

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

MINUTES OF TUESDAY, OCTOBER 28, 2008

Chairman Hill called the Management Services Committee meeting to order at 8:30 a.m. The following members present: Chairman Tina Hill; Mary Donner; Mary Lou Zierer; Marie Chmiel, Barbara Wheeler; Pete Merkel and Yvonne Barnes. Also in attendance: Ken Koehler, County Board Chairman; Pete Austin, County Administrator; Tom Sullivan and Paul Lerner, IT; Anita Juarez, Purchasing; Adam Lehmann, Administrator Intern; John Labaj, Deputy County Administrator; John Hadley, Facilities Management; and Pat McNulty, Health Department.

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| 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 October 14, 2008. After review, Ms. Chmiel made a motion, seconded by Ms. Donner to approve the minutes of the October 14, 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 BUSINESS5

Resolution authorizing Settlement of Workers' Compensation Claim #06-3200-08, Resolution authorizing Settlement of Workers' Compensation Claim #08-4300-01, Resolution authorizing Settlement of Workers' Compensation Claim #07-0600-01, Resolution authorizing Settlement of Workers' Compensation Claim #06-3210-01 and #06-3210-12D: Committee members reviewed four Resolutions for settlement of some workers compensation claims prior to the end of the year. Committee members reviewed Resolution authorizing Settlement of Workers' Compensation Claim #06-3200-08, Resolution authorizing Settlement of Workers' Compensation Claim #08-4300-01, Resolution authorizing Settlement of Workers' Compensation Claim #07-0600-01, Resolution authorizing Settlement of Workers' Compensation Claim #06-3210-01 and #06-3210-12D. Ms. Barnes made a motion, seconded by Ms. Zierer to recommend approval of the above Resolutions as presented. The motion carried with all members present voting aye on a roll call vote (Barnes, Chmiel, Donner, Merkel, Wheeler, Zierer, Hill) Mr. Labaj noted that all Workers' Compensation Claims must be investigated. The employee must file a claim within 24 hours of incurring an injury.

Resolution authorizing entering into an agreement with the Ferguson Group, LLC for continuation of providing Federal Legislative consultant services for McHenry County: Committee members reviewed a Resolution authorizing entering into an agreement with the Ferguson Group, LLC for continuation of providing Federal Legislative consultant services for McHenry County. Committee members were reminded that in 2005 the County Board determined that they desired a contract with a Federal legislative consultant in Washington D.C. with a contract not to exceed \$90,000 per year with an option to renew for two additional years at a rate not to increase more than 6% per year. The County has negotiated an additional agreement for continuation of these services and Ferguson Group has agreed to this agreement for one year at a cost not to exceed \$93,000 per year, including expenses. Ms. Chmiel made a motion, seconded by Ms. Donner 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)

Resolution authorizing approval of the County of McHenry's property and casualty insurance program for FY08/09: Committee members reviewed a Resolution authorizing approval of the County of McHenry's property and casualty insurance program for FY08/09. Committee members reviewed 11 different policies for consideration. Mr. Labaj noted that cost is not the only issue in considering an

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insurance policy. They must also consider the strength of the policy and the strength of the insurance company. Mr. Labaj noted that some of the insurance companies have been adversely affected by the economy. Mr. Labaj noted there may be some minor changes to the Resolution as there are some insurance coverage issues that are still being considered. They are trying to determine if the Regional Superintendent of Schools is a County employee or State employee and the States Attorney has previously had an additional Lloyds of London professional liability policy. The County is trying to determine if any additional coverage are needed and if they are already included in the current policies. Any changes for the States Attorney and Regional Superintendent of Schools will be included in the Resolution being forwarded to the County Board for consideration. It was suggested that the money amount included in the Resolution may not be enough to cover any changes to the policies and suggested the amount currently included in the Resolution be increased to \$935,000. Ms. Chmiel made a motion, seconded by Ms. Donner to recommend approval of the Resolution authorizing approval of the County of McHenry's Property and Casualty Insurance Program with an amended increase in the dollar amount not to exceed \$935,000. The motion carried with all members present voting aye on a roll call vote (Barnes, Chmiel, Donner, Merkel, Wheeler, Zierer, Hill)

Resolution authorizing acceptance of the Illinois Clean Energy Community Foundation Grant in the amount of \$43,050 and the Illinois Department of Commerce and Economic Opportunity Grant in the amount of \$35,304: Committee members reviewed a Resolution authorizing acceptance of the Illinois Clean Energy Community Foundation Grant in the amount of \$43,050 and the Illinois Department of Commerce and Economic Opportunity Grant in the amount of \$35,304. Mr. Hadley reminded committee members of the County's desire to go green and implement green cost saving programs. The Facilities Management Department has secured two grants to help for the cost for the light fixture retrofit at a cost of \$215,939. A grant in the amount of \$43,050 has been secured from the Illinois Clean Energy Community Foundation and a grant in the amount of \$35,304 from the Illinois Department of Commerce and Economic Opportunity. He stated that these are non-matching grants. Over 2,000 light bulbs need changing in order to be more energy efficient. The balance of the cost of the program has been budgeted for in the current year's budget. He stated that they will continue to look for ways to make the buildings for energy efficient. Ms. Donner made a motion, seconded by Mr. Merkel 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)

Facilities/Energy Updates (John Hadley): Mr. Hadley reminded committee members of the need to sprinkle the canopies at Valley Hi Nursing Home. The facility was cited for not having the outdoor canopies correcting "sprinkled". All approvals have been received for the project, with completion expected in the near future.

Demolitions of the Harrison House, Animal Control Facility and the Valley Hi Administrators house has been completed. Cleanup of the Klehm property has become. There is 4,600 sq ft of office space available in the old office building on the property. Staff will review potential opportunities for the property. Any of the buildings on the property that are falling down, will be removed. The Division of Transportation is helping with the cleanup of the property. The property will then be fenced and posted. The department is working to put out a demolition bid for the buildings on the property.

Mr. Hadley reported that the collection of "papers" within the County continues. In the past there were 12,000 boxes moved into storage. This amount has increased to 14,000 boxes. He noted concern that paper usage is not being reduced. He noted that people tend to store everything. Because of the storage needs, additional shelving is needed for the department at a cost of \$4,000-\$5,000.

Mr. Hadley reminded committee members of the Facilities Management Departments' participation with the Soybean Council in the project to use alternative chemicals. The County has been featured by NACO and the Illinois Soybean Council for the County's "green" efforts.

Mr. Hadley reminded committee members that when the Administration Building was built they used Leed and Energy Star green initiative designs. When built the building was given a score of 56, which means that the building was 56% more efficient than others with similar designs. The Facilities Management department has been monitoring the energy use for the facility, as energy management has been a focus of the department. He noted they are trying to be good stewards of taxpayer

monies. We have now obtained a score of 73. With the recent upgrades, this score should also increase. They will be able to monitor the usage from any available browser. Mr. Hadley reported that he is having a problem during the off hours at the facility. The units run from 6:00a.m. until 6:00p.m. at which time the temperature is set back to 60°. The temperature remains at 60° during the weekends as well. Some of the department heads do not like the temperature setbacks and they would like the flexibility to override the system. Mr. Hadley questioned if we should create an energy use policy. He stated that it is ridiculous that he has to turn on the heat for one person at a cost of \$600 for a 12 hour period. At a time when everyone is having to evaluate their energy usage this is unacceptable. He noted that he thinks a policy is needed to exert extra pressure on staff. He stated that the goal is to review all of the county buildings energy usages.

OLD BUSINESS

County Seal: None

Campus Plan Updates: None

Discussion of Vehicle Use Policy: Ms. McMahon provided committee members with a draft of the updated Vehicle Use Policy with the updates for review. Mr. Austin noted that we are not looking for a vote at this time, but are getting close to the final product. The policy has been reviewed by the department heads a couple of times and is almost ready for approval. The policy will be brought back in two weeks for consideration. Committee members reviewed the draft changes with Ms. McMahon. Committee members voiced concern that so many employees are taking their county vehicle home. Mr. Austin noted with the new policy, a separate sign-off sheet will be required. This will make both Administration and the department heads aware of whom the cars are going home with. Committee members noted that information should be posted on the website as to why vehicles are allowed to be taken home. Mr. Austin noted that it is important to get a policy in place and start a smart driving program. This will include information on how to operate vehicle usage in the most efficient manner and make a distinction between necessary use and convenient use. The final piece will include a benchmark of the County's fuel use. This will be tracked yearly by miles and consumption. After completion, the policy could be placed on line for review. Ms. Palmer noted there are some IRS rules that she would like to see included in the policy. These suggestions will be forwarded for consideration.

REPORTS TO THE COMMITTEE

Administrator: None

Green Team: None

Cable Commission: None

McCog: None

EXECUTIVE SESSION

None

ADJOURNMENT:

The meeting adjourned at 9:34a.m. on a motion by Ms. Chmiel, seconded by Mr. Merkel with all members present voting aye.

RECOMMENDED FOR COMMITTEE/BOARD ACTION:

Resolution authorizing Settlement of Workers' Compensation Claim #06-3200-08

Resolution authorizing Settlement of Workers' Compensation Claim #08-4300-01

Resolution authorizing Settlement of Workers' Compensation Claim #07-0600-01

Resolution authorizing settlement of Workers' Compensation Claim #06-3210-01 and 06-3210-12D

Resolution authorizing entering into an agreement with the Ferguson Group, LLC for continuation of providing Federal Legislative consultant services for McHenry County

Resolution authorizing approval of the County of McHenry's Property and Casualty Insurance Program for FY 2008-2009

Resolution authorizing acceptance of the Illinois Clean Energy Community Foundation for \$43,050 and the Illinois Department of Commerce and Economic Opportunity Grant for \$35,304

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