

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

MINUTES OF TUESDAY, MARCH 10, 2009

Chairman Schuster called the Management Services Committee meeting to order at 8:30 a.m. The following members present: Chairman Ersel Schuster; Yvonne Barnes; Lyn Orphal and Kathleen Bergan Schmidt. Tina Hill; Pete Merkel and Paula Yensen were absent. Also in attendance: Peter Austin, County Administrator; Adam Lehmann, Administrator Intern; John Labaj, Deputy County Administrator; Tom Sullivan and Paul Lerner, IT; John Hadley, Facilities Management; and Linda McMahan, Administrative Analyst.

Ersel Schuster, Chairman	
Yvonne Barnes	Tina Hill
Pete Merkel	Lyn Orphal
Kathleen Bergan Schmidt	Paula Yensen

MINUTE APPROVAL

Committee members reviewed the minutes of February 24, 2009. Ms. Orphal made a motion, seconded by Ms. Barnes to approve the minutes as presented. The minutes were approved with a majority of member's present voting aye on a voice vote.

PUBLIC COMMENT: None

PRESENTATION

None

NEW BUSINESS

Resolution authorizing expenditures from the General Fund Contingency FY09 budget for the updating of the office building located on the Klehm property: Ms. Orphal made a motion, seconded by Ms. Schmidt to recommend the County Board approve a Resolution authorizing expenditures from the General Fund Contingency FY09 budget for the updating of the office building located on the Klehm property. A list of items that will be cleaned were presented to committee members. Mr. Austin noted that County Clerk staff has requested that carpeting not be installed in the facility as suggested the current flooring be cleaned instead, creating additional savings in the budget. Committee members were informed that the department is excited to receive the additional space. Committee members noted that they want assurances that other departments are not "eyeing" the lunch room area for expansion of their offices as they felt it is important to bring back the lunch room area for use by employees and guests to the building. Committee members questioned if anyone has approached staff for possible expansion into the current Treasurers office. Committee members were informed that staff will be reviewing the current plans for the facility and will be thoughtful on who will be using the area in the future. The bullet proof glass will be moved over to the Cardinal Bank Building for future use by the Treasurer. It was suggested that the Management Services Committee schedule a time to review the space in the lunch room area and Treasurer's office to get a better idea of the space that will be available for use. The motion carried with all members present voting aye on a roll call vote (Barnes, Orphal, Schmidt, Schuster)

Review of 2008 liability summary: Mr. Labaj presented committee members with a review of the 2008 liability summary for the County. As part of the County's annual external audit, Risk Management prepares an Incurred but not reported (IBNR) analysis of all outstanding insurance claims. The chart establishes IBNR's for all currently reported Worker's Compensation (14), General Liability (5), Errors and Omissions (11), Police Liability (13), Auto Liability (5) and Incident only (1) claims as of December 1, 2008. The estimated potential outstanding liability for the County is \$6,933,871.31. A history of outstanding liability summaries from 2002 to 2008 were provided for review. Mr. Labaj noted that a review of the information will be brought forward at a later date when reviewing insurance renewals for the coming year.

OLD BUSINESS

Follow-up Discussion – Armed Intruder & Bomb Threat Policy: Mr. Labaj asked if Committee members had any questions on the Armed Intruder & Bomb Threat Policy that was provided at a previous meeting. He noted that the policy includes updates of the existing policy, which was reviewed in light of events that have occurred within the past few years. The old policy stated that in an event of an

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emergency, the facility was to be evacuated. Now, in case of an emergency, the facility would be locked down with law enforcement personnel providing an orderly evacuation. Each building will have their own specific policy. Training and drills will be held for each facility following approval of the Resolution. It was suggested that the policy be presented at the Department Head meeting for approval. If an emergency occurs, the lockdown would be announced over the PA system. The Resolution will be brought forward for approval at a future meeting.

Resolution adopting amendments to the Vehicle Use Policy: Committee members reviewed a Resolution adopting amendments to the Vehicle Use Policy. It was noted that the Auditor agrees to the changes made to the policy and had input to the revisions made. It was noted they have moved slowly and cautiously with the policy now placing responsibility on the user of the vehicle. Ms. Barnes made a motion, seconded by Ms. Schmidt to recommend approval of the above Resolution as presented. The motion carried with all members present voting aye on a roll call vote (Barnes, Orphal, Schmidt, Schuster)

REPORTS TO THE COMMITTEE

Administrator: Mr. Austin reported that he had spent a portion of the past week in Washington DC meeting with our Legislators and Lobbyist. He noted they had good meetings with Representatives Manzullo and Bean as well as Senator Durbin and staff for Senator Burris. The Legislators were generally supportive of our issues. We are still unaware of how we did on our 2009 legislative requests. There were \$1.5million dollars in project requests and we are currently unsure how this will play out. We are well positioned for our requests for 2010. As part of the stimulus money's requests, he attended meetings at the Department of Justice to see about available funding for Criminal Justice. Currently there are not many rules available yet to obtain any of the stimulus funding. He stated he also attended a NACO Administrator's meeting. He was informed that many County's are creating a stimulus task force to focus on the needs of each individual county needs. Mr. Austin noted that he will be scheduling meetings with department heads to try to get some of the stimulus funding that may be available and how to access these funds

Mr. Austin reminded committee members that there has been some discussion regarding agenda management. He stated that he has spoken to staff in Lake County regarding this issue and how a large amount of money could be spend on this issue. There is a thirst to create agenda management, which would include codification. He stated that he would be speaking with agenda users to share ideas on how to get this project started. He stated that he would obtain some written material to get some ideas on how to move ahead with this project including timelines and investment needed to complete the project.

Committee members were informed that they are moving forward with preparations for the Strategic Planning Meeting on March 20th. The Department Heads and Elected Officials have been spoken to put together information on issues raised at the previous meeting. These issues will be ranked and fine tuned before the meeting.

Cable Commission: Mr. Sullivan noted that the attorneys are reviewing the latest version of the Cable Franchise Ordinance. He noted they will be making some changes within the ordinance. When the Ordinance is ready for review, a notice will have to be sent out noting the Cable Ordinance Meeting. This will be noticed at the same time as the Management Services Committee meeting. He noted they are looking at internet and cable agreements as one ordinance.

Council of Governments: Some McCog members went to Springfield last week to meet with the County Legislators. Mr. Austin stated he was unsure of the outcome of these meetings.

Webcasting: None

EXECUTIVE SESSION: None

ADJOURNMENT:

The meeting adjourned at 9:04 a.m. on a motion by Ms. Orphal, seconded by Ms. Barnes with all members present voting aye.

RECOMMENDED FOR COMMITTEE/BOARD ACTION:

Resolution authorizing expenditures from the General Fund Contingency FY09 budget for the updating of the office building located on the Klehm property
Resolution adopting amendments to the Vehicle Use Policy

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