

**ADMINISTRATIVE SERVICES COMMITTEE
MINUTES
NOVEMBER 3, 2004**

The Administrative Services Committee met on Wednesday, November 3, 2004 @ 7:00p.m. at the DeKalb County Administration Building, Conference Room East. Chairman Sue Leifheit called the meeting to order. Those members present were Mr. Faivre, Mr. Metzger, Mr. Sands, Mr. Steimel, Ms. Tobias, Mr. Van Buer, Mr. Wiegand and Mr. Wilson. Others present were Gary Hanson, Ray Bockman, Greg Millburg, Margaret Whitwell, Christine Johnson, Ken Campbell, Laura Campbell and Chris Rickert.

APPROVAL OF THE MINUTES

Moved by Mr. Wilson, seconded by Mr. Faivre, and it was carried unanimously to approve the minutes from October 6 and October 12, 2004.

APPROVAL OF THE AGENDA

Moved by Mr. Steimel, seconded by Mr. Van Buer, and it was carried unanimously to approve the agenda.

PUBLIC HEARING ON PROPERTY TAX LEVY

Chairman Leifheit called the public hearing to order to see if there was anyone in the audience to be heard on the proposed property tax levy? No one responded, therefore, Chairman Leifheit closed the hearing.

PUBLIC HEARING ON PROPOSED FY2005 BUDGET

Chairman Leifheit called the public hearing on the proposed FY2004 Budget to order to see if there was anyone in the audience to be heard on the proposed FY2005 Budget? Before closing the public hearing, Chairman Leifheit thanked the committee for all of their extra work on the budget this year. No one responded, therefore, Chairman Leifheit closed the hearing.

FINAL FY2005 BUDGET MARKUP

Mr. Hanson, said that the next step that the committee needed to take now was to forward the budget to the full board for approval at their November County Board Meeting. Two items that may change yet in the budget were health insurance premiums and any changes in the law that the Legislature may make during their Veto Session next week.

Moved by Ms. Tobias, seconded by Mr. Faivre, and it was carried to forward the proposed resolution for the FY2005 Budget to the full board for approval. There were 7 yes votes and 2 no votes, those being Mr. Metzger and Mr. Wiegand.

CENTRAL PLANT UPDATE

Mr. Ken Campbell, Central Plant Director, presented a slide show for the committee this evening regarding the projects that his department has been working on over the last year and what status they are currently at.

Some of the projects that his department has been working on are: They have completed the replacement of the condenser at the courthouse; they have completed the HVAC controls upgrade; they have completed the fire alarm and sprinkler upgrades in the courthouse; they are at an 85% completion rate with the courthouse painting project and that it will be done by the end of this year; they are at a 90% completion rate on the PSB generator project and that it will be finished by the end of this month; they have completed the security upgrades; they have completed cleaning the courthouse attic; they are at an 85% completion rate on the stained glass restoration project for the courthouse, which will be completed under budget; and they have helped the Health Department with the landscaping project. Mr. Campbell continued by stating that they are 50% complete on the replacement of the courthouse doors and that the project should be finished by the end of November 2004.

They have other maintenance projects that Mr. Campbell challenges the staff to try and figure out how things could be done more efficiently. Mr. Jim Herman, one of Mr. Campbell's personnel, came up with an idea for the Health Department and their exhaust fans on their roof that they repair a couple of times each year. He said that Mr. Herman came up with a way to have all the belts on the fan holders uniformed so that now they only have one belt size. This eliminates having to replace up to ten different belt sizes now and it saves a lot on inventory.

Finally, Mr. Campbell informed the committee that they have been in the news, more specifically, in "*Ear to Ear*" about the tulips and the "*Metro News*" Section of the Northern Star regarding plumbing improvements in the Public Safety Building.

The committee thanked Mr. Campbell for a very good presentation.

UPDATE ON THE FY2004 AUDIT

Mr. Hanson said that the auditors informed him of another accounting requirement that the County has to comply with this year. It will involve not only the employees of DeKalb County but also the County Board Members. It has to do with the possibility of fraud, said Mr. Hanson. This all came about because of the Enron issue. He explained that the county board members would be receiving a survey from the auditors in the mail soon. The auditors

will also be interviewing a randomly selected group of employees (about 75 to 100) to ask various questions to. Ms. Tobias said that at Northern Illinois University everyone has to go through a training session online and then take a quiz to receive a certificate that they have completed their training on this issue. Mr. Wiegand asked if he could get a copy of the questions that will be asked of the employees? Mr. Hanson said that he would check into it and get back to him about it.

SPECIAL YEAR-END TRANSFER MEETING

The committee agreed to meet the evening of the November County Board Meeting at 7:00p.m. Chairman Leifheit thanked Mr. Wiegand and Mr. Wilson for their years of service on the committee and wished them well in their future endeavors.

ADJOURNMENT

Moved by Mr. Wilson, seconded by Mr. Wiegand, and it was carried unanimously to adjourn the meeting.

Respectively Submitted,

Chairman Sue Leifheit

Mary C. Supple, Secretary