

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

MINUTES OF MONDAY, NOVEMBER 10, 2008

Chairman Hill called the Management Services Committee meeting to order at 8:45 a.m. The following members present: Chairman Tina Hill; Mary Lou Zierer; Marie Chmiel; Barbara Wheeler; and Yvonne Barnes. Mary Donner and Pete Merkel were absent. Also in attendance: Ken Koehler, County Board Chairman; Pete Austin, County Administrator; Adam Lehmann, Administrator Intern; John Labaj, Deputy County Administrator; and Linda McMahon, Administrative Analyst.

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 28, 2008. After review, Ms. Chmiel made a motion, seconded by Ms. Barnes to approve the minutes of the October 28, 2008 Management Services Committee meeting, as presented. The minutes were approved with all members present voting aye on a voice vote.

PUBLIC COMMENT

Mr. Cal Skinner joined committee members to request that the committee members take a bold leap and consider the adoption of Dick Tracy as part of the McHenry County Seal. He stated that Dick Tracy comes from McHenry County and is known world-wide which would create a tourist attraction for the County. He realizes that the County would have to pay for the right to use the image, but, the overall benefit would be unbelievable. He informed committee members that the characters used in the Dick Tracy comics are actually people from the surrounding area.

PRESENTATION

Mr. Adam Lehmann joined committee members for a presentation on the County Seal design contest. Mr. Lehman presented depictions of the current county seal and flag to highlight what is currently being used as the designs. A review of the contest entries were provided to committee members. They agreed that the seal should depict a vision of what McHenry County is. Chairman Hill noted that she likes the Dick Tracy design and this would put McHenry County on the map. Chairman Koehler noted that he agrees, Dick Tracy did come from the area and this would be a big draw to the County and noted he would like to use his character as a part of the County seal. They also agreed that they did not want to make the seal too busy but noted that the character could be placed in one quadrant of the seal. Committee members agreed that the seal should include segments where multiple pictures could be included within the design. Some noted concern that the depiction of Dick Tracy would make the seal look to cartoonish. They also noted that only the elderly would know who Dick Tracy is and noted concern that the seal would not look "stately" enough. Ms. Zierer noted that she has been with the County Board longer than anyone on the committee and feels that everyone connects Dick Tracy to the County, but does not feel that a specific town should be designated on the seal. She stated that the seal should be a combination of the old courthouse and new. Chairman Hill stated that she would work with IT to see about getting some unique seal ideas together and bring them back to committee for consideration. Committee members all agreed that they want the seal to depict McHenry County as a good place to work and live and they do not want the seal to be too busy. Committee members were informed that if they visit the NACO website, they will be able to review seals from other Counties. These seals can be used as a marketing tool for the county. Committee members thanked Mr. Lehmann for his work on the seal contest.

NEW BUSINESS5

*Resolution authorizing a contract with Public Knowledge, LLC to provide strategic planning and performance measurement services:* Committee members reviewed a Resolution authorizing a contract with Public Knowledge, LLC to provide strategic planning and performance measurement services. Mr. Austin reminded committee members that two years ago, the County elevated its Strategic Planning efforts by hiring NIU to help with the planning process. An organized internal strategic committee was formed, but, there is a need to move to a higher level and act on the "to do" list created during the last strategic planning session. The strategic planning group, as well as Chairman Koehler and Mr. Austin came across a company that helps to organize the key issues on the

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strategic planning list. They will help to answer questions of whether an item on the list should be acted on. Mr. Austin noted that the County currently has a "to-do" list without an action plan of how to reach the goals on the list. This Resolution will revise and re-cast the current short term strategic plan to identify key goals and strategies for the next three years, develop action plans to implement the strategies and draft performance measures to track and report success of the action plans and progress toward goals. The plan will include performance measures to show where we are, how we move forward and will provide a road map of how we move forward. The County has not renewed the e-civis contract so this frees up some funds as well as funds that were spent for NIU for the first part of the strategic plan. NACO has a free grant search website for use by the County. 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, Wheeler, Zierer, Hill) Committee members agreed this was a good component to the plan and a summary of the campus plan should be included as a part of the strategic plan as well.

Ms. Wheeler left committee at 9:15a.m.

*Resolution authorizing adoption of amendments to the McHenry County Board Rules:* Chairman Hill informed committee members that she has identified a few "tweeks" that are needed in the County Board Rules. She stated that on page 9, zoning petitions there is always a question on how they are voting. She noted that all votes should be in the affirmative. It was noted that the State's Attorney would provide the wording for this portion of the rules. Chairman Hill stated that another issue that needs to be addressed as well. All ordinances proposed for adoption or amendment shall first be presented for discussion only and placed on, no less than 30 days from the original proposal. The ordinance or amendments will be returned to the originating committee for further consideration. They will then be presented, in final form at a County Board meeting no less than 30 days from the date of the original proposal. It was noted that if an item is being sent back for additional consideration by a committee, a summary of the changes and meanings should be included on the agenda. It was noted that department heads need to be aware that these ordinances are getting put back on a committees agenda for consideration during the 30 day review. Committee members questioned whether there was a State Statute that requires these items be placed on a 30 day review. They noted that some of the items are brought back to County Board for consideration, four weeks from the original presentation and this would be a 28 day review. It was noted that when an ordinance or amendment is being requested, there should be a policy that states that a summary memo should be included explaining the changes being made. Chairman Hill noted that the changes will be made by the States Attorney.

OLD BUSINESS

*County Seal:* None

*Campus Plan Updates:* None

*Discussion of Vehicle Use Policy:* Committee members were provided with the most recent draft of the recommended Vehicle Use Policy. There were minor changes made from the recent policy as previously suggested. It was noted that the policy does not allow for anyone other than people attending to County business to ride in a County Owned vehicle, they noted that the policy should include some exceptions that state "unless otherwise provided contractually". The Auditor's is to provide some other recommended changes so the policy will be brought back to committee for further consideration.

REPORTS TO THE COMMITTEE

*Administrator:* None

*Green Team:* None

*Cable Commission:* None

*McCog:* None

EXECUTIVE SESSION

None

ADJOURNMENT:

The meeting adjourned at 9:38a.m. on a motion by Ms. Chmiel, seconded by Ms. Barnes with all members present voting aye.

RECOMMENDED FOR COMMITTEE/BOARD ACTION:

Resolution authorizing a contract with Public Knowledge, LLC to provide strategic planning and performance measurement services

Resolution authorizing adoption of amendments to the McHenry County Board Rules.

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