

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

MINUTES OF TUESDAY, SEPTEMBER 26, 2006

Chairman Hill called the Management Services Committee meeting to order at 8:10 a.m. The following members present: Chairman Tina Hill; Jim Heisler; Mary Lou Zierer; Barbara Wheeler; and Marc Munaretto. Pete Merkel arrived at 8:15a.m. Also in attendance: Peter Austin, County Administrator; Ralph Sarbaugh, Associate County Administrator-Finance; John Labaj, Deputy County Administrator; John Hadley, Facilities Management; Tom Sullivan, IT; Cathy Link, Purchasing; Undersheriff Gene Lowery, Captain Dave Shepherd, Sheriff's Department; Special State's Attorney, Michael Smoran; Pam Palmer, Auditor; Barry Valentine, ESDA; and interested public.

Tina Hill, Chairman	
Jim Heisler	Richard Klasen
Pete Merkel	Marc Munaretto
Barbara Wheeler	Mary Lou Zierer

Chairman Hill requested committee members take a moment of silence in honor of county board member Richard Klasen, who passed away this past Friday.

MINUTE APPROVAL

Mr. Munaretto made a motion, seconded by Ms. Wheeler to recommend approval of the committee minutes from September 26, 2006 as presented. The motion carried with all members present voting aye.

PUBLIC PARTICIPATION

None

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

PRESENTATION

Captain Shepherd joined committee to provide a proposed addition to the McHenry County Policy. Reserved parking has been established throughout the Government Center and Administration Building for elected and appointed department heads, county officials and specific employees. Captain Shepherd reviewed the proposed parking sections with committee members. There will not be any individual assigned parking spaces. Specific sections will be reserved per department. Some areas will be divided in two areas of the lot. Front sections of the east parking lot have been reserved for visitors to the Government Center. Captain Shepherd noted they would like this to become a part of the employee policy to give the department an avenue for recourse for those employees who ignore the policy. If it is discovered that an employee is parked in an unauthorized area, the department head will be contacted with a request for the employee to remove their vehicle. They noted that some of the Judges reserved parking will be adjusted when the secured parking area is opened to the judges. There will no longer be any assigned parking for expectant mothers. These areas have been assigned as handicap parking areas. This area has been increased due to the increased demand. Captain Shepherd noted they would work with the Highway Department regarding the signage for this area. It was noted that they would like a Resolution adopting this policy. Mr. Austin noted that we are hesitant to adopt another "policy" and would like to implement this change to see how it works first. He noted that a list of violations could be kept to see who is violating this internal policy and bring this information back to the committee with an update.

NEW BUSINESS

Ordinance authorizing a First Amendment to the Cable Television Franchise Agreement with Comcast of Northern Illinois, Inc.: Committee members reviewed an ordinance authorizing a first amendment to the Cable Television Franchise Agreement with Comcast of Northern Illinois, Inc. Mr. Smoran informed committee members that he has been working to reevaluate the Comcast agreement and had been at an impasse with Comcast. Because of proposed changes to Federal Legislation, cable companies are leery to enter into any more agreements until this legislation is resolved. The current agreement addresses our highest area of concerns. The County is requiring a customer service report that shows statistically of how Comcast is treating their customers. An additional change includes the automatic credit to a customer when they have an outage. Before, customers only received a credit when requested. It was noted that because of the proposed changes to the legislation, this agreement could be null and void in the very near future. Ms. Wheeler made a motion, seconded by Mr. Merkel to recommend approval of the Ordinance authorizing a first amendment to the Cable Franchise Agreement with Comcast of Northern Illinois, Inc. with a 30 day review. The motion carried with all members present voting aye on a roll call vote (Heisler, Merkel, Munaretto, Wheeler, Zierer, Hill)

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 noted there is a typographical error that states the transfer of \$12,500 should read \$22,500. Mr. Sullivan noted that the department is in need of temporary help and funding would come from positions not filled. The temporary employee will fill voids of the department. Mr. Heisler made a motion, seconded by Ms. Wheeler to recommend approval of the above Resolution as amended. The motion carried with all members present voting aye on a roll call vote (Heisler, Merkel, Munaretto, Wheeler, Zierer, Hill)

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Resolution authorizing an enhanced Data Backup Solution: Committee members reviewed Resolution authorizing an enhanced Data Backup Solution. The County last upgraded its data backup solution in FY02. Because of the data storage growth in the County and the explosion of electronic document use and retention, scanning, document management and GIS have driven storage requirements to increase by a factor of six. After review, Ms. Wheeler 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 (Heisler, Merkel, Munaretto, Wheeler, Zierer, Hill) Mr. Sullivan noted that this upgrade should keep the county in business for the next three years.

Internal Audit – Cellular Phone: Ms. Palmer joined committee members to provide an audit of cellular phone usage in the county. She noted that the objective of the audit was to make sure the current plans/usage is reasonable. She noted that cell phone cost for FY2005 was \$173,000. There are currently five different cell phone plans in use. She noted they also need to make sure departments are charging these costs to the correct line item. She noted this would allow them to see what the actual costs are. It was noted that some individuals get reimbursed for costs of using their personal cell phone as well. Committee members stated that the departments should be working with Purchasing to obtain the best discounted cell phone service. Ms. Link noted that after reviewing the contracts it has been determined that Cingular is the best cell phone package to use. Cingular was chosen because of the free cingular to cingular calls. Ms. Palmer noted that another issue is the non-use of some of the phones. She noted we are charged for the phones, even when not in use. She noted that the only departments that will not change, was the Sheriff's Department and the Department of Transportation. The Federal and State government currently uses Nextel. It was noted that two carriers should be used in case one carrier should go down. Committee members stated that the department head need to be shown the benefit of changing to these programs. Ms. Palmer noted a proposed cell phone use policy is attached for review. It was noted that we need to continue to explore the use of cell phones and make sure we don't lose sight of who gets the use of cell phones versus who gets reimbursed for cell phone use. What is cheaper? Committee members noted that we need to move forward with a policy. They noted they need to continue to explore usage and move with flexibility.

Maintenance of Spicer Cemetery Committee members entered into discussion regarding the maintenance of the Spicer Cemetery. It was noted that previously there was a fence erected, by surrounding home owners. This fence has been removed and the area is being "mowed" by one of the adjacent homeowners. This homeowner has placed their home for sale and is maintaining the area. The County is exempt from any injury. Mr. Hadley noted that traps have been set out because of woodchucks in the area. Mr. Hadley noted they are looking for landscape barriers to limit the amount of maintenance needed for the area. He noted a small fence is needed as well. Committee members questioned whether these individuals can be moved to another cemetery or if the cemetery could be donated to a historical society or cemetery board and then the property sold to surrounding property owners. Committee members directed Mr. Hadley to check into these possibilities.

Resolution setting the Holiday Schedule for 2007: Committee members reviewed a Resolution setting the Holiday Schedule for 2007. It was noted that there was a typo error and noted that the Courts would be closed on New Year's Day, January 1st, not January 2nd. Mr. Munaretto made a motion, seconded by Mr. Heisler to recommend approval of the above Resolution as amended. The motion carried with all members present voting aye on a voice vote.

OLD BUSINESS

Recorder Automation Fund: Nothing to report.

Paperless Board/Committee packets: Chairman Hill questioned committee members on the continuation of a paperless county board program. She stated that she thought the program was going well and requested input of the committee members. Some members stated they thought the program was a great program but did not like the limitations set by having to hold committee meetings in the County Board room. Committee members noted that if additional members are wanting to join the program additional computers will be needed. Committee members questioned Mr. Sullivan if there are funds in the budget this year for this purchase. It was noted there would be enough funds in the contingency fund to pay for the purchase of 12 additional computers. Chairman Hill requested Mr. Sullivan create a resolution for the purchase of 12 additional computers and to bring this to the next committee meeting for approval.

Site Analysis Update: Ms. Link informed committee members that staff met with the 2 qualified bidders for the Site Analysis project. Both companies recommended this project be broken out into two different phases. The first phase would include a boundary survey and wetland delineation and then a site analysis. Smith Engineering was chosen for this project. They will be completing a boundary survey with wetland delineation at a cost of \$15,900. She noted this is a 90 day process for the report.

Animal Control Facility Update: Ms. Link reported that the RFP's for the project are expected today at 2:00p.m. The finalist will be interviewed by this committee.

Performance Contracting: Committee members were informed that 11 bids were sent out with 4 received back. She noted the next step, if the county wanted additional information, is to invite the 4 contractors back to provide additional information and then they could be short listed down to 2 contractors for a more thorough interview.

EXECUTIVE SESSION

None

REPORTS TO COMMITTEE

Administrator's Report: Mr. Austin reported that he has been invited to serve on the Salvation Army Board. He informed committee members that the county has a meeting space crunch. Meeting space is at a premium. He noted that between election equipment storage, early election, election judge training and merit commission we are having problems finding space for all meeting requests. The space next to EDSA is being look at to clean up and change into a meeting room. He noted they are looking at additional options as well.

Mr. Austin reported there will be a judiciary luncheon at the Government Center on December 4th. They are looking for help in funding this project.

The invitations for the Valley Hi ribbon cutting has arrived and will be sent out in the near future. He noted they are tracking the progress of the construction closely.

As a memorial to Mr. Klasen, bunting has been placed on the doors to the Administration Building and the County Board Room. Additionally, the flags have been lowered to half staff. Since 9/11 there is now a more liberal interpretation in effect and flags can be lowered because of the loss of a government official or veteran, of which Mr. Klasen was both.

Artwork Sub-Committee: Ms. Zierer stated that she has been contacted by an individual that will be donating 5 painting to be placed at Valley Hi. Chairman Hill stated she would inform the artwork committee to contact her regarding this donation.

Cable Commission: None.

Convention & Visitors Bureau: Mr. Munaretto informed committee members that the CVB has received \$22,000 in grants. He noted they are now able to compete more effectively for these grants from the Illinois Bureau of Tourism.

Council of Governments: Chairman Hill stated that during the meeting, they had an interesting discussion on the relationships with the municipalities and the value of working together as a group. Mr. Munaretto noted there needs to be a formal evaluation of the relationship between McCog and the County Board.

EDC: A search committee is being formed to look for a replacement for Ms. Patel. 44 applications have been received for her replacement.

Mr. Munaretto left committee at 9:30a.m.

Committee members questioned how a constituent would be able to research information regarding the county on the county web page. It was noted that since everything has not be codified it is very difficult to find everything that may be needed. Minutes do reflect topics and how board members voted. Committee members questioned whether the County Board should consider "live streaming" the county board meetings as the villages are already doing this. Committee members noted this should be a discussion for consideration in FY08.

FUTURE TOPICS

Development of a County Board Member Policy for Expenditures.

ADJOURNMENT

The meeting adjourned at 9:40 a.m. on a motion by Ms. Zierer, seconded by Ms. Wheeler with all members present voting aye.

RECOMMENDED FOR COMMITTEE/BOARD ACTION:

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

Recommend approval of an Ordinance authorizing a First Amendment to the Cable Television Franchise Agreement with Comcast of Northern Illinois, Inc.

Recommend approval of Resolution authorizing enhanced Data Backup Solution

Recommend approval of Resolution setting the Holiday Schedule for 2007

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