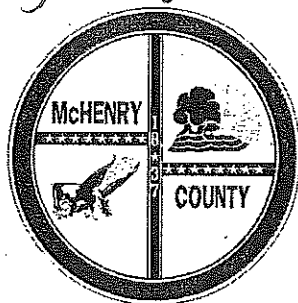


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September 13, 2018

TO: Chairman Jack Franks
McHenry County Board Members

FROM: Peter B. Austin, County Administrator

RE: **County Administrator's Report 09-18**

A handwritten signature in black ink, appearing to be "PBA", is written over the "FROM:" line of the memo.

County Administration

- It is important that the **Strategic Plan** remain in the forefront of the decision making process. To that end, a new feature is being added to the agenda management software to include a Strategic Plan reference (where applicable) after the resolution title on each agenda. This will allow the County Board members and public to maintain an awareness of how a particular action ties into the Strategic Plan.
- County Administration is close to launching "**McHenry County 24/7**" - an innovative performance measurement concept that focuses on 24 simple, yet telling, measurements across the seven functional areas of the County organization to show how we are working toward the strategic goal of operating at the lowest possible tax levy. Many departments have been collaborating with County Administration to develop the measurements and "back stories" to expand on what the measurement means, why it is important, how it is calculated and provide other relevant information.
- County Administration is revamping the **County Board member orientation program** in preparation of new members being seated in December. The objective is to provide an a basic understanding of the County's structure, processes and operations so they can hit the ground running. County Administration welcomes your thoughts and suggestions on what a County Board member needs to know immediately to be effective in their new role without being overloaded. Please email your thoughts, suggestions and ideas to Alicia Schueller.
- Over this summer, County Administration had an intern from Stanford University, Rebecca Lameka, who, among other projects, was tasked with determining **the cost of the opioid crisis** to the County and various departments. Her completed report is available for review on the County Board's file cabinets located in County Administration.
- In October, the McHenry County Safety and Security Committee, in conjunction with Traveler's Loss Control, will conduct a hazard assessment of the County facilities to identify potential risks

which should be corrected to prevent an accident or injury. This is a free service provided by the County's general liability carrier, Travelers.

Courts

In April 2017, the 22nd Judicial Circuit partnered with the National Center for State Courts (NCSC) and the Institute for the Advancement of the American Legal System (IAALS) to implement the Conference of Chief Justices' (CCJ) 13 recommendations to **improve civil justice**. The 22nd Judicial Circuit is the only jurisdiction in the country to undertake all of the recommendations of the CCJ. After 17 months and numerous meetings with many different judicial partners, the 22nd Judicial Circuit has re-analyzed the landscape of civil justice in McHenry County and has determined the civil justice system in McHenry County has improved. During the week of September 17, members of the NCSC will be in McHenry County to fully evaluate the program and speak with those who aided in making this project a success. On Wednesday, September 19, 2018, there will be a presentation regarding the outcomes of the project.

Valley Hi

- On September 6, 2018, Valley Hi learned that it has been named to the **National Nursing Home Quality Collaborative Honor Roll** to recognize its performance on the federal quality measures. Nursing homes on the honor roll have achieved a quality measure score which aligns with the top 10% of nursing homes in the country. The quality scores are based on information that is submitted to CMS, and reflects the care and treatment being provided on a daily basis. The quality measures includes categories such as pain management, fall prevention, pressure ulcer prevention, prevention of infections, prevention of weight loss, psychotropic medication use reductions, and other care related areas.
- The Valley Hi Administrator has begun working with the Assistant Administrator and Admissions Team to develop a **Strategic Marketing Plan (SMP)**. As a result of changes in the marketplace and Centegra Hospital's move out of Woodstock, Valley Hi is experiencing changes in its referral patterns. The plan will focus on a structured approach to respond to said changes and strengthen referrals, with a new focus on using data analytics to drive discussions with referral sources. The SMP development will also look at other aspects of the resident census and admissions process including hospital discharge patterns and community needs so that specialized programs can be developed, and current programs enhanced to address those needs which will in turn strengthen referrals.
- As part of the **Employee Retention Program**, Valley Hi will begin the second round of routine Employee Engagement and initiate the Resident/Family Satisfaction Surveys. The surveys are being conducted by a third party and will be tabulated, and a report will be developed so respondents can remain anonymous, and the results will be presented with trending and patterns identified. This will allow Valley Hi leadership to develop targeted programs to improve overall job satisfaction and the resident experience. A survey will be conducted every six months to measure progress on the targeted areas of focus and/or identify new areas to be addressed. Valley Hi recently completed the Employee Engagement Survey, and the results of

the survey were reviewed at an all-staff meeting and are being used to develop areas to enhance the employment experience at Valley Hi. The Administrator is working with leaders to develop an organizational health model which will focus on the areas identified in the survey. Valley Hi has also recently sent out the Resident/Family Satisfaction Surveys and is awaiting the results.

- Valley Hi is currently working with Management Performance Associates to complete a **management audit** of Valley Hi. MPA has completed the initial data gathering phase and meetings with 17 staff members. MPA presented their initial findings to the Public Health and Community Services Committee on August 30, and are now drafting their report which will be presented to the Public Health and Community Services Committee when finalized (likely within the next 60 days).

Health Department

- The Board of Health is pleased to announce the hire of the **next Public Health Administrator**, Melissa Hall Adamson, MPH. Ms. Adamson will be leaving the Peoria City/County Health Department in her role as the Director of Community Health Policy and Planning/Assistant Administrator. She will be joining the Department in late November 2018.
- On June 16, Environmental Health partnered with the Division of Transportation to provide a **tire recycling** event for County residents. In all, 17 tons of tires were collected and recycled.
- **Communicable Disease (CD) Program:**
 - Chlamydia remains the number one reportable infectious disease followed by Gonorrhea and Campylobacter.
 - 25 latent TB cases identified and one active TB case currently receiving treatment.
 - Identified Legionnaire's Disease Community Outbreak, with ongoing investigation and follow up.
- **Community Health** launched the CDC Diabetic Prevention Program with two classes underway.
- McHenry County Animal Control and Adoption Center, in partnership with the Community Health Program and with contributions from an Emergency Preparedness grant, hosted two rabies/microchip clinics targeting the Marengo/Harvard area and Johnsburg/Richmond/ Island Lake areas. Approximately 150 animals were served.

Sheriff

Administration:

- MCSO has been working with the Purchasing Department to bid several large contracts that expire on November 30, 2018, including inmate food, inmate commissary, uniforms, vehicles, and other commodities. These contracts will likely exceed the thresholds established in the Purchasing Ordinance and, therefore, would come before the County Board for approval.
- Sheriff Prim is hosting an open house on Saturday, September 15, 2018 from 10:00 a.m. to 2:00 p.m. Visitors will enjoy a department tour, see vehicle and equipment displays, have an opportunity to have their children fingerprinted, view a canine demonstration and more.

Narcotics:

- MCSO, in conjunction with Facilities Management, has put together nine quote packages for the narcotics buildout in the old storage space within the Sheriff's Office. As mentioned in the

last report, Wold, Inc. worked with the County on design to provide office space for the Sheriff's multi-jurisdictional narcotics task force team (currently made up of 11 personnel from various agencies). This project is underway and is expected to be completed in early FY19.

Corrections:

- After October 1, 2018, the Navy will no longer be housing detainees at our facility and instead will be using Lake County Sheriff's Office because it is closer to the Great Lakes Naval Base. This utilization typically averaged one inmate per day.
- Corrections Bus 715 was modified by installing a second gate/partition to create a separate seating area which can be used to separate male and female detainees, or male detainees with 'keep separate' orders. A property box was also installed on the back of the bus to securely store detainee property during transport, and remove it off the floor in the Officer area of the bus.

Dispatch:

- The portable radio replacement program is currently before the County Board. If approved, radios will be received in December 2018. Each radio will need to be programmed prior to deployment to the end users (which will likely occur in January 2019).
- The Radio Room remodel and expansion is complete.

Patrol:

- MCSO welcomed three new deputies.
- The McHenry County Sheriff's Office Traffic Unit was implemented late May 2018 and is comprised of two Deputies and a Sergeant. Through a dialogue with the community and working with McDOT and IDOT to analyze traffic crash data, Traffic Unit members compile high-risk locations which are disseminated throughout the patrol division. Over the past three months, directed patrols of these high-risk locations have resulted in 780 citations and more than 30 arrests.

EMA

- EMA, working with the McHenry County Chiefs of Police Association, Superintendents of McHenry County Schools and the Illinois Terrorism Task Force, conducted a **symposium on school violence** to discuss the school task force recommendations to the Governor's Office. This was followed up with representation of nearly all McHenry County school superintendents at the EMA sponsored **School Violence Summit** which focused on Behavioral Threat Analysis training in August.
- EMA completed revisions of the Emergency Operations Plan. Copies of the draft Plan are available for the County Board's review in the County Board's area of County Administration.
- EMA participated through its **Emergency Management Assistance Team Inter-Governmental Agreement** at the LaSalle Nuclear Pre-Exercise and Exercise (IPRA). Local EMA assisted the State of Illinois with reception area planning and support to the **LaSalle County EMA**.
- Among the recent support efforts of EMA and the EMA volunteers include:
 - Harvard Milk Days (parade and festival) (command post, weather monitoring and communications support)
 - Algonquin Touch-a-Truck (command post demonstration)
 - Huntley 4th of July (command post, weather monitoring and communications support)
 - Algonquin Founders Days (command post, weather monitoring and communications support)

- McHenry County Fair (command post, weather monitoring and communications support)
- SWAT support – supervisor training
- EMA radio cache supporting Hebron Fire Department
- Director Christensen is working with the Illinois Emergency Management Agency and the Illinois Terrorism Task Force to develop and distribute a disaster resource database which can be used by local jurisdictions to track and order resources, and allow the state to determine resource needs in times of disaster and emergency.
- EMA has assisted **McCullom Lake** with completion of its emergency operations plan and is in the initial stages of rewriting the **City of McHenry** plan.
- EMA, Chicago Office of Emergency Management and Communications, Lake County EMA, Will County EMA, Cook County Department of Homeland Security and Emergency Management, and United State Geological Survey met to discuss the proposed end of monitoring of a multitude of **key river gauges** in Northeast Illinois including the critical Algonquin tail water gauge. EMA was successful in lobbying to maintain funding for the Algonquin tail water gauge and others that we rely upon to monitor for flooding.

Facilities Management

- **Phase I** of the **Parking Lot** renovation project is at its 4th stage for FY18. The work has progressed as planned and will be completed this fall. This project will enhance the safety for both visitors and employees with improved surface conditions, sight lines and traffic patterns.
- The work to improve the roof/storm drainage at the **MCDOT** facility is underway and should be completed this fall.
- **Phase II** of the **MCGC Building Envelope** is well underway and addresses the south elevation. The masonry work has been completed and glazing work is scheduled for completion in October.
- Recently, Facility Management applied for and received an **Energy Star** rating for the **Administration Building**. This certification recognizes the County's ongoing effort and commitment to lower its energy use. The Administration Building's baseline Energy Star Score was 67 in 2009. Through investment in improved building automation systems, low energy fixtures and LED lighting, it is now rated at 79. As a result of these improvements, energy use has been reduced by 28% and the building performs better than 79% of similar buildings nationwide.
- Bids were returned on August 22 for the **Department of Health "Annex A" and Administration renovation** project. Eight competitive bids were received and it is the intent to have a resolution for review by the County Board in October.
- Facility Management is working on the following campus improvements outside of the Capital Plan items:
 - Replacement of a failed storm structure at the 500 Russel Court facility
 - Asphalt repairs and traffic control striping at the Administration Building
 - Replacement of refrigeration equipment serving the Jail kitchen

Transportation

MCDOT – Planning

- The **McHenry County Transit Plan** is wrapping up. In June, focus groups were held with the McHenry County Council of Governments and local college students working in McHenry County. Local events were attended such as the McHenry Taste of Summer festival and Marengo and Woodstock Farmers Market to solicit additional public input. Survey results from over 1,000 residents were received. More focus groups were held to review draft service recommendations. The Transit Plan is scheduled to be completed by October for review by the County's Public Transit Advisory Committee (PTAC) and Transportation Committee.
- The County's Draft **2019-2023 Transportation Program** is now complete and has been posted to the Division of Transportation's website for public review. There will be a presentation on the Transportation Program at the September 26, 2018 Transportation Committee meeting.

MCDOT – Design

- The **O'Brien Road and Union Road Bridge** projects are moving through Phase II Design Engineering and are on track for construction in 2019.
- **Illinois Route 23 at Interstate 90 Interchange** project coordination with the City of Marengo, the Illinois Department of Transportation and the Illinois Tollway continues as the final design for the interchange nears 100% completion and moves towards construction in 2019. An Intergovernmental Agreement with all parties for the land acquisition phase is on the September County Board agenda.
- Consultant Phase I/II contracts for **Johnson Road and Thayer Road Bridges** are on the September 26, 2018, Transportation Committee agenda. Phase I design is expected to begin in 2019.
- Consultant contracts for **Flashing Yellow Arrow – various locations, Hunter Road Bridge, and Millstream Road Bridge** are on the October 16, 2018, County Board agenda. Phase I design is expected to begin in 2019.
- Consultant contracts for **Ackman Road Corridor, ADA Transition Plan, Kishwaukee Valley Road Culvert, Lakewood Road Corridor, and White Oaks Road Bridges** are targeting the October 31, 2018, Transportation Committee agenda. All contracts are expected to begin in 2019.

MCDOT – Construction

- **Randall Road** – Utility relocations are beginning and anticipated to continue through winter, as weather allows. Go to www.RandallRoad.info for additional information.
- **Chapel Hill Road Bridge** – The rehabilitation project was completed a week ahead of schedule at the end of July.
- **Bay Road Bridge** – The bridge is reduced to one lane operation to allow for the replacement of the deck one half at a time. Progress to date includes completion of the north half of the bridge, replacement of the south beams and bridge deck for an overall project completion this fall.
- **River Road at Dowell Road Intersection Improvement** – Dowell Road was reopened to traffic on August 10. River Road traffic is planned to be switched to the new pavement in early September. Ongoing construction includes earth work and paving.
- **Deerpass Road Bridge** – The bridge was closed on May 21 and will remain closed through mid-May 2019. Completed work includes the removal of two bridges, construction of the south abutment and approach roadway embankments.

Nondedicated Subdivision Roads (NSR)

- The County approved maintenance intergovernmental agreements with Dorr, Nunda, Algonquin and McHenry Townships for 2018 as the County is not equipped to service these unique roadways.
- The County has begun efforts to improve some of these NSR/County Highways so their jurisdiction can be transferred to the appropriate local agency. The following projects have been approved by the County Board this year:
 - Indian Ridge Subdivision (McHenry Township) – construction is expected to be completed in 2018.
 - Venetian Gardens Subdivision (Algonquin Township) - Edwards Road and the bridge are currently under construction and are expected to be completed in 2018.

Information Technology

- Information Technology worked on the following projects:
 - Circuit Clerk with deployment of eFile Illinois.
 - County Administration with Strategic Plan web page.
 - Human Resources Department with implementation of paperless Payroll Advice System.
 - Planning & Development with digitization of historical Building Permit files.
 - Purchasing Department with RFP/bid module facelift.
 - Sheriff Department with Radio Room buildout.
- **ERP Project Accomplishments:**
 - D365 budget processing configuration and set-up was completed by AKA and County resources.
 - The ERP Core Team was trained on the new budget process.
 - 2019 budget kickoff meeting and training sessions were held for all Departments using D365 system. All FY19 Budgets were submitted in the new system.
 - The 2019 County budget will be “aggregated” into one overall County budget by mid-September.
 - AKA trained most of the ERP Core Team on the new General Ledger set-up in D365.
 - AKA trained most of the ERP Core Team in Financial Reporting in D365.
 - Procurement set-up for commodity codes is complete and the vendor file is nearly complete. The interface between the vendor’s system and ours, known as “punch-out” processing, has been completed for WW Grainger. “Punch-out” interfaces for CDW and NAPA are in progress.
 - Treasurer’s investment software, Sympro, has been set up with D365 is in progress.

Planning & Development

- **Permits Reviewed and Issued.** P&D staff worked closely with IT to develop new procedures to track the completion time for each permit review and issuance. For the month of August, P&D staff completed 151 permit reviews and issued 86 permits. For the 151 permit reviews completed in August, the mean average review time was 7.1 days, and the median average was 6.0 days. 25% of reviews were completed the same day; 31% within one week; 30% within two weeks; and 12% within three weeks. Only 1% of reviews took over three weeks to complete. For the 86 permits issued in August, the mean average issuance time was 17 days, and the median average was five days. 34% of permits were issued the same day; 30% were

issued within one week; 10% were issued within two weeks; and 2% were issued within three weeks. 23% of permits took over three weeks to issue. All data is for total days including weekends and holidays.

- **On-Line Permit Applications.** P&D and IT worked together to develop an in-house application to allow property owners and contractors to apply for residential and commercial service permits on-line through the P&D website. Press releases will be developed and other materials promoting the on-line application process.
- **Abandoned Property Program.** Demolition of the vacant property located at 7503 Carlton Drive, Spring Grove has been completed using funding provided by the State of Illinois Housing Development Authority (IDHA). Staff is working with the State's Attorney's Office and McHenry County Trustee to transfer the property to the McHenry County Conservation District to be maintained as permanent open space as it is located in the Nippersink Creek floodplain.
- In August, the County Board adopted additional amendments to the **Unified Development Ordinance**. The revisions addressed additional issues identified during the adoption of the major ordinance amendments in March, as well as important emerging topics including solar farms and group/sober living homes. Both the March and August revisions have been submitted to American Legal for inclusion in the McHenry County Code of Ordinances.
- The Planning Division continues to coordinate planning for the **Fox River Corridor** with Chicago CMAP. On August 29, P&D hosted a public open house for corridor plan which provided an opportunity for members of the community to review the draft plan and provide feedback. The final plan will be presented to the County Board for adoption later this fall.
- The Water Resources Division held **McHenry County Water Day** on September 12. Water Day provided residents, businesses, elected officials and municipal staff an opportunity to learn what makes our local water supplies unique, and what we can do to ensure that clean and sustainable water resources are available into the future. Water Day included a Groundwater Field Trip during the day, and the 2nd annual Water Forum in the evening. On the field trip, Dr. Jason Thomason provided a first-hand view of how geologic events of the past shape our land and water today. The Water Forum featured four speakers including a keynote presentation by James Patchett - Founder and President of the Conservation Design Forum.

Workforce Network and WIB

- Workforce Network and First Institute Training and Management provided training for **welding** with American Welding Society AWS D1.1 Structural Welding Code Certification for the Young Adult Program, in response to local manufacturers' demand for welders. Seven students have obtained regular employment, and MCWN continues to assist the remaining students in finding regular employment. This program helped two homeless youth find employment and regular housing.
- MCWN Board is applying to US DOL to sponsor four targeted job titles for Registered Apprenticeships for employers: Machinist, Die Setter-Cold Header, Tool Maker and Cabinet Maker.
- MCWN Young Adult Program is offering 'Math Skills Enhancement' and 'Digital Literacy Skills' classes from MCC, and 'Customer Service' classes from Goodwill Industries.
- Workforce Network customer Bernadette Namatovu will be recognized as an Illinois Workforce Partnership Award winner at a luncheon in Springfield on September 13, and at the Workforce Board meeting on September 19, for her outstanding achievements. As a single mom of four,

she went from receiving SNAP benefits to receiving her BSN from NIU with a 3.7 GPA. She did this while working full time, building a Habitat for Humanity home for her family and raising four children. She will also be starting a new position in early September as a Public Health nurse with the McHenry County Health Department. Ms. Namatovu looks forward to making a positive contribution to her local community.

Geographic Information Systems (GIS)

- Partnered with Sheriff's Office to integrate crash data into the County GIS.
- Assisted the Emergency Management Agency with hosting GIS Data services in the MyEMA App.
- Partnered with the Health Department to map out both infectious disease and noxious weeds.
- Reviewed RFQ proposals for GIS Consulting Services Support agreement.
- Created boundary map for Fox River Grove Fire District.

Human Resources

- During the months of June, July and August 2018, Human Resources (HR) recruited for 34 vacant positions and brought onboard 47 new employees. 13 of 47 separating employees were contacted to participate in an exit interview with seven responding. New employee orientations are held every Monday morning.
- HR staff processed 42 Family Medical Leaves (FMLA) according to the Federal Act.
- The Salary Administration Policy and 2018 Guidelines for Pay-for-Performance were updated and adopted by the County Board.
- The results of the Classification, Compensation and Benefits study formally accepted in May were implemented on July 8. A resolution is being moved through committee to help address some of the compression issues. HR is still in the process of updating all non-union job descriptions.
- The 2018 Employee Survey was issued on May 24, with 268 employees (25%) responding. Four employee Forums were conducted on August 23, with 111 employees in attendance. Employees in attendance identified the criteria that will be used in 2018 to measure satisfaction and provide feedback to supervisors.
- A Supervisor Training on the topic of "One-on-One Conversations with Employees – Giving and Receiving Feedback, Performance Discussions, and Setting Goals" was conducted on June 1. Eight supervisors were selected to attend a Leadership and Teambuilding Conference in Rockford on July 27.
- A Supervisor Training on the topic of "Suicide Prevention, Supervisor Performance Review and Application of Learned Skills" was conducted on August 29. The results of the 2018 employee survey was discussed, along with new policies and the new supervisor performance review process.
- Wellness Incentive Program: If the County meets Level B standards, it will be eligible for reimbursement of \$100 per participant to help support this program for next year. These funds will be available in November. All documents were submitted to Gallagher for final review.
- In an effort to better address the health issue of diabetes, HR staff are in negotiations with PUSH to offer A1C testing during annual screenings in November.

- HR staff worked with IT to create an **electronic payroll advice sheet**. HR is currently testing the form and process with the Sheriff's Department. HR will be conducting training for remaining departments with plans to be live in time for the December 1 salary adjustments.
- As a result of the **Supreme Court ruling** on the *Janus* decision, HR staff conducted an audit to verify dues deduction cards were on file for union employees. Dues for those that did not have cards in their files were stopped immediately. HR continues to process requests by employees to stop collection of union dues.
- The **Wellness Committee, led by HR staff**, coordinated a Back to School Supply collection for the Salvation Army day of caring project. HR collected seven overflowing tubs of supplies.
- The **Wellness Committee, led by HR staff**, coordinated a lunch and learn with Healthy Eating 101 as the topic and 30 employees attended. Employee access to healthy food during the lunch hour is something the Wellness Committee is looking into.
- Active negotiations of **Collective Bargaining Agreements**:
 - AFSCME - Court Services/Administration. An agreement was reached on April 23 on all open issues. The final CBA was signed on August 22.
 - AFSCME – County Clerk. HR has started working with the State's Attorney's Office and the County Clerk on first contract negotiations. Meetings continued throughout this quarter. HR anticipates an agreement in November.
 - DOT agreement with MOE is dated through June 30, 2018. A Demand to Bargain has been issued and the County is prepared to negotiate.
 - Facilities agreement with MOE is dated through November 30. A Demand to Bargain has been issued and the County is prepared to negotiate.
 - FOP I – HR participated in two negotiation sessions during this quarter.
 - FOP II – HR participated in one negotiation session during this quarter.
 - MAP – Circuit Clerk - received a Demand to Bargain and have participated in one session of negotiation during this quarter.
 - Have received Demands to Bargain from SEIU Animal Control and Coroner. Both CBAs expire on November 30.
 - SEIU Valley Hi Nurses, SEIU Valley Hi support, and FOP III are set to expire November 30, 2019.

Purchasing

- During the third quarter of 2018, Purchasing placed 32 auctions on GovDeals and made \$69,351 from auctioned materials and equipment.
- Staff prepared or released 32 bids and RFPs, and created 297 purchase orders.
- Purchasing continued a thorough review of vendors for the new ERP system. A total of 38,000 vendors in the old system has been pared down to approximately 2,100 to bring into the new system.
- Staff made site visits to review new postage equipment hardware and software which will help automate the mail room and access lower postage rates.
- Contract scanning continued for the new ERP system. There are more than 250 active contracts to be scanned by November 30, 2018, and to date over half (142) have been completed.

Mental Health Board

- The following positive impacts in relation to MHB supported efforts can be reported: McHenry County Overdose Deaths: FY17 YTD = 36 FY18 YTD = 20
- First Responder Naloxone Administrations: FY18 YTD = 20 administrations/19 survivals
- Deaths by Suicide: FY17 YTD = 10 FY18 YTD = 10
- MHB hosted the 4th Annual School Behavioral Health Resource Fair consisting of 38 exhibitors and 70+ attendees. Attendees received a resource manual and exhibitors received MHB Facebook publicity.
- MHB hosted the first of quarterly scheduled Behavioral Health/School Professionals meetings to improve care coordination between schools and local providers. Ten school districts and seven providers participated.
- MHB approved a revised MHB Purchase Policy in order to work more closely with the County Purchasing Department on non-provider contracts over \$30,000.
- MHB approved a memo and resolution to pay off the remaining facility debt in FY19.

Auditor

- CAFR, PAFR and single audit have been completed for the Auditor's Office for FY2017.
- The Auditor's Office continues to assist in transitioning financial reporting and accounting to County Administration.

Recorder's Office:

- **Decommissioned data center** and migrated resources to County data center, eliminating replacement and maintenance costs while improving security.
- The new **system or record, Avid**, not only provides some much-needed features, but creates a platform from which we can implement other technologies, services and workflow options.
- Increased the variety of documents accepted through **e-recording** channels. This is a convenience to higher volume customers, and reduces time and effort to record the document.
- **Recorder's Office** now offers the option of document return via email. This is a welcomed convenience to our customers as it allows them to use the emailed image to continue their work much sooner than postal mail would allow. Also, it reduces costs in terms of time and materials related to returning the documents via postal mail.
- The implementation of the Illinois Department of Revenue **MyDec** system improves cash flow for the County by eliminating the need to withdraw \$300,000 to \$500,000 in County funds to replenish or "fill" a physical stamp machine through the Illinois Department of Revenue. As property was transferred and stamps were physically printed on the recorded documents, it would draw down the balance in the machine. Today, our customers pay in advance and the "stamp" is now imprinted on the document electronically which eliminates the large cash withdraw and trips to Springfield, Rockford or Chicago to "refill" the machines.
- Upgraded our subscription-based public search tool, **Laredo**. This upgrade not only provides a refresh and some additional features, but also allows users to access Laredo from smartphones and tablets.
- Provided **Laredo land records system access to all Township Assessors** at no cost. In the past, Townships would have to pay for this subscription service if the Township Assessors wanted access. As it is in everyone's best interest for the Township Assessors to have access to the most accurate and up-to-date records, the charges are now waived and training for new users

is provided. This is also in keeping with the McHenry County Strategic Plan which advocates intergovernmental cooperation and sharing of service.

- **Updated free internet search tool** to allow a wider array of search options and improved results.
- Prepared a **new fee schedule** which will dramatically simplify the fee calculation for most of the recordings. Driven by state statute, this change will standardize many of the fees charged making it easier for customers to do business with the Recorder's Office.

State's Attorney's Office

- A **"No-Refusal" DUI policy** was instituted in McHenry County in mid-2018. The State's Attorney's Office collaborated with nine police agencies to ensure that a warrant for a blood draw was sought in any case where a DUI suspect refused breathalyzer testing. This policy no longer allows DUI suspects to undermine criminal prosecutions.
- McHenry County filed a **complaint against manufacturers of prescription opioid painkillers** in an attempt to hold accountable those companies whose conduct created the opioid epidemic. The County is seeking compensatory and punitive damages for the enormous amount of money it has spent, and continues to spend, combatting opioid related misuse and abuse.
- Efforts to go **paperless** are well underway with the installation of additional secure programs in Justware, the system through which court documents are processed and e-filed. In early August, the last program, *e-discovery*, was added which is anticipated to be in full use by the end of FY2018. The SAO has been a leader in complying with State mandates for e-filing.

Our thanks to everyone who helped prepare this report. If there are questions or suggestions about any of the above-mentioned items, please let me know.