

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

MINUTES OF MONDAY, MAY 9, 2011

Chairman Schuster called the Management Services Committee meeting to order at 8:30 a.m. The following members were present: Chairman Ersel Schuster; Kathleen Bergan Schmidt; Paula Yensen; Barb Wheeler; Donna Kurtz and Sandra Salgado. Anna May Miller was absent. Also in attendance: Peter Austin, County Administrator; Cathy Link, Purchasing; Paul Lerner, IT; Adam Lehmann, Assistant to the County Administrator; and the press.

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 April 25, 2011. Chairman Schuster noted two typographical errors. Ms. Yensen made a motion, seconded by Ms. Kurtz recommending approval of the minutes of April 25, 2011 as amended. The motion carried with all members present voting aye on a roll call vote.

PUBLIC COMMENT

None.

PRESENTATION

None

NEW BUSINESS

McHenry County E-News: Committee members reviewed a current draft of McHenry County E-News. At the top of the newsletter is a section that includes an article from the Chairman. Different County Board Members are being highlighted as a spotlight member for each newsletter. Previously there was approximately seven or eight articles included in the newsletter. The last newsletter included 11 articles. Mr. Lehmann provided committee members various versions that could be used for the format of the newsletter. Links to the individual County Board members can be placed on the side or bottom of the newsletter. Another draft included a large picture of the County Board, though two members of the board are missing from the photo. After further discussion it was concluded that a new photo of the full county board would be placed at the top of the e-newsletter and that the board chairman's photo would be included with his "message from the chairman" article.

OLD BUSINESS

Resolution Authorizing Adoption of Amendments to the McHenry County Board Rules: Chairman Schuster reminded committee members that the County Board Rules were forwarded to the Planning and Development Committee for recommended changes to the zoning issues under the rules. There was one small typographical correction made as well. Ms. Schmidt made a motion, seconded by Ms. Yensen to recommend approval of the above Resolution as presented. The motion carried with all members present voting aye on a roll call vote (Kurtz, Salgado, Schmidt, Wheeler, Yensen, Schuster)

Discussion on County Administrator Evaluation Process: Mr. Austin joined committee members to discuss the County Administrator evaluation process. He reminded committee members that he forwarded two different documents for review on Friday. This information included a memo on his evaluation process and the Performance Results Description for FY2010/2011. The red-lined worksheet was updated from what was presented in January. The next step in the process is how to forward the information to the remaining county board members. He stated he does not want to inundate the County Board members with too much information. After this information is forwarded, it is hopeful that additional questions will be brought forward pertaining to this process. In two weeks, the committee would then go into executive session to discuss what went well during the evaluation process and what areas need improvement. This evaluation would include step goals for the coming year as well. Mr. Austin reviewed the Key Result Area's and Performance Standards with the Committee members. One area of concern was when final adjustments are being made to the County's budget. They stated they feel this process is very confusing for those not

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involved with the Finance and Audit Committee. They stated they feel this information being sent out at the last minute is unfair because of the importance of the decision being made. Mr. Austin stated he is proud of the accomplishments made by Mr. Ross and the Assessor's office in light of the large number of appeals that the office had to handle. Committee members continued review of the suggestions from last year, personal and professional growth, staff relations, accomplishments and the challenges the County will face in 2011/12. Committee members questioned the role of the liaisons to the various boards and commissions. They stated this is of particular concern with the entities that receive funding from the County. They stated they would like to see what the boards, particularly the EDC and the Illinois Extension Service are doing with the funds provided to them by the County. They stated there should be some measurement of accountability for support of their efforts. Committee members stated that they feel the liaison should be providing informed updates to the County Board. Committee members stated that they were very disappointed in the recent presentation provided by the EDC as they are still unsure what was being presented. They stated they are unsure of how many jobs the EDC has created in the County, what jobs have been retained or what new businesses have been brought into the County. They stated that the EDC leader is in need of "coaching" for her job. They stated they really would like to know what the EDC does for the County to show where the \$120,000 investment is going. It was stated that the importance of liaison reporting needs to be strengthened for every liaison, especially for those groups that receive funding from the County. It was stated that they should be required to provide information regarding what they plan on doing for the County, with measurable outcomes. Committee members stated that the roles of the County Board Members need to be discussed as well. They noted that they need to be told what their expectations are. They stated they need to make sure they are getting fair compensation for the amount of work they are required to do. They stated they also need to outline what happens if they don't live up to their duties. They stated they need additional information from those being paid for their appointments including the RTA, METRA and PACE. They stated we should require attendance information and updates of each meeting. It was noted that one issue not include but should be added as an accomplishment is messages being brought forward from the Division of Transportation (DOT). They are putting information on each project out there with a menu of options. They are trying to make clear they are trying to find a middle ground on the options being presented. This has been helping on the communications issue. The County will have to decide if they should continue to rent out jail beds. The County has been fortunate as the number of county inmates have not increased. Committee members noted it will be necessary to keep an eye on the intergovernmental activities to see if the programs should be continued.

Committee members stated they would like to get an online survey to review from Mr. Austin. He stated he did a rough draft on line, with seven key results being reviewed for those interested. Ms. Kurtz stated she knows this is a change from how the process was done in the past and suggested that the survey be made as part of a future survey approach and keep this survey on track with the changes throughout the year for next year's review process. Committee members were informed that the Human Resources Committee is reviewing the 360 evaluation process so that may impact how the process is completed next year. Committee members stated they like surveys as this is a way for the County Board Members to focus on an issue.

Mr. Austin was directed to send out the memo along with the Performance Results Descriptions to the county board members for review. They suggested that he include some general comments with a link to the survey component for review by the county board members as well. They suggested he inform them of receiving this information during the next County Board Meeting as well.

Ms. Kurtz stated since she worked at MCC she has come up with a couple of different approaches to allow local businesses to do business with the County. She noted she has been researching this issue and requested this topic placed on the committee agenda for discussion.

Ms. Link informed committee members that they will again providing a vendor fair for those interested in doing business with the County. She stated that she just returned from a "Procurement Association" meeting and feels they will see more business that would like to do business with the County attend this vendor fair. Committee members stated this is very timely as it is becoming more burdensome to do business with the State.

Ms. Link informed the committee members that the County Auction, scheduled for next Saturday may be one of the largest auctions held in the County. Over 40 vehicles are being offered for sale. She stated she will provide an update at the next committee meeting.

Approved 05 23 11

REPORTS TO THE COMMITTEE

Administrator's Report: Agenda Management newspaper article: Committee members reviewed the article that was included in the packet on Agenda Management. Mr. Austin stated that they feel there are a lot of different approaches that could be taken on this issue. They will need to find a balance on the minutes as there are a lot of different approaches to this issue.

Mr. Austin questioned when the committee members wanted to set a schedule the courthouse tour. It was suggested that they tour the facility after business has been completed after the next committee meeting on the 23rd. They stated they would like to review all of the changes made to the facility in recent years. It was stated that this would be a tour of the whole courthouse, time permitting. A tour of the jail was also requested though this could be scheduled at another time

Council of Governments: None

MEMBER'S COMMENTS

None

EXECUTIVE SESSION

None

ADJOURNMENT:

The meeting adjourned at 9:53a.m. on a motion by Ms. Salgado, seconded by Ms. Yensen with all members present voting aye.

RECOMMENDED FOR COMMITTEE/BOARD ACTION

Resolution Authorizing Adoption of Amendments to the McHenry County Board Rules

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