

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

MINUTES OF TUESDAY, MARCH 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; Pete Merkel; Tina Hill; and Richard Klasen. Marc Munaretto and Jim Heisler were absent. Also in attendance: Ken Koehler, Chairman; Ralph Sarbaugh, Associate County Administrator-Finance; John Labaj, Deputy County Administrator; Perry Moy, County Board Member; Cathy Link, Purchasing; John Hadley, Building Operations; 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 March 14, 2006. Ms. Hill made a motion, seconded by Mr. Klasen to recommend approval of the minutes as presented. The motion carried with all members present voting aye.

PUBLIC PARTICIPATION

None

PRESENTATION

None

NEW BUSINESS

Resolution authorizing a departmental name change for Building Operations: Committee members reviewed a Resolution authorizing a departmental name change for Building Operations. The new name of the Department would be Facilities Management. Mr. Klasen made a motion, seconded by Ms. Zierer to recommend approval of the above Resolution as submitted. Committee members noted concern that the year books are fairly new and could create confusion. It was noted that phone calls and public would be directed to the appropriate offices. The motion carried with all members present voting aye on a roll call vote (Hill, Klasen, Merkel, Zierer, Kate)

Discussion of 1992 Government Center architectural model: Mr. Hadley joined committee members to request direction regarding an architectural model that has been found of the 1992 Government Center. It was suggested that he check with the Historical Society to see if they would be interested in obtaining this model and if not to place it in storage.

Discussion of Building Operations Customer Satisfaction Survey: Mr. Hadley joined committee members to provide an update regarding the results of the customer satisfaction survey for Building Operations. This is the third time this survey has been done with the focus being on maintenance, housekeeping and records management. The biggest downside is the carpeting in the Government Center. Committee members questioned whether the carpet would be replaced with tile. He noted that this decision has not been made. He stated that he is very happy with the results. He stated that based upon the results they are able to make improvements where needed. Another survey will be done in January.

Discussion of Technology / Strategic Plan Issues: This is to be discussed at a future meeting.

OLD BUSINESS

Continued discussion, review and consideration of Emergency Action Plans: Mr. Labaj presented committee members with the second group of emergency action plans. He stated that most of the plans do not include any major changes. He stated he wanted to draw committee member's attention to the Bomb Threat Emergency Evacuation Plan. He stated that there have only been two threats in the past and the procedure was to evacuate everyone from the building. He stated that when a threat has been received, the buildings are automatically evacuated. Now, the Sheriff, Chief Judge and Administrator would determine if a threat is credible and determine what building, if any, should be evacuated. Committee members stated the Sheriff should take the lead in this decision with concurrence from the others, as there may not be time to locate the Administrator and Chief Judge. Mr. Labaj reported that these procedures are for information purposes only and five additional policies would be reviewed during the next committee meeting.

REPORTS TO COMMITTEE

Art Work Sub-Committee: The employee art show was a great success. Over 120 employees voted on their favorite piece of artwork that was entered. There were over 40 pieces entered in the contest. Some of the employees may donate their artwork to the County. Most artwork currently at the County has been donated or loaned. One of the next projects will be to have a contest to complete a mural in the lunch area.

Cable Commission: It was noted that AT & T is trying to break into this industry and is approaching municipalities regarding this possibility. All decisions will be made based on legislation for the industry.

Convention & Visitors Bureau: Nothing to report

Council of Governments: Ms. Hill questioned Chairman Koehler whether he would like her to present this information to the committee as she attends these meetings. Ms. Hill presented a copy of the previous McCog agenda for review. McCog is

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getting involved in a lot of legislative issues as one voice that speaks in unison for all of the different villages. Chairman Koehler reported that they would like to be a part of the 2030 plan and groundwater plans. The only negative is that Cary, Crystal Lake and Algonquin have not joined McCog. McCog could be a main source of information for these communities and goes a long way in developing relationships with all the communities involved. Ms. Hill has volunteered to on the groundwater commission.

EDC: Nothing to report

EXECUTIVE SESSION

Mr. Klasen made a motion, seconded by Ms. Zierer to enter into executive session, at 8:48 a.m., to discuss land acquisition. The motion carried with all members present voting aye on a roll call vote (Hill, Klasen, Merkel, Zierer, Kate) Also present: Perry Moy, Ken Koehler, John Labaj, Ralph Sarbaugh, Dave Stone.

Mr. Klasen made a motion, seconded by Mr. Merkel to return to regular session at 9:30a.m. The motion carried with all members present voting aye on a roll call vote (Hill, Klasen, Merkel, Zierer, Kate)

Ms. Hill questioned whether the committee would be looking at the County Board rules again because during the Human Resources Committee they had questioned a policy in the board rules that does not allow for the inappropriate pressure to department heads to hire relatives or friends. Chairman Koehler stated this is really an ethics issue and believed this was already in the ethics policy. Mr. Stone stated he believes this is already addressed in the rules and with check on this for the committee. Committee members questioned whether we should be informed of an opening in a department, as some departments don't let anyone know when an opening exists. It was noted that this should be public information and people should be hired based upon their qualifications. Ms. Hill stated that if a relative is hired in a department the Human Resources Committee felt they should not have direct supervision by a relative.

Committee members questioned who would Chair the committee upon Ms. Kate leaving. It was noted that the Vice Chair would assume the duties and Chairman Koehler noted he would make this official.

ADJOURNMENT

The meeting adjourned at 9:35 a.m. on a motion by Mr. Klasen, seconded by Ms. Hill, with all members present voting aye.

RECOMMENDED FOR COMMITTEE/BOARD ACTION:

Recommend approval of a Resolution authorizing a departmental name change for Building Operations

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