

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

MINUTES OF TUESDAY, FEBRUARY 13, 2007

Chairman Hill called the Management Services Committee meeting to order at 8:15 a.m. The following members present: Chairman Tina Hill; Yvonne Barnes; Mary Donner and Pete Merkel. Mary Lou Zierer was absent. Marie Chmiel arrived at 8:18a.m. Barbara Wheeler arrived at 8:34a.m. Also in attendance: Peter Austin, County Administrator; John Labaj, Deputy County Administrator; Ralph Sarbaugh, Associate County Administrator-Finance; Cathy Link, Purchasing; John Hadley, Facilities Management; and Tom Sullivan, I.T.

Tina Hill, Chairman	
Yvonne Barnes	Marie Chmiel
Mary Donner	Pete Merkel
Barbara Wheeler	Mary Lou Zierer

MINUTE APPROVAL

Ms. Barnes made a motion, seconded by Mary Donner, to approve the minutes the Tuesday, January 23, 2007 Management Services Committee meeting. The minutes were approved as presented with all members present voting aye on a voice vote.

PUBLIC PARTICIPATION

None

PRESENTATION

None

Ms. Chmiel arrived at 8:18a.m.

NEW BUSINESS

County of McHenry – Automatic External Defibrillators (AED) Protocol / Inspection Log: Mr. Labaj reported that the training for the AED units has been completed. It was stated that CPR training was a necessary component of this training. He stated that individuals who administer the use of the AED unit are exempt from prosecution under the Good Samaritan Act unless the use of the unit is included in an employee's job description. All trained personnel are voluntary. Mr. Labaj reported that there are 11 AED units located throughout various locations within the county buildings. Mounted cases will be placed in general locations throughout the facilities. The Sheriff is the point of contact for maintenance of these units. Animal Control and the Department of Transportation do not currently have any units located within these facilities. Additional units will be ordered with additional training for selected personnel in these departments. A policy is being reviewed by the Sheriff and State's Attorney. This policy will be forwarded to the Management Services Committee for approval. It was suggested that a manager's manual be created that contains all policies of the County.

Ms. Wheeler arrived at 8:34a.m.

Discussion of proposed changes to the McHenry County Board Rules: Committee members reviewed the County Board Rules. Chairman Hill noted that these rules are to be reviewed, discussed and with suggested changes being approved at the March 6th County Board Meeting. Various changes were discussed by the Committee. Some of the changes included the listing of all sub-committee who report to Management Services Committee need to be listed including McCog, Art Work Sub-Committee, Administrator and Cable Commission. It was suggested that the Chairman of the Committee could also request State's Attorney's opinion since this has been the previous practice. Chairman Hill suggested that the CALF meetings should be listed as a standing committee with the Vice Chairman of the County Board being a voting member, if the Chairman of the Board is not available to chair the meeting. Mr. Austin noted the changes would be made and brought back to the committee for review. Committee members noted concern regarding the public participation process noting that individuals attend a County Board Meeting to speak for their three minutes about a ZBA petition that has not even been heard by the ZBA. They stated these individuals are providing "testimony" that should be heard by the ZBA first and wondered if there was a way to eliminate hearing any information regarding a petition until the ZBA has voted on said petition. Mr. Austin noted he would request a State's Attorney's opinion on this issue.

EXECUTIVE SESSION

None

OLD BUSINESS

Campus Plan: The RFP has been sent out and are due back by Thursday at 2:00p.m.

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Ethics Training: It was suggested that this training take place during the evening. Some suggested that a COW be held or an evening meeting to discuss ethics training, Robert Rules of Order and the Open Meetings Act.

REPORTS TO COMMITTEE

Administrator: None

Art Work Sub-Committee: Will meet on Friday, February the 16th.

Cable Commission: None

Convention & Visitors' Bureau: None

Council of Governments: None

ADJOURNMENT

The meeting adjourned at 9:44a.m. on a motion by Ms. Wheeler, seconded by Ms. Barnes, with all members present voting aye.

RECOMMENDED FOR COMMITTEE/BOARD ACTION:

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