

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

MINUTES OF MONDAY, JANUARY 10, 2011

Chairman Schuster called the Management Services Committee meeting to order at 8:30 a.m. The following members were present: Chairman Ersel Schuster; Donna Kurtz; Anna May Miller; Sandra Salgado; Barb Wheeler and Kathleen Bergan Schmidt. Paula Yensen was absent. Also in attendance: Peter Austin, County Administrator; Paul Lerner and Tom Sullivan, I.T.; Pam Palmer, Auditor; Cathy Link, Purchasing; and John Hadley, Facilities Management.

Ersel Schuster, Chairman	
Donna Kurtz	Anna May Miller
Sandra Salgado	Kathleen Bergan Schmidt
Barbara Wheeler	Paula Yensen

MINUTE APPROVAL

Committee members reviewed the Management Services Committee minutes of December 14, 2010. Ms. Kurtz made a motion, seconded by Ms. Schmidt to approve the minutes as presented. It was noted that bids were obtained from the US Communities Contract, not the US Communications Contract. The minutes were approved, as amended, with all members present voting aye on a voice vote.

PUBLIC COMMENT

None.

PRESENTATION

None

NEW BUSINESS

Update on County Administration Goals: Committee members reviewed Mr. Austin's Performance Results Description - 10/11. Since the committee has added four new members it suggested that Mr. Austin provide an update on the progress of these goals for the coming year. This document was created over the summer as a performance measure for Mr. Austin. Mr. Austin noted that he took the lead on the structure of the document based on input from the Management Services Committee Chairman and its members. Updates were provided in red. If there are any questions or concerns, please call Mr. Austin. Committee members questioned if this form has been used by other Counties. Mr. Austin responded that the form was created based on the areas he feels needed to be worked on. He noted that he has used other forms in the past but felt a form that included goals with measurable outcomes would work the best. There was not a lot of input from other County Board Members when they were asked to provide input on his goals or performance. Committee members questioned if Mr. Austin had ever used a 360 degree report. He stated he does get input from others when creating this report and he has worked with the 360 degree forms in the past and in fact did complete a 360 form about three years ago through his Management Association. These do come with a cost and if desired it may be possible to create a smaller version next year. The evaluation process for the County Administrator is different than those done for employees or appointed department heads. Mr. Austin stated that he helps to develop a work plan for the coming year for the appointed department head at which time he has a one on one interview. They also meet with him quarterly to provide updates on their work plans. Mr. Austin noted that he has 24 bosses, of which he provides on-going interaction to. His evaluations take place during June, which is the anniversary of his hire date. Committee members questioned if department head evaluations are shared with the liaison committees. It was noted that this is not typically done unless requested.

Committee Meeting Schedule for 2011: Committee members reviewed the calendar for the proposed committee meeting dates for 2011. Committee members agreed that meeting on the 2nd and 4th Mondays at 8:30a.m. will work well for the committee.

Discussion of Amendments to the County Board Rules: Committee members were informed that based on the previous committee requests, amendments to the County Board rules were provided to the State's Attorney's office to address concerns. Ms. Rein from the State's Attorney's office has been working on new language for the rules. Committee members were requested to review the rules and provide Ms. Rein with any additional questions. Ms. Kurtz stated there should be an area in the Chairman's duties that state that the County Board Members will be informed of all communications that he has had with all legislative bodies so that they are working as a team. It is felt that if there is direction being provided by the County Board Chairman, the Board Members need to know what is being said. It was suggested that the County Board Chairman provide a report to the County Board Members, similar to the reporting by the County Administrator so that the Board Members are aware of what the County Board Chairman is working on. Committee members noted that it is critical to work together as a team so they know what is being communicated. Committee members stated that if the Chairman is in the position to be making decisions, they want to make sure they are aware of what is going on in the other agencies. They stated that there will be times the Chairman will have to make a quick decision and even if they are not in agreement with his decision, the board members should be made aware of what is going on, especially if the Chairman is making a commitment on behalf of the County Board. This report would become a part of the Chairman's responsibilities in the County Board rules. Committee members stated

MANAGEMENT SERVICES COMMITTEE

January 10, 2011

Page 2

that they would still like to limit the terms of the County Board Chairman and Chairman for each of the Committee's. Ms. Rein noted that they have to follow the constitution, which currently states there cannot be a term limit for the County Board Chairman position. Committee members again stated they still believe in term limits and this section of our County Board rules state that the Chairman is chosen by the County Board Members. They noted they are not trying to state that a person cannot run for office of the County Board, only that the County Board "rules" limit them to a specific time to hold the chairmanship after being elected as a County Board Member. They stated that if term limits cannot be put into the rules they might want to look into changing the County Board Chairman position to a true elected position and put on the ballot. Committee members requested Ms. Rein check into this question for the committee members. Ms. Rein stated that the County Board Members themselves can limit the term of the Chairman by voting for a different Chairman. Committee members questioned if the Vice Chairman of the County Board should be allowed to be a Chairman on a Standing Committee. Committee members asked Ms. Rein to check into this issue. Ms. Salgado requested that both the County Board meetings be held in the evening, instead of one occurring during the day hours, to allow for attendance by anyone that may desire. Committee members requested Ms. Palmer review section 7 to update this section based on policies that have been adopted. Chairman Schuster questioned if committee members wanted to place another public comment section onto the agenda. The majority of the committee members stated that if the public is allowed to speak again after the meeting has taken place, this could be counterproductive as most comments would be reactive to what has taken place at the meeting. It was noted that they all want to be "transparent" but they do not want to create an area for abuse. Committee members noted that they would be more inclined to allow for more than 3 minutes to speak than to add an additional comment period. They stated that they don't think there would be that much of an issue to include another comment section, as most of the public has left by the end of the meetings anyway. Committee members stated they would like to see mileage reimbursement removed from the County Board rules as they are already being compensated for doing their job. Committee members questioned what payments are allowed. They stated that the \$1,000 expense account was created so that the County Board Members could attend events as they would like. It was suggested that this be expanded to purchase hard items for the member. Committee members stated that if an item is purchased by the County Board Members, these items become property of the County. Committee members stated they do not have an issue with expenditure of these items because overall. It was suggested that 7.2 be opened up for use of goods and constituent services. Each County Board member will be the ones responsible for justifying their expenses. Committee members questioned how appointments are handled by the County Board. They questioned which appointment members get paid and what their attendance and voting records are. They stated that the County Board should be provided updates by these boards and commissions to make distinctions between the groups. Committee members voiced caution as we don't want to create rules where we have to hold others accountable. Committee members noted they would only like to find out which appointed positions get payment for doing their job. A report would work well to inform committee members which appointments require County Board approval and of these boards, which ones get compensated for their work. Committee members questioned if the CALF should continue to be a part of the County Board rules since a new Legislative and Intergovernmental Affairs Committee has been formed. It was stated that the duties of the CALF should be placed under the Legislative and Intergovernmental Affairs Committee. The Valley Hi standing committee should be removed from the rules as well. Committee members were informed that a new red lined copy of the rules will be provided prior to the next committee meeting for review.

Discussion concerning current projects: Chairman Schuster stated that as well as the County Board rules, the committee has other issues they have been discussing and she wanted to know if these items required additional discussion or could be removed from consideration by the committee. Committee members were questioned if they would like to continue to consider the audio/video taping of the County Board and/or committee meetings. If webcasting is to be considered this would come at an additional cost. It was noted that this is an issue that should be considered and discussed by the whole County Board and not just one committee.

Chairman Schuster questioned if there were any questions regarding the Gift Ban Act/Ethics Ordinance. It was noted that the Ethics Commission will be meeting in the near future to discuss any suggested updates.

The Strategic Plan meeting has been scheduled for February 4th.

Chairman Schuster requested that committee members review the Purchasing Ordinance to see if there were any questions surrounding this ordinance. They were also requested to review the County's web site to see if there are any issues that should be addressed or cleaned up.

Chairman Schuster requested an update to the Codification process. She was informed that a meeting has been scheduled to discuss this issue at 3:00pm today. The County now has a draft codification to review. Questions have come up as to whether an item should have been a Resolution, Ordinance or Proclamation. When done, the County will have a hard bound County Code book. This will also be available on line for review.

The new Archive Building is scheduled to be substantially complete by the end of March. They will be installing the shelving in April and by mid May the facility should be complete.

MANAGEMENT SERVICES COMMITTEE

January 10, 2011

Page 3

Committee members questioned if the farm land at Valley Hi continued to be leased. It was noted that since the County cannot "earn" money on its property, the farmer is now paid to farm this property. It was decided that it was cheaper to pay the farmer to farm the property than to pay for mowing on the property.

Chairman Schuster questioned who would be taking responsibility over the Victory Gardens in the future. She stated that it might be a good idea to get a Social Service Agency to take over this responsibility. Ms. Wheeler stated there has been discussions in ACE about using County Land to develop a "food industry" so farmers could create food for metro land areas, though this is a different program than the Victory Gardens. Committee members stated they would speak with Ms. Hill for an update on the Victory Garden as previously, this was her project.

Committee members were questioned if they wanted to adopt the requirement to require all vendors to have an apprentice program in order to be accepted as a qualified county vendor. The Fair Trade Association, which is largely union, would like the County to adopt this requirement for all vendors. Ms. Link noted she has been surveying the surrounding Counties to find out what they have done and most are backing away from this requirement. This is already a requirement for some of the Federal projects that are done through the Division of Transportation. There are several different types of apprenticeship programs that are used to qualify for a project, though the County still has the right to chose who we want for a project. Committee members noted that these requirements go beyond "union" and this means they must have a trained workforce. Ms. Link stated that when the group gave their presentation, they concentrated on the safety training. We now require in our policy that vendors have a safety program in place in order to qualify to do work for the County.

Ms. Salgado questioned how Mr. Lehmann remains with the County since he was hired as an intern and the internship has expired. Mr. Austin reported that Mr. Lehmann has been hired and is no longer an intern. Mr. Lehman was hired full time during the budget process as a supplemental request. This took place in order to expand the County's communication program. Because there were extra personnel funds in the budget because of the retirement of Ms. Todd, this allowed for this position to be created with no additional expenses to the budget. Ms. Salgado voiced concern that this was not even discussed in the Human Resources Committee. Since this issue was handled during the budget process as a supplemental request, it was not required to go to the Human Resources Committee for consideration. The County Administration budget was discussed during the Management Services Committee and forwarded ahead to the Finance and Audit Committee during the budget process, along with the request for the supplemental request.

Chairman Schuster requested that an area for Members Comments be added to the Management Services Committee Agenda.

OLD BUSINESS

None

REPORTS TO COMMITTEE

None

EXECUTIVE SESSION

None

ADJOURNMENT:

The meeting adjourned at 10:45a.m. on a motion by Ms. Wheeler, seconded by Ms. Miller with all members present voting aye.

RECOMMENDED FOR COMMITTEE/BOARD ACTION

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