

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

MINUTES OF TUESDAY, MAY 25, 2010

Chairman Schuster called the Management Services Committee meeting to order at 8:30 a.m. The following members were present: Chairman Ersel Schuster; Yvonne Barnes; Tina Hill; Peter Merkel; Kathleen Bergan Schmidt; and Paula Yensen. Lyn Orphal was absent. Also in attendance: Peter Austin, County Administrator; Ralph Sarbaugh, Associate County Administrator – Finance; John Labaj, Deputy County Administrator; Adam Lehmann; Paul Lerner and Tom Sullivan, I.T.; Andy Toth, Purchasing; John Hadley, Facilities Management; Ken Koehler, Chairman McHenry County Board, interested public; and the press.

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

MINUTE APPROVAL

Committee members reviewed the Management Services Committee minutes of May 10, 2010. Ms. Hill made a motion, seconded by Mr. Merkel to approve the minutes as submitted. The minutes were approved with all members present voting aye on a voice vote.

PUBLIC COMMENT: None

PRESENTATION

County Newsletter: Mr. Lehmann provided an overview to an e-mail marketing project that the County is implementing. E-mail marketing is a new form of communication that allows local governments to reach out to the public in an inexpensive way. The Village of Cary and Lake County currently use e-mail marketing and are satisfied with the services. The program offers a free 60 day trial period after which charges for the service are based on the number of subscribers. A standard price for up to 10,000 subscribers would be approximately \$75.00 per month. Mr. Lehmann noted that Constant Contact has the ability to hook social media links to newsletters including Facebook, Twitter and YouTube. He will be meeting with department heads to research topics for future newsletters. Ms. Yensen noted that the current colors are very difficult for seniors to read and suggested that other colors be used for the templates. Ms. Hill mentioned that Constant Contact is being used at the State level, they have approximately 3,000 subscribers, and they have received great feedback concerning the program. Chairman Schuster asked if subscribers would be charged for this service. Mr. Lehmann replied there would be no charge for subscribers. He reported they were planning on updating it bi-monthly. Mr. Austin stated that this program is ready to move forward with the Committee's consent. Chairman Schuster asked if the Committee would need to approve a Resolution to implement this project. Mr. Austin replied that just the Committee's consensus would be needed at this time. Chairman Schuster stated it is the consensus of the Committee to move forward with this e-mail marketing project.

NEW BUSINESS

Resolutions authorizing a multi-function peripheral lease extension: Mr. Sullivan reported that the County contracts with Stan's Office Technologies to provide print/copy/scan services through devices called Multi Function Peripheral's (MFP's). The County has a five year lease with Stan's Office Technologies and the proposed resolution would provide a two-year extension to that lease agreement. Mr. Merkel questioned if different options would be looked at when the lease has expired. Mr. Sullivan responded that the County would look at various options when the proposed lease has expired. Such options could include an analysis of buying versus leasing and consideration of various services. Mr. Merkel suggested including a look at more attractive pricing and a better contract. Chairman Schuster stated that costs are decreasing dramatically and recommended doing a cost comparison of lease versus purchasing when the County reviews this in the future. She asked if I.T. was aware of memory problems when equipment is re-leased or re-sold. Mr. Sullivan stated that I.T. is fully aware of these concerns and noted that there are software programs with over-writing capabilities. After discussion, Ms. Hill made a motion, seconded by Ms. Yensen, to recommend the County Board approve a Resolution authorizing a multi function peripheral lease extension. The motion carried with all members present voting aye on a roll call vote (Schmidt, Merkel, Hill, Yensen, Barnes and Schuster).

Mr. Labaj reported that two workers' compensation claims will be presented for consideration at the next Management Services Committee meeting.

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OLD BUSINESS

Update on Audio Streaming of County Board meetings: Mr. Lehman reported that an RFP is available on line as of May 20, 2010. RFPs for audio streaming services will be accepted through June 16, 2010. A pre-RFP site meeting is scheduled for May 26th in the Purchasing Department and all interested vendors are invited to attend. Mr. Austin stated that audio streaming can be provided at a lower cost than video services. Audio streaming

would begin with County Board meetings. If this is something standing committees would like, the meetings would need to be held in the County Board chambers as other conference rooms are not currently equipped to handle this service. Additional services, such as agenda management, could be provided at additional costs. Agenda management would allow for the agenda information to flow from the Administration Office to County Board and on to the County Clerk for codification. Members felt video streaming would be useful and thanked Mr. Lehman and Mr. Austin for their report.

REPORTS TO COMMITTEE

Administrator: Mr. Austin reviewed the evaluation process for the County Administrator and noted that all members were e-mailed a copy of his self-evaluation yesterday. He stated he would welcome any comments from the members prior to the next meeting when further discussion could be conducted in executive session. He summarized the areas of improvement that were noted last year along with his personal and organizational accomplishments. He outlined significant challenges facing the County in 2010/2011, noting that the budget will again be difficult due to the ongoing decline in revenue. He reported that Unit 1 negotiations will begin with a meeting this afternoon, everyone is hopeful that these negotiations can be completed prior to the expiration of the current contract. He also reported the need for space expansion for the Courts and is developing a timeline for action on the Public Safety Center or an alternative to provide the necessary room for growth of the Courts. Ms. Yensen suggested that Mr. Austin consider adding comments on what he would need to help him grow professionally and include some opportunities he may be interested in to help guide his career. Mr. Austin commented he is very committed to the County and he does not profess to "know it all" but has a very talented staff and a strong relationship with many professional associations which provide daily input and assistance. Ms. Barnes asked if plans were moving forward to move the Water Resource Manager to the Planning and Development Department. Mr. Austin stated that this is still the plan but space is currently a problem and we are not physically ready to make the move at this time. He stated eventually the Planning and Development Department will have four divisions: Planning, Inspections, Community Development and Water. Ms. Barnes suggested that this plan be added to the "Looking Forward Section." Members thanked Mr. Austin for his report and will contact him with any additional suggestions.

Council of Governments: No report.

EXECUTIVE SESSION: None

Chairman Schuster asked if anyone had an item they would like to see discussed in the future. Ms. Schmidt questioned why the County Board Members receive mileage payment to attend meetings along with a salary. She asked if this could be discussed and suggested that this payment should "go away permanently." Mr. Austin stated he would investigate this suggestion and will get back to Ms. Schmidt on his findings.

ADJOURNMENT:

The meeting adjourned at 9:26 a.m. on a motion by Ms. Yensen, seconded by Ms. Barnes with all members present voting aye.

RECOMMENDED FOR COMMITTEE/BOARD ACTION

Resolution authorizing a multifunction peripheral lease extension

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