



McHenry County  
Public Health & Community Services - Public Meeting  
**AGENDA**

March 27, 2025, 8:30 AM  
County Board Conference Room  
Administration Building, 667 Ware Rd., Woodstock, IL 60098

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Pages

1. **CALL TO ORDER**  
Roll Call
2. **MINUTES APPROVAL**
  - 2.1 Public Health & Community Services - Public Meeting - Feb 27, 2025 8:30 A.M. 2
3. **PUBLIC COMMENT**
4. **MEMBERS' COMMENTS**
5. **NEW BUSINESS**
  - 5.1 8:30 - Jessica Reed - Lake in the Hills Sanitary District
  - 5.2 8:40 - Maureen Huff - Lake in the Hills Sanitary District
  - 5.3 Deliberation and Selection for the Lake in the Hills Sanitary District  
Deliberation and selection of up to one applicant for recommendation to the County Board Chairman for the Lake in the Hills Sanitary District with a term to begin on April 30, 2025, and expire on April 30, 2028.
6. **ROUTINE CONSENT AGENDA**
  - 6.1 Resolution Extending the Term of the Temporary Community Development Specialist Position through FY25 (10) 6
7. **OLD BUSINESS**
8. **PRESENTATION**
  - 8.1 Overview of the Mental Health Board  
Presented by: Leonetta Rizzi, Executive Director of the Mental Health Board
9. **REPORTS**
  - 9.1 Consolidation Plan Update 9  
Presented by: Sarah Ponitz, Community Development Administrator
10. **FUTURE TOPICS**
11. **EXECUTIVE SESSION (AS NECESSARY)**
12. **ADJOURNMENT**



McHenry County  
Public Health & Community Services - Public  
Meeting  
MINUTES

February 27, 2025, 8:30 AM  
County Board Conference Room  
Administration Building, 667 Ware Rd., Woodstock, IL 60098

Members Present: Tracie Von Bergen, Pamela Althoff, Eric Hendricks, Deena Krieger, Mike Shorten, Patrick Sullivan, Gloria Van Hof

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1. **CALL TO ORDER**

Meeting called to order at: 8:32 A.M.

Also present: Peter Austin, County Administrator; Scott Harman, Deputy County Administrator; Adam Wallen, Director of Planning & Development; Sarah Ponitz, Community Development Administrator; Mike Iwanicki, Superintendent of VAC; Alex Wall, County Administration Intern.

**Mover:** Van Hof

**Second:** Hendricks

To allow the remote attendance of Mr. Shorten.

Aye (5): Von Bergen, Hendricks, Krieger, Sullivan, and Van Hof

Abstain (1): Shorten

Absent (1): Althoff

**Recommended (5 to 0)**

2. **MINUTES APPROVAL**

**Mover:** Van Hof

**Second:** Sullivan

Approve the previous minutes of the January 6, 2025, meeting.

Aye (6): Von Bergen, Hendricks, Krieger, Shorten, Sullivan, and Van Hof

Absent (1): Althoff

**Recommended (6 to 0)**

2.1 Public Health & Community Services - Public Meeting - Jan 6, 2025 8:30 AM

**3. PUBLIC COMMENT**

None.

**4. MEMBERS' COMMENTS**

None.

**5. NEW BUSINESS**

None.

**6. ROUTINE CONSENT AGENDA**

Ms. Althoff arrives at 8:32 A.M.

**Mover:** Althoff

**Second:** Van Hof

To approve the remaining items of the routine consent agenda.

Aye (7): Von Bergen, Althoff, Hendricks, Krieger, Shorten, Sullivan, and Van Hof

**Recommended (7 to 0)**

6.2 Resolution Authorizing a contract with Carmichael Construction for the 2025 Veterans Assistance Commission (VAC) Entry Accessibility Project (22)

**Mover:** Althoff

**Second:** Van Hof

Approve the VAC Entry Accessibility Project.

**Recommended**

6.1 Resolution Authorizing Position Reclassifications for the McHenry County Mental Health Board and a Budget Line-Item Transfer to the FY25 Mental Health Board Budget (18)

Pulled for discussion by Mr. Shorten

Peter Austin, County Administrator, joined the committee to discuss the resolution.

The Mental Health Board had broad autonomy over staffing decisions and budget allocations. Initially, they documented a position reclassification and salary adjustment through a memo to the HR department, requesting roster changes. However, HR required acknowledgment from the County Board before making such changes, as payroll operations fell under county administration. To ensure transparency, a resolution was proposed to formally notify the County Board, even though they lacked authority to prevent the changes. Chairman Buehler and Finance Chair Skala agreed that a resolution would provide documentation for all 24 board members.

A meeting was held with the Executive Director of MHB Leonetta Rizzi and attorneys who acknowledged the need for documentation. Since the county managed payroll, maintaining an audit trail was essential.

While the Mental Health Board had the authority to reallocate funds within its budget, the resolution ensured the County Board remained informed. Funds for the reclassification were transferred from various budget line items, including overtime, tuition, consultants, and special studies.

The resolution did not seek approval but served as a formal notification of budget reallocations affecting county payroll procedures. Board members discussed the importance of ongoing communication with the Mental Health Board to track future budget adjustments. While some expressed concerns about the board's limited oversight, they acknowledged the Mental Health Board's statutory autonomy. Moving forward, periodic budget reviews and reports were expected to improve transparency and collaboration.

**Mover:** Althoff

**Second:** Van Hof

To approve a resolution authorizing position reclassification for the McHenry County Mental Health Board and an adjustment to the FY25 Mental Health Board budget.

Aye (5): Von Bergen, Althoff, Krieger, Sullivan, and Van Hof

Nay (2): Hendricks, and Shorten

**Recommended (5 to 2)**

**7. OLD BUSINESS**

None.

**8. PRESENTATION**

None.

**9. REPORTS**

None.

**10. FUTURE TOPICS**

Ms. Krieger expressed a desire to discuss mandated vaccines for County employees.

Ms. Van Hof noted that there had also been an exemption process for religious and medical reasons. She stated that under state regulations, individuals with a certified medical exemption were only required to undergo weekly testing. At the current time, the mandates are not in effect, but policies could change if COVID-19 positivity rates increase significantly.

Mr. Austin emphasized that the County Board never voted on a vaccine policy, so there was no official action to be undone.

**11. EXECUTIVE SESSION (AS NECESSARY)**

None.

**12. ADJOURNMENT**

**Mover:** Hendricks

**Second:** Sullivan

To adjourn the meeting at 8:50 A.M. -TCCazares

Aye (7): Von Bergen, Althoff, Hendricks, Krieger, Shorten, Sullivan, and Van Hof



# RESOLUTION

## Resolution Extending the Term of the Temporary Community Development Specialist Position through FY25 (10)

**WHEREAS**, the Community Development Division of the McHenry County Department of Planning and Development is required to complete certain action plans, with required submission to the U.S. Department of Housing and Urban Development (HUD); and

**WHEREAS**, the Community Development Division of the McHenry County Department of Planning and Development also develops action plans that improve opportunities and financial entitlement for the community and its residents; and

**WHEREAS**, on April 19, 2022, the McHenry County Board approved Resolution R-202204-10-064 for an Independent Contractor to complete Planning and Homeless Management Information System database management on behalf of the Division; and

**WHEREAS**, on February 21, 2023, the McHenry County Board approved Resolution R-202302-10-041 to convert a the Independent Contractor to a Temporary Employee with a term to expire on April 18, 2025 and comply with Department of Labor FLSA rules; and

**WHEREAS**, the Grade 8E role will cost \$37,050.49 and approximately \$9,300 in contributions to the Illinois Municipal Retirement Fund and Health Insurance costs of for the remainder of the year is supported by two vacant positions; and

**WHEREAS**, the Public Health and Community Services and the Finance & Audit Committees have reviewed the request.

**NOW, THEREFORE BE IT RESOLVED**, by this County Board of McHenry County, Illinois, that it hereby authorizes the extension of the Temporary Community Development Specialist term through November 30, 2025; and

**BE IT FURTHER RESOLVED**, by this County Board of McHenry County, Illinois that the one (1.0 FTE) Temporary Community Development Specialist (Grade 8E) established on February 22, 2023, be extended through November 30, 2025; and

**BE IT FURTHER RESOLVED**, that the County Clerk is hereby authorized to distribute a certified copy of this Resolution to the County Administrator, the Director of Procurement & Special Services, the Director of Planning and Development, the County Auditor, and the Community Development Administrator

**DATED** at Woodstock, Illinois, this 15th day of April, A.D., 2025.

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Michael Buehler, Chairman  
McHenry County Board

ATTEST:

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Joseph J. Tirio, County Clerk

## RESOLUTION

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SUBJECT: Resolution Extending the Term of the Temporary Community Development Specialist Position through FY25 (10)

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**Board / Committee Action Requested:**

To extend one (1.0 FTE) Temporary Community Development Position term to November 30, 2025.

**Background and Discussion:**

On February 21<sup>st</sup> 2023 the McHenry County Board approved Resolution R-202302-10-041 for a temporary employee termed through April 18, 2025. Due to attrition, this temporary role evolved from the singular project scheduled under the independent contractor agreement, the Homeless Management Information System (HMIS) database management, to involvement on multiple operational tasks, to being the primary on data collection initiatives and the lead for the Continuum of Care. The HMIS system went live in January 2025 and the Temporary CD Specialist became key staff for the Consolidated Plan, a data centric project. The role has compiled data for the Analysis of Impediments to Fair Housing and the Market Analysis, both foundational elements of the Consolidated Plan.

The role has evolved and remains needed within the Division. If approved the Department would benefit from the continuity of staff on the Consolidated Plan among other initiatives. To retain this employee long term, the Department will seek approval to reclassify the vacant Senior Community Development Specialist (Grade 11E) to a Community Development Specialist (Grade 8E) during the FY26 Department Budget request.

**Impact on Human Resources:**

The current staff and projects are greatly benefited by retaining the current employee. Long term the employment structure will be normalized, removal of temporary and termed employee roster positions.

**Impact on Budget (Revenue: Expenses, Fringe Benefits):**

Federal grant funding had been reserved for the Contractual Agreement. The funding for the remainder of FY25, estimated to be \$46,350.49, is supported by vacancies at the Senior and Community Development specialist positions. These positions have been budgeted and funded through federal grants.

**Impact on Capital Expenditures:**

None

**Impact on Physical Space:**

The Temporary Employee will continue to be entirely remote. If the reclassification to a full-time employee is approved, then the position will be required to report to the office similar to all full time Planning and Development positions.

**Impact on Other County Departments or Outside Agencies:**

Retaining this role will allow for consistent staffing and support from the Community Development Division.

**Conformity to Board Ordinances, Policies and Strategic Plan:**

The request conforms with County policies and procedures.





McHENRY COUNTY GOVERNMENT CENTER  
2200 NORTH SEMINARY AVENUE  
WOODSTOCK, IL 60098-2637

## MEMORANDUM

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**DATE:** March 21, 2025

**TO:** Public Health & Community Services (PHCS) Committee

**FROM:** Sarah J. Ponitz, Community Development Administrator

**Re:** 2025-2029 Consolidated Plan

The Community Development Department has been working on the 2025-2029 Consolidated Plan that must be submitted to HUD by August. The goal of the plan is to identify what types of local projects will be funded over the next five years based on community needs and a thorough market analysis.

- Community and stakeholder surveys are available online through the county website and other social media. The surveys will close on April 30.
- Preliminary funding areas/needs have been identified as affordable housing, transportation and public services.
- In-person meetings with municipalities have also been conducted and are ongoing.
- Data and reports will be scrutinized and could have an impact on funding.

If you have any questions regarding the plan, please feel free to reach out directly to me at [sjponitz@mchenrycountyil.gov](mailto:sjponitz@mchenrycountyil.gov) or 815-334-4089.

Thank you.

Sarah J. Ponitz