

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

MINUTES OF TUESDAY, APRIL 11, 2006

Interim Chairman Hill called the Management Services Committee meeting to order at 8:13 a.m. The following members present: Tina Hill; Mary Lou Zierer; Marc Munaretto and Richard Klasen. Pete Merkel and Jim Heisler were absent. Also in attendance: Ken Koehler, Chairman; John Labaj, Deputy County Administrator; Perry Moy and Ann Gilman, County Board Members; Cathy Link, Purchasing; John Hadley, Building Operations; Tom Sullivan, Information Technology; Press and interested public.

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

MINUTE APPROVAL

Committee members reviewed the minutes of March 28, 2006. Ms. Hill requested the new name of Building Operations added to the minutes. Mr. Klasen made a motion, seconded by Mr. Munaretto to recommend approval of the minutes as amended. The motion carried with all members present voting aye.

PUBLIC PARTICIPATION

None

PRESENTATION

*Energy Usage:* to be presented at a later date.

NEW BUSINESS

*Resolution authorizing a budget line item transfer in the Department of Information Technology FY06 budget:* Committee members reviewed a Resolution authorizing a budget line item transfer in the Department of Information Technology FY06 budget. Mr. Sullivan stated that an employee has resigned making it necessary to hire a consultant until the position can be filled. This line item transfer allows for payment to the consultant. 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, Klasen, Munaretto, Zierer)

*Project LightSpeed Discussion:* Committee members entered into a discussion regarding Project LightSpeed. Committee members were informed that this is a project that is being completed by AT&T, who has been going to Municipalities, requesting permits to bury additional infrastructure for advanced internet service. The Municipalities do not want to give the permits stating this service would be used to get into the cable TV business. A lawsuit has been filed contesting the denials for permits. It was noted that the Highway Department would handle the request for these types of permits and have not received a permit request as of this date.

*Energy Discussion:* This was pulled for discussion at a later date.

*Discussion of Technology / Strategic Plan Issues:* Mr. Austin requested Mr. Sullivan join the committee for a discussion regarding IT Strategic Plan issues. He noted that Mr. Sullivan did not go into detail regarding important issues that need to be discussed with the committee. Mr. Sullivan stated that he was going to focus on the top three issues. The first issue is the Business Continuity Plan, space is being added to the old Valley Hi facility that would replicate all of the data currently being used. He noted that he would like to place half of the servers here, and the other half at Valley Hi.

*Disaster Relief Vendor Form – Discussion:* Ms. Link reported that she has created a tool to partner with vendors, of items they could provide to the County in case of an emergency. The vendor information has 24 hour emergency phone numbers for contact and items available in an emergency. An annual update is done to provide the most up to date information.

OLD BUSINESS

*County Administrator - Evaluation:* Mr. Austin previously presented committee members with a tool to use for the County Administrator Performance Evaluation. He stated that he had presented this information about 5 weeks ago and has not had any feedback regarding the evaluation report. He noted that he would like to get this form out to all of the County Board members in May with a request to have the document completed and returned by the end of May for evaluation and summary report completion by Interim Chairman Hill and Chairman Koehler by early June. He noted that he would like input by the whole County Board.

Mr. Hadley stated that he would like to voice his support for Mr. Austin. He noted that he has been great to work with and has accomplished a lot since he has come to the County.

*Andy Frain Services Discussion:* Mr. Labaj informed committee members that we are in the third year of the contract for greeter, security services by Andy Frain Services. In the next three weeks, and RFP will be sent out for the next contract. In preparation for the RFP Mr. Labaj has spoken to all of the Elected Officials and Department Heads in the Administration Building soliciting

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thoughts regarding the current service being provided by Andy Frain. Most stated that they were satisfied with the service being provided. The main request was the desire to have more "sweeps" of the facility completed during the day. There is an average of 8,000 to 11,000 visitors a month to the Administration Building, which equates to 400-550 visitors a day. He stated that they keep track of the incidents as well, reporting 2 – 5 minor incidents a month. There has been more frequent night meetings, which have increased the overtime costs to Andy Frain. Any time public will be in the building, an Andy Frain security guard will be on duty. When the building first opened, \$60,600 was budgeted for security services. The budget for this year's service was increased to \$72,000. Any Frain was looking for an extension of their contract and were informed they would have to put in a bid. Mr. Labaj reported they are checking into the possibility of the security guards delivering mail in the Administration Building.

REPORTS TO COMMITTEE

*Administrator:* Mr. Austin reported that he has completed the meetings with the appointed department heads. A meeting was held recently regarding the individuals involved with GIS. They viewed the layout of the vacant office for a possible GIS office space. Michelle Courier, Assistant States Attorney has been in contact with the Deputy Director of Employment Security, regarding their lease at the Workforce Investment Board offices. They would like to remain in the facility and are working with Ms. Courier to bring their current lease up to date.

Mr. Hadley reported that there will be an "earth week" celebration, beginning on April 17<sup>th</sup>. On Monday, the Earth Day Flag will fly at the Administration Building. An Oak tree has been donated and will be planted in celebration of Earth Day as well. A couple hybrid cars will be placed at the Administration Building for those interested in see what these cars have to offer.

*Art Work Sub-Committee:* Ms. Gilman informed committee members that the Art Work Sub-Committee is moving a long with the artwork plans for the County. The Committee has agreed to have just one Artwork Director, Susan Stelford, as there was some confusion of duties. Ms. Stelford has been a wonderful addition to the Committee and has great contacts and has obtained wonderful donations of artwork for the county. Art related Tuesdays seem to be a success with the employees.

*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:* The Franchise agreements for area municipalities are being worked on and are still in negotiations. The Audit has been completed, with nothing to report for the County.

*Council of Governments:* Nothing to report

Convention & Visitors Bureau: Nothing to report

EDC: Nothing to report

EXECUTIVE SESSION

Mr. Klasen made a motion, seconded by Ms. Zierer to enter into executive session, at 9:18 a.m., to discuss property acquisition. The motion carried with all members present voting aye on a roll call vote (Munaretto, Klasen, Zierer, Hill) Also present: Perry Moy, Ann Gilman, Ken Koehler, John Labaj, Peter Austin, and Pat McNulty.

Mr. Klasen made a motion, seconded by Mr. Munaretto to return to regular session at 9:32a.m. The motion carried with all members present voting aye on a roll call vote (Klasen, Munaretto, Zierer, Hill)

ADJOURNMENT

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

**RECOMMENDED FOR COMMITTEE/BOARD ACTION:**

Recommend approval of a Resolution authorizing a budget line item transfer in the Department of Information Technology FY06 budget

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