

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

MINUTES OF TUESDAY, AUGUST 12, 2008

Chairman Hill called the Management Services Committee meeting to order at 8:30 a.m. The following members present: Chairman Tina Hill; Yvonne Barnes; Mary Donner; Mary Lou Zierer; Marie Chmiel; Peter Merkel and Barbara Wheeler. Also in attendance: Peter Austin, County Administrator; Ralph Sarbaugh, Associate County Administrator-Finance; Cindy Kozlowski, Financial Analyst; Tom Sullivan and Paul Lerner, IT; Cathy Link, Purchasing; Adam Lehmann, Administrator Intern; Nicole Gattuso, GIS Manager; Bev Beyer, Risk Management; Phyllis Walters, Debbie Merrill and Nancy Walkington, Recorder; 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 July 22, 2008. After review, Ms. Barnes made a motion, seconded by Ms. Wheeler to approve the minutes of the July 22, 2008 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

FY08-09 Budget Reviews: Mr. Sarbaugh reported that the budget reviews are going well. There have been a lot of negotiations because of decreased revenues. The Departments have kept their supplemental requests down knowing there has been this decrease. The budgets will include the natural growths seen throughout the year. He stated they review the budgets and make sure the contractual and commodities match last year's request. The personnel is based on July's rosters and will be reviewed and make any necessary adjustments are taken care of in the middle of September so the rosters could change some. The first part of the budget includes the reports for the departments. This area shows what the functions of the departments are. This portion normally stays the same unless services change within a department. The highlights and goals should be reviewed by committee members as this portion of the budgets tells the accomplishments made for the year.

Recorder: Ms. Walters joined committee members for review of the budget for the Recorder's office. The revenue from the tax transfer stamps are down from previous years. Mr. Sarbaugh noted they are being very conservative in the revenue projections for most of the revenue accounts across the board. The payment for the Sans equipment for the Recorders' office comes from the Automation Fund. The supplemental requests for the Recorders office are requests for personnel changes. These will be reviewed at a later date with all the supplemental requests. Ms. Donner made a motion, seconded by Mr. Merkel to recommend approval of the maintenance budget for the Recorders office as submitted. The motion carried with all members present voting aye on a voice vote. Mr. Sarbaugh noted that all of the department heads and committee chairs will be able to review and make comments on all of the supplemental requests.

Facilities Management: Mr. John Hadley joined committee members for presentation of the maintenance budget for Facilities Management. Mr. Sarbaugh reminded committee members that this department does not have any revenue stream except for a small refund received from ComEd for a reimbursement of energy costs. This refund is issued when, during peak energy use, the County uses their generators to reduce ComEd energy use. A small refund was received from FEMA as well where the department received a refund for overtime expenses from a storm on February 6th. Mr. Sarbaugh noted that this budget is being reduced because of a one-time expense from last year's budget from the cost to clean the items found in the old barn at Valley Hi. Personnel costs are

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unknown at this time because Local 150 is currently in negotiations with the Department. Facilities Management is also given separate budgets for work done at Valley Hi and the Highway Department. Committee members questioned why Facilities Management was presenting supplemental requests for equipment for the Jail, Valley Hi and the Highway Department as these costs should come from these budgets. They noted that these costs should be in one place for adequate tracking of expenses. Committee members were informed that we know a lot of these supplemental requests will not be funded, but, are put on the lists so we know they are on our radar for future needs. Committee members also noted that some of the requests are on the low end of costs and the costs noted should reflect the true cost of an item and when it is a high dollar item, it should be placed on the capital requests list. After review, Ms. Wheeler made a motion, seconded by Ms. Donner to recommend approval of the maintenance budget for Facilities Management, as presented. The motion carried with all members present voting aye on a voice vote.

GIS: Ms. Nicole Gattuso, joined committee members for presentation of the GIS budget. Mr. Austin noted that GIS is listed as part of the IT department, but, is treated separately. Committee members were informed that a Resolution will be brought forward from the GIS Department to increase the fees charged within the department. Ms. Gattuso had a study completed which showed the fees being charged were well below market standards. A fee increase is needed in order to keep the department viable. If the Resolution is not passed, the revenue would be decreased to \$750,000-\$800,000. The Department would then need to dip into their reserves in order to keep the department running. Mr. Sarbaugh noted that the supplemental request for personnel will be adjusted based upon the County's personnel policy. The policy states that new persons will be hired as an entry level position, in the specific grade and the requests are currently showing the amount they feel it would take to get a person hired into that position. After review, Ms. Donner made a motion, seconded by Ms. Barnes to recommend approval of the maintenance budget for the GIS department as presented. The motion carried with all members present voting aye on a voice vote.

IT: Mr. Sullivan joined committee members for presentation of the maintenance budget for the Information Technology Department. Mr. Sarbaugh noted that this department was a very challenging department as most of their requests include high dollar items. No goals were set for the department because without knowing how much funding the department would be receiving they would be setting the department up for failure. This department does not have a revenue stream and are an internal service department. Mr. Sarbaugh stated that the department has maintained a no growth budget. This department has some hefty supplemental requests and they are getting a lot of attention. They are currently trying to zero on all of the "must haves" for the department. There is also a lot of transition in the department because of the investment in the integrated justice system. They will need to work with the partners in the Courts to accomplish the needs of the various departments. After review, Ms. Donner made a motion, seconded by Mr. Merkel to recommend approval of the maintenance budget for IT as presented. The motion carried with all members present voting aye on a voice vote.

Purchasing: Ms. Link joined committee members for presentation of the maintenance budget for the Purchasing Department. Mr. Sarbaugh noted this is an internal service department and therefore does not generate any revenue. The Department saves money by prudent bidding and buying procedures. The department is also in charge of the mail room. The mail room sees increases when the mail rates are increased. After review, Ms. Wheeler made a motion, seconded by Mr. Merkel to recommend approval of the maintenance budgets for Purchasing as presented. The motion carried with all members present voting aye on a voice vote.

Committee members took a moment and thanked Mr. Sarbaugh for the wonderful job he has done on the budget details and the hard work he has done in completing the budget packets.

OLD BUSINESS

Resolution setting the holiday schedule for 2009: Mr. Austin addressed committee members to discuss the proposed holiday schedule for 2009. The current proposal suggests 15 ½ holidays for 2009. The employees get 15 holidays for 2008. The Chief Judge decides the dates the Courts are closed and in the past we have tried to keep the schedule the same for both the Courts and the County

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offices and we would like to keep the schedule in tandem with the Courts, if possible. There were various proposals on ways to reduce the days. It was suggested that we remain open on January 2nd, Lincolns Birthday (as this is celebrated in tandem with Presidents Day) and only a half of a day on Christmas Eve. The surrounding Counties were called and we found they all have different holiday schedules. Next year is Lincolns 200th birthday, making it hard to cut this day out for 2009, but, this could be removed from the calendar in the years thereafter. Committee members were reminded that the Judge sets the Calendar for the Courts and it is up to this committee to decide whether to close the remaining facilities. Committee members noted that the holidays should remain the same year after year and Good Friday should be used as a personal day. After a lengthy discussion, Ms. Barnes made a motion, seconded by Ms. Wheeler to recommend approval of the Resolution setting the holiday schedule for 2009, with the removal of January 2nd as a holiday, as amended. The motion carried with five ayes (Barnes, Donner, Wheeler, Zierer, Hill) and two nays (Chmiel, Merkel) Committee members noted that the maximum days allowed should remain at 15 days.

Resolution authorizing Worker's Compensation Claim Settlement: Committee members reviewed a Resolution authorizing Workers' Compensation Claim Settlement. This settlement is for a Corrections Officer that was injured from an accidental discharge of his weapon. After review, Ms. Wheeler made a motion, seconded by Ms. Barnes to recommend approval of the above Resolution as submitted. The motion carried with all members present voting aye on a roll call vote (Barnes, Chmiel, Donner, Merkel, Wheeler, Zierer, Hill)

Resolution authorizing a Symantec Software Maintenance and Support contract: Committee members reviewed a Resolution authorizing a Symantec Software Maintenance and Support Contract. Ms. Chmiel made a motion, seconded by Ms. Wheeler, 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, Merkel, Wheeler, Zierer, Hill)

OLD BUSINESS

County Seal: Mr. Lehmann informed committee members that this program is ongoing. We are waiting for the schools to reconvene to see if there may be interest from the schools for this project. Committee members were informed that there are six different submissions on "Cal's Blog" for those that may be interested.

County Administrator's goals: Mr. Austin presented his Performance Results Description – 08/09 for review. He noted that there were some minor changes made as previously discussed. Committee members agreed that the report could be forwarded for approval.

Campus Plan: Mr. Austin noted that with the tight finances because of the economy there will not be any significant movement on this issue. It will be necessary to keep this issue on the radar. The Sheriff is looking for the "real costs" for a Public Safety Building. It will have to be decided what needs to be done and what could be added at a later date. It may be necessary to have a meeting with the Sheriff as well as those offices that may eventually be located in the Public Safety Building. This issue could help with records management as well. A records center has been proposed to be built next to the Hartland facility and we might be able to create a large enough facility to accommodate both the evidence barn and records management. If a new storage facility is built, we will have to reassess whether to keep the old Valley Hi facility. This issue is to remain on the agenda for future discussion.

Committee members questioned what facilities have been torn down. The Banford Road facility was removed. The Harrison House and the Administrators House next to Valley Hi is scheduled to be removed on August 22nd.

REPORTS TO THE COMMITTEE

Administrator: Mr. Austin reported that the budget reviews are moving forward. They are currently in committee discussions. A determination will be made as to the amount of funds that will be available and then prioritize the supplemental requests. These will go to the County Board at the first meeting in September. They will discuss the state of the county finances and how to budget the supplemental requests. He informed committee members that he will be out of the office next week. Committee members were informed that there are currently 2 searches to fill some key positions in the County.

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The application period for the Planning & Development Director position has expired. The company handling the search has received approximately 30 applications and will be doing their due diligence in weeding out the unqualified applicants. They will forward the remaining applications for consideration. The other search is for the Court Administrator position. It is a great idea that the County has invested funds for this search. It is important to mesh the talents to the County's needs.

The department heads are being surveyed regarding issues surrounding a four day work week. Administration is trying to determine whether a four day work week would be feasible for departments. Pace has created a ride share program for those interested in finding car pool possibilities.

Green Team: Mr. Lehman reported that a survey was sent out to the departments regarding a four day work week. There was inconsistency in the responses. It has not been easy to determine what the departments think they can and cannot do. Mr. Sullivan stated this would be very tough for IT as they do some of the maintenance processes after the work day, and if the work day is expanded, they would be required to work some very late evenings. It was noted that this is not easy for an organization with such diverse services. It was noted that the Treasurer has been allowing a 4 day work week for 15 years. It was stated that money would not be saved for building expenses.

Cable Commission: A Resolution will be brought forward for consideration in the near future. The consortium will only meet is any issues arise.

Council of Governments: None

FUTURE TOPICS

Webcasting: Mr. Austin reported that he is working with both groups on what their costs will be. We know there will be a monthly agency cost, but, we are trying to determine the hard cost of the equipment before at determination can be made.

Chairman Hill stated there has been questions regarding if this committee is responsible for the Vehicle Use Policy or if it would fall under the committee of the department who has the vehicles.

Chairman Hill stated there is an issue regarding the \$1,000 expense account for the County Board Members. She noted that the rules state that members will get reimbursed for expenses spent, but, the bills are being turned in for payment. She noted there is also issues regarding mileage payment out of this account as well as the rules state that the County Board Members would need prior approval to attend a meeting. She noted it may be necessary to change the rules. She noted she would send out an email requesting the bills get paid first and then turn in receipts for reimbursement.

Mr. Sullivan informed committee members that he attending a meeting Friday at MCC for NIU Net. Northern Illinois University is building a fiber optic network that runs from Chicago to Dubuque and continues to get larger. They have been working with local counties and communities to share resources and gain the benefits of having access to low cost internet, lowering cost for internal communications and lowering costs for internal communications and having a system that can contribute to the disaster planning process. He noted it is important to get this idea out to other entities.

EXECUTIVE SESSION

None.

ADJOURNMENT:

The meeting adjourned at 9:32a.m. on a motion by Ms. Wheeler, seconded by Ms. Chmiel with all members present voting aye.

RECOMMENDED FOR COMMITTEE/BOARD ACTION:

Resolution setting the holiday schedule for 2009

Resolution authorizing Workers Compensation Claim Settlement

Resolution authorizing a Symantec Software Maintenance and Support contract

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