. Committee members stated that the computers should brought in to the County Board room for installation to see if the paperless idea will work better for County Board meetings.

Mr. Sullivan reported that the costs for the air conditioner for the server room have come in much higher than expected. He stated he just received the information and has not had time to review the quotes. He stated the quote came in \$25,000 higher than was budgeted. He stated he would come back to committee for further discussion.

*Courthouse Coffee Kiosk:* Ms. Link provided committee members a brief memo regarding the relocation of a coffee kiosk for the Courthouse. Blimpies will be required to vacate the area to allow for remodeling of the courthouse. Bids were sent out to 18 vendors for a down sized food operation consisting of a kiosk unit to be located at the front entrance of the government center. Only one vendor, the current owner of Blimpies responded. The owner of Blimpies has been working with Mr. Hadley to develop the location for the kiosk. They will be serving a down sized menu with prepackaged breakfast and lunch items as well as coffee. A few tables will be provided for use. The kiosk is to provide employees and public with an alternative to the vending machines. The initial term of the contract will be from March 1, 2006 thru November 30, 2006. At that time bids for all food service and vending machines will go out. A sound barrier will be researched to address the concerns of the Circuit Clerk.

*Valley Hi Lease:* Ms. Link provided committee members with a summary sheet regarding the maintenance of the 7 acres of the Valley Hi property. The farmer who previously leased the property came in as low bidder, at \$350, and would be given the contract. The next lowest bidder came in at \$5,356.

REPORTS TO COMMITTEE

*Cable Commission:* Mr. Sullivan stated there has been some small movement by Comcast regarding some changes to the contract. He stated in the long run they think the cable industry will be more regulated.

*EDC:* Mr. Munaretto reminded committee members that the EDC dinner has been scheduled for March 9<sup>th</sup>.

*Art Work Sub-Committee:* Nothing to report

*Convention & Visitors Bureau:* Nothing to report

*Administrator:* See above

EXECUTIVE SESSION

Mr. Klasen made a motion, seconded by Ms. Zierer to enter into executive session, at 9:12 a.m., to discuss land and property acquisition. The motion carried with all members present voting aye on a roll call vote (Klasen, Merkel, Zierer, Munaretto, Kate)  
Also present: Perry Moy, John Labaj, Dave Stone, States Attorney.

Mr. Munaretto made a motion, seconded by Mr. Klasen to return to regular session at 9:27a.m. The motion carried with all members present voting aye on a roll call vote (Klasen, Merkel, Zierer, Munaretto, Kate)

ADJOURNMENT

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

**RECOMMENDED FOR COMMITTEE/BOARD ACTION:**

Recommend approval of a Resolution authorizing a Workers' Compensation Claim Settlement

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