

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

MINUTES OF THURSDAY, JULY 11, 2006

Chairman Hill called the Management Services Committee meeting to order at 8:10 a.m. The following members present: Tina Hill, Chairman; Marc Munaretto; Mary Lou Zierer; Barbara Wheeler; Pete Merkel and Richard Klasen. Jim Heisler was absent. Also in attendance: Peter Austin, County Administrator; Ralph Sarbaugh, Associate County Administrator-Finance; John Labaj, Deputy County Administrator; Cathy Link, Purchasing; John Hadley, Facilities Management; Tom Sullivan, IT; and interested public.

Tina Hill, Chairman

Jim Heisler	Richard Klasen
Pete Merkel	Marc Munaretto
Barbara Wheeler	Mary Lou Zierer

MINUTE APPROVAL

Committee members reviewed the minutes of the Management Services Committee meeting of June 27, 2006. Mr. Munaretto made a motion, seconded by Ms. Wheeler 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 Workers' Compensation Claim Settlement: Committee members noted that they normally discuss workers' compensation claim settlement information in executive session. Mr. Munaretto noted that these claims can be discussed without mentioning any persons name and they would only be discussing costs associated with the claim. Committee members noted that they prefer discussing information regarding an employee during executive session and will vote on this Resolution after completion of the executive session.

2006 County Strategic Action Plan – Management Services Committee Update: Mr. Austin provided committee members a list of primary and secondary responsibilities of the committee developed from the 2006 strategic plan. He noted that both Management Services and the Finance Committee have the majority of responsibilities from the strategic plan. He stated that charts are being created for each of the committees' outlining their responsibilities. Because of the lengthy content, this has not been created for this committee yet. Mr. Austin noted that he is creating the charts and will have them available prior to the County Board Meeting on Tuesday and will distribute them when available to committee members. He requested committee members review the information for discussion at the next committee meeting.

Discussion regarding Property/Casualty Insurance Renewal for 2007: Mr. Labaj presented committee members with estimates for the 2007 McHenry County Insurance program. He stated that they built in a 2% increase over the previous year's insurance program. He stated that next year creates additional issues for the county. One issue includes detainee transportation. He noted that the Sheriff's Department is transporting INS detainees on a daily basis. Committee members question why we are "transporting detainees when we are supposed to be housing the INS detainees, not transporting these prisoners. Committee members requested Mr. Austin question the Sheriff regarding this information. Mr. Labaj stated that because of this, coverage will have to be increased. He stated that with the increase of employees, workers compensation will have to be increased as well. He reminded committee members that the county is researching the possibility of joining a risk purchasing pool with surrounding counties for risk purchasing and general liability. Our carrier will then do an analysis to see if joining this type of program would be worth it for the county. He noted that we would also be eligible to receive higher excess liability coverage of \$30 million dollars versus 9 million. He noted that broker services will not need to be renewed as we will be in the middle of a three year contract. Committee members questioned whether volunteers are covered under our insurance program. He stated that as long as the volunteers are under county management, they are covered.

Discussion regarding security services for the Administration Building: Mr. Labaj informed committee members that the contract for the Andy Frain security guards expire in October. He stated that a bid is being sent out to solicit costs for security contract. He noted they also provide a security presence for Annex A, B and Animal Control. We currently budget \$67,000 per year for the contract. The contract fluctuates based on the need for nightly meetings and after hour's costs. Committee members stated that they feel we get a lot of value for the cost of the service.

OLD BUSINESS

Discussion of scope of campus planning: Committee members reviewed the differences of the proposed campus plans from Kluber, Skahan & Associates and Hoffman/Smith. Mr. Austin stated that the biggest difference between the two plans is the site analysis. Committee members stated that #3, site analysis, should be the County's responsibility and should be completed prior to completion of the final site plan. It was noted that soil borings will tell us what portions of the property are buildable. It was suggested that soil borings for both the Ware Road/Route 47 site be completed at the same time as borings for the remaining Valley Hi site. Committee members questioned whether borings could be completed prior to our owning the property. It was noted that this may make condemnation of the property easier, if the judge could see what is planned for the site. Committee members requested Mr. Austin

contact the property owner's legal counsel to request permission to access the property for soil borings. Then they stated we could move forward with an RFP for the site analysis. It was also noted that as a committee we have to decide what buildings will be included in the site plan in the future. It was noted that it will be necessary for the committee to decide what additional space will be needed for future use. Mr. Austin stated that Mr. McNulty and Sheriff Nygren should be part of the discussions as well. Chairman Hill stated this issue will remain on the agenda for future discussion.

County Administrator Evaluation: To be discussed in executive session.

REPORTS TO COMMITTEE

Administrator's Report: Mr. Austin reported that he has a monthly meeting tomorrow with courthouse officials. He stated they have been having discussions regarding the renumbering of the Government Center. He stated that they are trying to make the building more user friendly. He stated they are also discussing a proposal by the Sheriff to rethink the parking over at the Government Center. He noted there will no longer be "assigned" parking. They will assign group parking to various departments. No visitor parking will be allowed in the east parking area and will become an employee's only parking lot. Quotes are being received to resurface all of the blacktops as well.

Mr. Austin reported that he has been in discussions with the County Clerk regarding the space crisis for the storage of the voting machines. He stated they are checking on various options to answer the needs of the department.

A letter was sent to the Valley Hi contractor stating that the County expects completion of the nursing home by August 31st. A response was received that stated they would have trouble meeting the requirement. He noted that additional discussion is set for later today.

EXECUTIVE SESSION

Mr. Klasen made a motion, seconded by Mr. Merkel to enter into executive session to discuss personnel, executive session minutes review and a workers compensation claim at 8:54a.m. The motion carried with all members present voting aye on a roll call vote (Klasen, Merkel, Munaretto Wheeler, Zierer, Hill) Committee members were also joined by County Board Members: Perry Moy, Blake Hobson, Ann Gilman, John Hammerand and Marie Chimiell, and County Administrator, Peter Austin.

Mr. Munaretto made a motion, seconded by Mr. Klasen to return to regular session at 9:37a.m. The motion carried with all members present voting aye on a roll call vote (Klasen, Merkel, Munaretto, Wheeler, Zierer, Hill)

Ms. Wheeler made a motion, seconded by Mr. Klasen to approve for review by the State's Attorney the executive session minutes of January 24, 2006, February 14, 2006, February 28, 2006, March 14, 2006, March 28, 2006, April 11, 2006 and April 25, 2006 as corrected. The motion carried with all members present voting aye.

Committee members suggested that in the future all workers compensation claims brought forward with no personal information regarding the claimant. They noted they only need the financial details and limits of liability to make a decision. They noted this would be a different and better way to handle these claims in the future.

Mr. Munaretto left committee at 9:38a.m.

Chairman Hill requested a discussion with committee members regarding a decision for Animal Control. She noted that at a previous meeting, there was a consensus that the committee members do not want to build a new animal control facility on the current Banford Road site. She stated that the committee members now need to make a decision to move forward with plans for an Animal Control Facility. Chairman Hill provided committee members with a timeline of events surrounding the current facility for review. She stated that the timeline shows that 25 to 30 sites were reviewed before making an offer on the current State Farm building site. She noted that if there is a decision to build on our site, borings should be completed immediately so we know where placement of the building could be. Ms. Zierer stated that we should check with what outsourcing of animal control services are costing Boone County. Committee members stated that Ms. Zierer could research this but, the constituents have already said they desire the county have an animal control facility. Chairman Hill stated that if we decide to purchase the State Farm facility a new animal control facility could be retrofitted within one year, a new facility on our campus could take up to five years for completion. Mr. Austin stated that he did not think it would take five years for completion and could see a facility ready in as soon as two years. Chairman Hill stated that no matter what or where a new facility is placed, a decision is needed. She stated that if the committee decided to put off building a new facility until condemnation is complete, that is a decision. Mr. Austin noted that a soil analysis could take 2 to 3 months with a campus plan to follow. It would be feasible to have a plan to show placement of buildings by this time next year. He noted that we currently own property on the east side of the Administration building that could be used to build a new facility, but, is that the best place to build. He noted that is a decision for the committee. Chairman Hill questioned how it would affect future building plans if we build an animal control facility there. Ms. Wheeler stated she has a hard time approving an expenditure of 2.5 million dollars for an animal control facility, regardless of where it would be located. Committee members also questioned whether we want to find a temporary site until the campus site comes available. Chairman Hill questioned whether committee members would like to take this question to the County

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Board for a decision by the whole county board. She noted the question remains on whether we continue with the purchase of the State Farm facility, build on site or continue to look for another piece of property suitable for use as an animal control facility. She noted that we have already had three extensions to the contract on the State Farm site and did not feel a request for another extension would be out of line. Committee members requested Administration prepare two different resolutions for consideration by the County Board. One for the purchase of the Route 14 State Farm building and another resolution to build a new animal control facility on site, with a time line, operational costs and costs to build a building included in the resolution.

ADJOURNMENT

The meeting adjourned at 10:18 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 Resolution a Workers' Compensation Claim Settlement.

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