

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

MINUTES OF TUESDAY, SEPTEMBER 25, 2007

Chairman Hill called the Management Services Committee meeting to order at 8:10 a.m. The following members present: Chairman Tina Hill; Marie Chmiel; Yvonne Barnes; and Mary Donner. Barbara Wheeler; Pete Merkel and Mary Lou Zierer 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 Phyllis Walters, Recorder; public and the press.

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

MINUTE APPROVAL

Committee members reviewed the minutes of September 11, 2007. Ms. Chmiel made a motion, seconded by Ms. Barnes to approve the minutes of the Tuesday, September 11, 2007 Management Services Committee meeting as presented. The minutes were approved with all members present voting aye on a voice vote.

PUBLIC COMMENT: None.

PRESENTATION: None

NEW BUSINESS

Resolution authorizing an increase to the County Recorder's automation fee allowing the Recorder to collect an additional \$6.00 per document recorded: Committee members reviewed a Resolution authorizing an increase to the County Recorder's automation fee allowing the Recorder to collect an additional \$6.00 per document recorded. Ms. Walters noted that these fees are used to purchase equipment for the department. The fee could be increase up to \$13.90, but, she noted they are very thoughtful with their expenditures and only increases fees when they are needed for future replacement of equipment. Ms. Chmiel made a motion, seconded by Ms. Barnes to recommend approval of the above Resolution as presented. The motion carried with all members present voting aye on a roll call vote (Barnes, Chmiel, Donner, Hill)

Discussion of January Strategic Plan Meeting: Mr. Labaj informed committee members that in follow-up to the County Boards Strategic Planning session, a tune-up session will be needed to see where we are in our strategic plan. The plan would then be tuned up or changed as needed. Goals will be reviewed at that time. Mr. Labaj questioned committee members if there was additional information they would like to see on the agenda during the planning session. This will be a half day session to be held on either January 17th, 24th or 31st. One of the questions to be addressed will be how to transfer the goals to an agenda. A spread sheet will be created with the goals attached. Since some of the plan does not fit into one committee, the goals have been separated into themes. Committee members requested that a list of what will be discussed, with information, provided to the county board members prior to the strategic meeting. Mr. Austin noted this will be the strategic planning session for the coming year. A more involved meeting will take place in January 2009. Committee members requested the planning session to be scheduled during the morning hours.

OLD BUSINESS

Performance Contract Update: Mr. Hadley informed committee members that Siemans Building Technologies is wrapping up their project and will be holding an open house, to review the new equipment that has been installed at the courthouse, on October 16th at 6:00p.m. The County Board members and press will be invited to the open house. Invitations will be sent out in the near future.

County Board Sound System – Review of Bids: Committee members reviewed bids received for the County Board sound system. Three of the vendors have proposed the use of a Bosch sound system, which includes flush mounted speakers. The other vendor proposed a desk top mounted speaker, which is not wanted. Mr. Labaj noted that some of the vendors did not present needed information in their bids as request. We had requested a list of equipment, which one of the vendors did not offer. Committee members noted that if we don't receive needed information, during the bid period, that vendor would be eliminated from consideration. That would leave the committee with one qualified vendor, Rent Communications, Inc. This vendor included 33 additional speakers to be spread out among all of the conference rooms and board room. Committee members questioned if we could obtain additional information from one of the other vendors. It was noted that this project would then have to be re-bid as all of the information had already been requested within the original specifications of the project. The consensus of the committee was to forward a Resolution for approval at the next committee meeting to chose Rent Communications, Inc. as the most qualified vendor for the sound system in the county board room. Committee members questioned where funding for this project would come from. They were informed that the project would be paid for from the contingency fund.

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Campus Plan Update: Mr. Austin reported that Department interviews are scheduled to begin. They will be starting with the Division of Transportation and Workforce Network departments.

Animal Control update: The demolition project has been completed. They are now saw cutting the concrete for the installation of the under the floor plumbing. Next Wednesday is a project meeting at which further updates will be given. The project to date has come in under budget. The cost for the Kennels has changed because of a change in equipment being used. Committee members questioned whether the weed problem at the new facility has been addressed. Committee members were informed that the weeds have been cleared from in front of the building.

REPORTS TO THE COMMITTEE

Administrator: Mr. Austin reminded committee members that the Management Services Committee is in charge of approving a holiday calendar for the County. He stated that the calendar for FY08 is holiday laden. Typically, the calendar is the same as the Courts holiday calendar. With Lincoln's birthday, President Day, Columbus Day and Election Day closures, there will be 16 holidays for FY08. He noted they would like to reduce this by at least one day by eliminating one of the president day closures or Election Day. The Chief Judge has done research on the closures and has found out that a half of the courts close for Election Day and the other half remains open. Judge Sullivan has suggested that Election Day be removed from the holiday schedule.

Mr. Austin informed committee members that the Courts have established the type of courtrooms that will be needed in the Government Center. Rooms 101, 102 and 103 will become traffic/misdemeanor courtrooms. There is a problem with courtroom 103, as there is no easy secure access to the jail. The Sheriff does not want to move detainees through the public areas of the Courthouse and a secure route needs to be created for this courtroom.

A conference room is needed in EMA (Emergency Management Agency, to accommodate the needs. There is a large space within EMA that is being used as a storage area that could be used as a conference room.

Additional construction items include the upgrade to the third floor of the Government Center. The flooring and walls need to be upgraded in this area.

A State's Attorney's opinion has been received that has recommended the catalog of items stored in the old Valley Hi barn should be decontaminated. A new bid will be sent out for the cataloging and decontamination of these items.

Art Work Sub-Committee: Committee members were informed that a power point presentation has been created for presentation at the County Board on October 2nd. This presentation will include the future goals and plans of the committee.

Cable Commission: Committee members were informed that Comcast is working with our attorney, Michael Smoran, on continuation of the franchise agreement. Comcast can either with the current agreement or go with a new agreement. Fees would remain the same under either agreement. An extension to the agreement has been granted until March at which time they will have to decide what to do.

Council of Governments: Committee members were reminded that the McCog meeting will take place at Deeter's, tomorrow evening, starting at 5:30p.m.

FUTURE TOPICS: None

EXECUTIVE SESSION: Ms. Chmiel made a motion, seconded by Ms. Barnes to enter into executive session at 9:05a.m. to discuss pending litigation. The motion carried with all members present voting aye on a roll call vote. (Barnes, Chmiel, Donner, Hill)

Ms. Donner made a motion, seconded by Ms. Chmiel to enter into regular session at 9:23a.m. The motion carried with all members present voting aye on a roll call vote (Barnes, Chmiel, Donner, Hill)

Chairman Hill noted that no action was taken by the committee during executive session.

ADJOURNMENT

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

RECOMMENDED FOR COMMITTEE/BOARD ACTION:

Resolution authorizing an increase to the County Recorder's automation fee allowing the Recorder to collect an additional \$6.00 per document recorded

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