

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

MINUTES OF TUESDAY, DECEMBER 12, 2006

Chairman Hill called the Management Services Committee meeting to order at 8:10 a.m. The following members present: Chairman Tina Hill; Randy Donley; Jim Heisler; Peter Merkel; Marc Munaretto; Barbara Wheeler; and Mary Lou Zierer. Also in attendance: Peter Austin, County Administrator; interested public; and press.

Tina Hill, Chairman	
Randy Donley	Jim Heisler
Pete Merkel	Marc Munaretto
Barbara Wheeler	Mary Lou Zierer

MINUTE APPROVAL

Mr. Heisler made a motion, seconded by Ms. Wheeler, to approve the minutes the Tuesday, November 14, 2006 Management Services Meeting. The minutes were approved as submitted with all members present voting aye on a voice vote.

PUBLIC PARTICIPATION

None

PRESENTATION

None

NEW BUSINESS

Resolution authorizing a contract agreement between the International Union of Operating Engineers, Local 150, Facilities Management Department and the County of McHenry: Chairman Hill noted this item will be moved down to allow time for Mr. Ivetic to attend today's meeting to answer questions pertaining to this contract.

Resolution authorizing payment to Westlaw Online Legal Services: Mr. Munaretto made a motion, seconded by Mr. Heisler, to recommend the County Board approve a Resolution authorizing payment to Westlaw Online Legal Services. This resolution allows for the payment of the maintenance subscription. It was noted that this is the third year of a three year contract. A new contract will have to be obtained for subsequent years. The motion carried with all members present voting aye on a voice vote.

Resolution authorizing renewal of maintenance contract for the Tier Financials System: Mr. Munaretto made a motion, seconded by Mr. Heisler, to recommend the County Board approve a Resolution authorizing renewal of maintenance contract for the Tier Financials System. Mr. Sullivan noted this is the maintenance package for our IFMS system, which is used regularly. He noted they would like to research for a better program and would discuss possible programs in the future. The motion carried with all members present voting aye on a voice vote.

Resolution authorizing payment to Avaya Definity Telephone for the annual switch maintenance agreement: Mr. Munaretto made a motion, seconded by Ms. Wheeler, to recommend the County Board approve a Resolution authorizing payment to Avaya Definity Telephone for the annual switch maintenance agreement. Mr. Sullivan stated that Valley Hi and the Highway Department pay their portion of the contract out of their enterprise funds. The motion carried with all members present voting aye on a voice vote.

Resolution authorizing Microsoft Select agreement FY 06: Mr. Munaretto made a motion, seconded by Ms. Wheeler, to recommend the County Board approve a Resolution authorizing Microsoft Select Agreement FY 06. Mr. Sullivan stated this agreement is a "select" agreement and we may want to evaluate the enterprise agreement to see if this type of agreement would be better for the County. He noted that the down side would be that the agreement would require the purchase of 1,000 licenses that could be quite costly. The motion carried, with all members present voting aye on a voice vote.

Resolution authorizing a contract agreement between the International Union of Operating Engineers, Local 150, Facilities Management Department and the County of McHenry: Mr. Merkel made a motion, seconded by Mr. Heisler, to recommend the County Board approve a Resolution authorizing a contract agreement between the International Union of Operating Engineers, Local 150, Facilities Management Department and the County of McHenry. It was noted that this is the first labor contract outside of the Sheriff's Department. The agreement will be good until June 30, 2008. It was noted that future agreements should not take as long to get finalized. The motion carried with all members present voting aye on a voice vote.

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Resolution authorizing approval of the County of McHenry's Property and Casualty Insurance Amended Program for 06-07: Mr. Munaretto made a motion, seconded by Mr. Heisler, to recommend the County Board approve a Resolution authorizing approval of the County of McHenry's Property and Casualty Insurance Amended Program for 06-07. It was noted that this is an amendment to the insurance program because of additional insurance premium costs for property and professional liability coverage. The motion carried with all members present voting aye on a roll call vote (Donley, Heisler, Merkel, Munaretto, Wheeler, Zierer, Hill)

Resolution authorizing a base salary for the Maintenance Supervisor in the Facilities Management Department: Ms. Wheeler made a motion, seconded by Ms. Zierer, to recommend the County Board approve a Resolution authorizing a base salary for the Maintenance Supervisor in the Facilities Management Department. It was noted that this Resolution will allow for the department to maintain a 10% spread between staff and their supervisor.

Management Services meetings for 2007: Committee members agreed to keep the current committee meeting dates and time, the second and fourth Tuesday of the month, beginning at 8:10a.m. for FY2007. It was noted that this could change when the standing committees are set by the Chairman.

Discussion – Defibrillators for Administration Building: This discussion came about because of a recent discussion at a County Board meeting. The current policy, concerning the defibrillators was reviewed by committee members. Mr Labaj noted that there are not any defibrillators in the Administration building due to the fact that medical personnel should be who uses the units. Mr. Labaj noted that the policy may need to change in order to accommodate the needs of the Administration Building. These individuals would need to keep up with CPR training to be allowed to use the units. He noted they would need 4 or 5 people trained. He noted that the units need maintained as well. It was noted this would remain on the agenda for future discussion.

Ethics Training: Chairman Hill stated that she has to take ethics training classes yearly with the State and feels the County Board Members, as well as Department Heads should obtain ethics training bi-yearly. She noted that the State's Attorney is the Ethics Advisor. She stated she would check to see if a training session could be set up for the County Board members and Department Heads. An update will be provided at a future meeting.

Discussion of sound system in the County Board Room: It was noted that complaints were received after the last County Board meeting stating that the audience cannot hear the members of the board. The sound system is at its maximum level. This is the old sound system that was taken from the County Board Room in the Government Center. This system is obsolete with parts impossible to find. A meeting will take place on Thursday to review options for a new system. An update will be provided at a future meeting.

OLD BUSINESS

Update – Courthouse Construction: The Sheriff's area construction will be completed within the next week. The detective division is scheduled to move in next week. After the Valley Hi move, the archives area will be moved out from the old County Board area to the old Valley Hi facility. It is important to get these items get moved in a timely manner as during the construction at the Government Center the vacated offices will need to be used to relocate people until construction in their area has been completed. A home for Turning Point at the Government Center is needed. The Circuit Clerks space will be worked on beginning the 3rd week in January and will take about 10-12 weeks to complete. Court Services is scheduled for work upon completion of the Circuit Clerks office. It is hopeful that the work is completed in June or July of 2007. The Sheriff has been helpful and has agreed to use a portion of their training space to house personnel until the renovations at the Government Center has been completed. The IT Department has been helpful in pulling wires to get the computers up and running in the temporary areas. Committee members suggested the use of the "Harrison House". Committee members were informed that it is unsuitable for use, other than storage. A better solution is to use the under used areas of the Government Center.

Update – Site Analysis: A site plan of our campus needs has started. The plan will state where and what can be built on the property. A decision will have to include what the campus should include. All County Departments will have to be reviewed, including Transportation and the Workforce Investment Board. A meeting is to be held today at 2:00p.m. regarding the Site Analysis.

Update – Animal Control Facility: A successful meeting was held with Prime Hoffman. We have told then that the budget cannot go over 1.8 million dollars. An additional meeting was held with Mr. Rivard, Mr. McNulty and Mr. Hadley to discuss the wish list of the department. Next week we would see what plan Prime Hoffman comes up with. The committee will receive additional information at the first meeting in January. The contract is being refined and should be available for

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discussion as well. Committee members questioned where and if grant money is being researched for the facility. Additional information will be coming to the committee at a future meeting.

Update – Valley Hi Records Center: Mr. Hadley noted there are currently 4,000 boxes being stored in the Administration Building. Discussion has taken place regarding how to securely move these items. It was suggested that a window be removed allowing direct access to a moving van. This plan will be discussed with the Sheriff. It was noted that this move would take approximately 1 week. Valley Hi currently has enough space to house 2,000 boxes at Valley Hi. The shelves in the Government Center will then be moved to Valley Hi to accommodate the remaining boxes. Mr. Hadley noted there has been a lot of interest by outside groups to use the Valley Hi space. Mr. Hadley noted that additional areas will be used to develop storage areas for other departments. Valley Hi is being cleaned by Facilities Management Staff to get ready for the final inspection by the State Nursing division.

EXECUTIVE SESSION

None

REPORTS TO COMMITTEE

Administrator: Mr. Austin stated that the new County Board members attended an orientation. The State's Attorney joined staff in this orientation.

Members of the Mental Health Court Task Force met last week. He noted it was a constructive meeting that included new energy and ideas on how to service clients. He noted they are looking forward to moving forward to a functioning court. In the short time that Mental Health Court Fees have been in effect they have collected \$95,000. He noted this is good since the Court would have to fund staff for this department.

Mr. Austin noted he has been involved in Department Head evaluations. He noted there has been discussion regarding the successes and problems seen in each department. He stated he is hopeful to have these evaluations completed by Christmas. The Office has been involved in developing ideas for the Legislative programs for the County. Several items are being discussed including but not limited to the Kishwaukee Valley Water Authority and its boundaries. It was noted that McCog as well as surrounding municipalities are interested in discussions on this issue. A hearing will be held December 21st that would outline the boundaries of the Water Authority.

Mr. Austin stated they are getting close to defining the Water Resource Water position in the County. A draft of the position has been forwarded to the Health Department for review. He noted he would take this description to Kane County, when he attends a meeting there, to discuss this position. He noted that Kane County already has a Water Resource Manager. Mr. Austin noted that this position has generated some interest. He noted they are hopeful to post this opening in early January.

A proposal has been received from NIU to be the mediator at the next County Board Strategic Planning session. A ten page proposal has been received of which they have proposed a two day process. The action items will be reviewed to pull out where the county would like to be in 3 – 5 years.

Art Work Sub-Committee: A December meeting will not take place since the committee is in the process of being reorganized. Ms. Zierer questioned whether the donated artwork has been hung in the Valley Hi facility. It was stated that the artwork would not be hung until the construction has been completed. The artwork is scheduled to be hung prior to the move into the facility. Committee members have been approached by departments requesting artwork for their departments. Chairman Hill stated that the policy of the committee is to obtain artwork for common walls, not the offices.

Cable Commission: None

Convention & Visitors' Bureau: Agritourism is being discussed by the Bureau.

EDC: Mr. Munaretto thanked those individuals who may have attended the EDC legislative meeting on November 21st. The new president was available to meet. The EDC has requested that the next presentation to the County Board take place in March after the new president feels more comfortable with the goals of the EDC.

Council of Governments: Chairman Hill stated that the Council of Governments are interested in having a lead role in the new Water Resource Task Force. They would like to help get the information out to the villages and municipalities. Committee members noted concern as only about ½ of the municipalities in the County are members of McCog. Ms. Hill stated that they will include all of the municipalities, not just those who are members of McCog. They want to keep everyone in the loop regarding discussion of the Water Authority. Chairman Hill stated that McCog also would be aggressively working to get other communities to join McCog. Committee members noted that because of the scope of this project, it will be important to have everyone involved including CMAP, and other groups. It was noted that a lot of research will be needed regarding this issue.

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Chairman Hill questioned committee members whether they are still on board to get the whole County Board paperless. She noted that there is funding in the budget to obtain the remaining needed laptops. Committee members noted that this issue needs further research to evaluate the costs of staff time to complete "paperless" packets. It was noted that with the addition of additional committees this could become cost prohibitive. It was noted that additional research would be needed regarding this issue.

Committee members questioned Mr. Sullivan on the use of the "RSA" cards. They noted they expire at the end of the year and these cards are used for access to their groupwise accounts. Mr. Sullivan noted that a new card would be placed in their boxes and they could throw away the expired cards.

Committee members questioned Mr. Sullivan on the amount of "junk mail" they have been receiving in their email boxes. Mr. Sullivan stated that one of their spam servers may be down and allowing the spam mail to filter through. He noted they are checking on this and hope to have this issue addressed in the near future.

Chairman Hill questioned committee members regarding the need to have a Management Services Committee meeting on December 26th. Some of the committee members noted they would be out of town and would be unable to attend a meeting on that day. Chairman Hill stated the committee meeting would be canceled and another meeting could be rescheduled if an emergency should come up.

Committee members were reminded that the employee Christmas luncheon is scheduled for this Friday from 11:30a.m. until 1:30p.m. if interested.

FUTURE TOPICS

Chairman Hill stated that the County Board Rules will be a topic for future discussion. A part of this discussion is to talk about County Board members ordering business cards and stationary. Ms. Link stated they have gone out for bid for the business cards and these can be obtained for a very inexpensive price. Mr. Austin noted that he did not think it would be an issue to have the members place orders for business cards. Committee members questioned the purchase of "County" apparel. It was noted that the apparel is ordered through the Human Resources department and information regarding these items could be obtained from Human Resources.

ADJOURNMENT

The meeting adjourned at 9:23 a.m. on a motion by Ms. Wheeler, seconded by Mr. Merkel with all members present voting aye.

RECOMMENDED FOR COMMITTEE/BOARD ACTION:

- Approve a Resolution authorizing a contract agreement between the International Union of Operating Engineers, Local 150, Facilities Management Department and the County of McHenry
- Approve a Resolution authorizing payment to Westlaw Online Legal Services
- Approve a Resolution authorizing renewal of maintenance contract for the Tier Financials System
- Approve a Resolution authorizing payment to Avaya Definity Telephone for the annual switch maintenance agreement
- Approve a Resolution authorizing Microsoft Select Agreement FY 06
- Approve a Resolution authorizing approval of the County of McHenry's Property and Casualty Insurance Amended Program for 06-07
- Approve Resolution authorizing a base salary for the Maintenance Supervisor in the Facilities Management Department

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