

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

MINUTES OF TUESDAY, AUGUST 28, 2007

Chairman Hill called the Management Services Committee meeting to order at 8:11 a.m. The following members present: Chairman Tina Hill; Marie Chmiel; Barbara Wheeler; Peter Merkel and Mary Lou Zierer. Yvonne Barnes and Mary Donner were absent. Also in attendance: Peter Austin, County Administrator; Tom Sullivan and Paul Lerner, IT; Ralph Sarbaugh, Associate County Administrator – Finance; John Hadley, Facilities Management; John Labaj, Deputy County Administrator; Deb Merrill and Nancy Walkington, Recorder; public and the press.

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

MINUTE APPROVAL

Chairman Hill noted some typographical errors to the minutes of August 14, 2007. Ms. Zierer made a motion, seconded by Ms. Chmiel to approve the minutes of the Tuesday, August 14, 2007 Management Services Committee meeting as corrected. The minutes were approved with all members present voting aye on a voice vote.

PUBLIC PARTICIPATION: None.

PRESENTATION: None

OLD BUSINESS

County Board Sound System: Mr. Labaj joined committee members to provide an update of the sound system for the County Board. It was previously discussed that the County should consider upgrading the sound system for the Board room to include “web-casting”. Some County Board members have stated concern that they need to move ahead with the sound system immediately. They will now research the possibility of getting a sound system that will be compatible with future needs of the County. New bids will be “tweaked” to include future expansion. Mr. Labaj stated they will also get bids that include the web casting needs so we know what the future costs will be to expand the equipment. The bids received to date did not include the compatibility for expansion. The costs for the sound system would come from the General Fund with future expansion being built into the budget. A Resolution for the purchase of the sound system could be approved by the committee within 30 days.

NEW BUSINESS

FY07/08 Budget Reviews: County Administration/County Board: Committee members were informed that the budgets being reviewed are maintenance budgets. The personnel costs will be considered at a later date and have been removed from the current maintenance budget. Supplemental requests will be reviewed at a later date as well. Committee members reviewed the maintenance budgets for County Administration, County Board and Risk Management. Mr. Sarbaugh noted that the costs listed for personnel in Risk Management is because some State’s Attorney personnel are crossed charged to this budget. It has been suggested that the accountant from Human Resources be moved into Administration. Because of the new HRIS system and the County’s change to self funded insurance, it has changed the way this position is needed. With the changes to self funding, it becomes a huge financial responsibility for the County that should be reviewed by the Finance Department of the County. There are also a lot of other areas where an additional finance person is needed. Mr. Austin reported that the County receives approximately \$6 million dollars from Federal Grants and the additional finance person could help keep an eye on these grants as well as help with applying for additional grants and help with the economic development loans given by the county. Mr. Austin reported that he was informed at the NACO conference about how many grants the County receives and highlighted the need to keep informed of this information. The Insurance Liability Fund is tied to the levy and will be adjusted after funding amounts have been determined. After review of the preliminary budgets, Ms. Wheeler made a motion, seconded by Mr. Merkel to recommend approval of the maintenance budgets for County Board, Administration and Risk Management as presented. The motion carried with all members present voting aye on a roll call vote (Chmiel, Merkel, Wheeler, Zierer, Hill)

Recorder: Committee members reviewed the maintenance budget for Recorder. This department maintained a balanced budget. Ms. Deb Merrill and Nancy Walkington joined committee members to highlight the budget to committee members. Committee members were informed that the department had a fee study completed that shows the need to increase the recording fees within their office. The fee increase will help to pay for new computers for the office. A Resolution for this increase will be brought before the committee in the near future. Because of a shortfall in revenue for the department, the Recorder is requesting that one of her positions be partially funded by her automation fund. When revenue increases within the department, the position will then be pulled from the automation fund. Mr. Merkel made a motion, seconded by Ms. Zierer to

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recommend approval of the maintenance budget for the Recorder. The motion carried with all members present voting aye on a roll call vote (Chmiel, Merkel, Wheeler, Zierer, Hill)

Resolution authorizing FY07 Server Lease: Committee members reviewed a Resolution authorizing a lease with HP Financial Services for HP Servers and Storage Area Network and an Emergency Appropriation to the FY07 non-departmental budget. The current server lease will expire on December 15, 2007 creating the need to plan for replacement of the current leased servers. A RFP was sent out with one response. System Solution Inc., offered a good product and price in response to the RFP. Included in the RFP was a request for financing options. The Treasurer was consulted and determined that HP Leasing will probably be able to deliver the lowest cost of capital given today's market. The final leasing numbers will be presented to the Treasurer for a final determination. The County may lease 92 servers, an EVA 8100 SAN, a tape library, installation and support services for an amount no to exceed \$1,600,000. The final form of the lease will be negotiated by the Director of Purchasing and reviewed by the State's Attorney and Treasurer. According to the Generally Accepted Accounting Principles, the purchase price of the Servers and SAN lease must be recorded as an expense against the budget in the year the equipment is received. An emergency appropriation is now needed to allow for the proper recording of the capital value of the leased equipment. Payments on the lease will not begin until next year, 2008 and will be paid yearly through 2011. After review, Ms. Wheeler made a motion, seconded by Ms. Chmiel to recommend approval of the above Resolution as presented. The motion carried with all members present voting aye on a roll call vote (Chmiel, Merkel, Wheeler, Zierer, Hill)

Mr. Austin informed committee members that the Information Technology Department has put in for a lot of supplemental requests that tie into the County's Business Continuity Plan, with are needed to expand the County's business plan. A structural analysis of the current tower is needed to find out if the current tower is stressed. It was been suggested that an additional tower be constructed on the Valley Hi property to address future needs of the County.

Resolution authorizing a Microsoft Enterprise Agreement: This has been pulled from the agenda and will be brought back in the future for consideration. Mr. Sullivan reminded committee members that the county currently has a Microsoft Select Agreement. The MS Select Agreement thru the State of Illinois is a fiscally sound decision as long as our email system is Novell GroupWise. Our plan is to migrate from Novell GroupWise to MS Exchange. The licensing costs for MS Exchange are costlier under the Select Agreement than thru the Enterprise Agreement. It makes fiscal sense to migrate to the MS Enterprise Agreement as we migrate to MS Exchange as the core client access licenses (CALs) are included in the Enterprise Agreement bundle.

OLD BUSINESS con't

Animal Control bid update: Committee members were provided an update regarding the bids received for the work on the new Animal Control facility. Bids have come in lower than expected giving a little breathing room for the core program and allowing for possible additional wants and needs for the facility. They are looking at the numbers to determine what additional items could be added to the facility. Mr. Austin reported that they are going to try to include the necessary build out for Environmental Health. Committee members questioned who decides what additional items would be included in the facility. Mr. Austin noted that the number one issue would be the Environmental Health build out. Additional wants could include the addition of security cameras and card swipe equipment.

Committee members questioned what problems have come up because of the high rains and water on the Animal Control property. Complaints have been received regarding water coming into homes bordering Animal Control. Committee members were informed that there are two drainage/retention ponds on the property at Animal Control. The County does not own this property, but, according to the deed, the County and an adjacent property owner are responsible for the maintenance of the ponds. Nothing has been done to these ponds in quite some time and need to be cleaned out. The County is working with Crystal Lake officials to inspect the property and obtain official direction regarding the cleaning of these ponds. This is the first time this area has flooded. The County will be working with Crystal Lake engineers to coordinate the efforts for the clean up.

Discussion regarding a McHenry County policy governing the purchase and sale of real estate, land and buildings: Committee members were reminded that this policy was forwarded back to this committee for consideration by the County Board. Committee members were informed that statutorily, a 2/3 vote of the County Board is needed for any emergency appropriation. Regarding the disposition of surplus, the Sates Attorney forwarded an opinion that stated that the county must get the appraised value for any property being sold. The County Board can operate without a policy and the policy being considered is the County's own rules and procedures. Committee members stated they would like clarification of what is considered "surplus" property. Chairman Hill questioned committee members to see if this policy should be considered or if we should forward the policy to the Finance Committee to see if they still want or need this policy. Some stated that Management Services should be in charge of the process but the financing issues would be the decision of the Finance and Audit Committee. Committee members requested this issue forwarded to the Finance and Audit Committee to see if there is any support to continue discussions on this policy.

REPORTS TO THE COMMITTEE

Administrator: Mr. Austin informed committee members that the County is working on "green" policies. County Staff has a solid waste action team that works with the County Board with suggestions and guidelines to help the County "go green". Purchasing

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and construction teams have worked well with green policies with hopes of expansion in the future. County wide policies are being discussed and will be brought back to committee at a later date for review. Mr. Austin reported that the campus plan surveys have been sent to the department heads and elected officials and are due back by September 7th.

Committee members questioned how the changes are going at Valley Hi. Committee members were informed that Mr. Sarbaugh attends two different meetings weekly with the business staff and management officers to discuss immediate concerns in these departments. The Human Resources Committee directed staff to advertise for the Valley Hi Administrator position while also setting up interviews with Management Firms interested in Valley Hi. They will look at hiring an Administrator and operating the facility as well as building a business model for the running of Valley Hi.

McHenry County has been notified they have been awarded a new Associate Judge. We will work with the Chief Judge on what type of courtroom will be needed. The assignment could have a significant impact on the supplemental requests for the year.

A conference call was held this morning with Mr. Valentine and the State regarding the flood issues in the County. 90,000 sand bags were distributed throughout McHenry County.

A conference call was held with Motorola regarding the \$4.8 million dollar radio purchase for the County. We will be competing for State money for this project.

Committee members were reminded that the open house for Workforce Network has been scheduled for this evening beginning at 5:00p.m. for those interested.

Staff is still waiting for a decision surrounding the items archived in the old Valley Hi barn. Information will be forwarded to the committee when received.

Art Work Sub-Committee: Committee members were informed that the Art Work Sub-Committee will be providing a presentation to the County Board members at the next County Board meeting. Decisions surrounding the County Seal have been put on hold until additional research has been conducted regarding the cost to change the seal. It was also stated that the committee should get the consent of the whole County Board. A seal would identify us as McHenry County. A decision will be needed prior to placing any seals on any of the buildings. Chairman Hill stated she felt this could be completed with very little costs to the County and seals would be replaced with currently supplies have been depleted, whether it is stationary or envelopes etc. Chairman Hill stated she would work with Mr. Austin on this issue.

The Art Work Sub Committee will be providing a presentation for the county board on the accomplishments of the committee. A decision will be needed whether to continue with this committee as they do not have any more budget. The presentation will consist of accomplishments of the Art Committee with ideas being presented for a County Wide Art event, like the Chicago Cows on Parade, to highlight arts in the county. At the end of the program the items would be auctioned off to raise funds for the committee. An event coordinator is needed. Ms. Wheeler met with a few individuals interested in this type of event. A formal report will be forwarded to the County Board in October.

Cable Commission: Committee members were informed that a meeting has been scheduled for this afternoon with the Department of Transportation and the States Attorney to discuss right of way issues.

Council of Governments: Committee members were informed that the County would be sponsoring the next McCog meeting, with will be held at Deeter's and would begin at 5:30p.m. Dinner will follow at 7:00p.. for those interested.

FUTURE TOPICS

None

EXECUTIVE SESSION: None

ADJOURNMENT

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

RECOMMENDED FOR COMMITTEE/BOARD ACTION:

Recommend approval of Resolution authorizing a Lease with HP Financial for HP Servers & Storage Area Network and an Emergency Appropriation to the FY07 non-departmental budget

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