

County Administration (Dept 18)

Mission Statement: *McHenry County Government is dedicated to providing the highest quality service for the continuing improvement of the health, safety, and welfare of the people in McHenry County. We support representative and orderly government to ensure social and economic justice.*

Department Created By: *Created by the McHenry County Board – 1/30/1986*

Classification – General Government

Background: The County Administrator is appointed by the County Board and is given the responsibilities of administering and carrying out or cause to be carried out the directives and policies of the McHenry County Board; and enforce all orders, resolutions, ordinances, and regulations relating to the internal operations of County government adopted by the McHenry County Board.

Functions: FUNCTIONS PROVIDED BY COUNTY BOARD

- **Legislation** – In conjunction with the appropriate liaison committees, County Administration shall draft and recommend to the County Board, legislation pertinent to McHenry County's interests and objectives.
- **Budget** – In accordance with the budget policy and guidelines recommended by the Finance and Audit Committee and approved by the McHenry County Board, County Administration shall establish the schedule and procedures to be followed by all county departments, offices, and agencies in connection with the preparation and adoption of the annual budget. All long term and major capital purchases/improvements are accounted for under the County's Financial Model until approved for action.
- **Financial Reporting/Forecasting** – County Administration is responsible for reporting to the County Board on a quarterly basis the financial condition of the County. Additionally, the department is responsible for maintaining the County's financial model, a tool used by the County Board and County Administration to forecast the five-year financial condition of the County.
- **Risk Management** – Risk Management is responsible for maintaining proper insurance coverage to protect the County's assets and operations. Responsibilities include claim losses; legal counsel; safety compliance; workers' compensation; self-insured causality, property, professional liability, employee theft, inmate, and dental clinic insurance programs.
- **Payroll** – County Administration is responsible for producing the payrolls of the County, ensuring compliance with Federal and State Laws, Labor Contracts, and the maintenance/implementation of solid internal controls.
- **Communications** – County Administration presents information about goals, priorities, and activities of the County Board, informs residents and employees about the services of McHenry County Government, and supports communication in the event of an emergency.
- **County Board Support** – County Administration prepares and distributes all agendas, minutes, and supporting documents for the meetings of standing committees and the County Board in compliance with the Open Meetings Act. Additionally, the department handles the main switchboard, providing information and guidance to all callers.
- **Accounting/Reporting:** responsible for assuring compliance of all accounting rules in adherence with Generally Accepted Accounting Principles (GAAP) or standards as set by the Government Accounting Standards Board (GASB); review the internal control structure and makes recommendations for establishing new controls; reconciliation of the County's general ledger; recording, depreciating and actively tracking of Capital Assets; Single Audit and other grant-related reporting, Quarterly Financial Reports, Continuing Financial Disclosure on County debt issuances, IRS required reporting.

2024 Highlights

- Coordinated the leasing and establishment of the Election Center.
- Marketed and negotiated the sale of the former bank building at 2450 W. Algonquin Road.
- Facilitated the Workforce Housing Workgroup and drafted the report.
- Monitored the distribution and utilization of the ARPA funding.
- Helped the PED Committee understand spongy moths so they can determine the appropriate County role and response.
- Developed and presented a detailed succession plan for officers and key staff
- Worked with the judicial partners to examine the Pre-trial Fairness Act costs and needs.
- Facilitated the transition of the new Chief County Assessor and Director of Human Resources.
- Facilitated the Mental Health Board sales tax referendum.
- Led a multi-department artificial intelligence committee to analyze opportunities and considerations.
- Created a '*Green Initiatives*' web page to showcase the County's sustainability efforts and studies.
- Elevated the legislative program by developing a \$3 million request for federal funding for the Police Social Work Program Headquarters with the Sheriff's Office and Facilities Department.
- Supported the County Treasurer with communication and graphic design services relating to the new property tax bills and property tax payment tools.

2025 Goals

- Facilitate the development of the 2025 – 2028 Strategic Plan.
- Conduct a comprehensive space needs analysis and explore options to address the space needs for various offices.
- Complete document scanning to reduce paper consumption and ensure better document management and accessibility.
- Implement SmartGov for liquor and raffle applications to allow for electronic submissions and payments which will reduce paper use and make the application process more efficient for the public.
- Develop user-friendly SharePoint for all County staff to streamline the scheduling of meeting rooms and cars, provide access to Workers' Compensation online forms (which will be directly submitted to Risk Management), and enhance overall administrative efficiency.
- Explore opportunities to incorporate AI into our meeting minutes process, allowing staff to focus on more meaningful tasks.
- Monitor Advance McHenry County awards to ensure all available dollars are obligated and on track for disbursement.
- Strengthening relationships with McHenry County's state and federal delegations.
- Expand on the collaboration between the Administration and the County's elected offices and departments to tell McHenry County's stories.

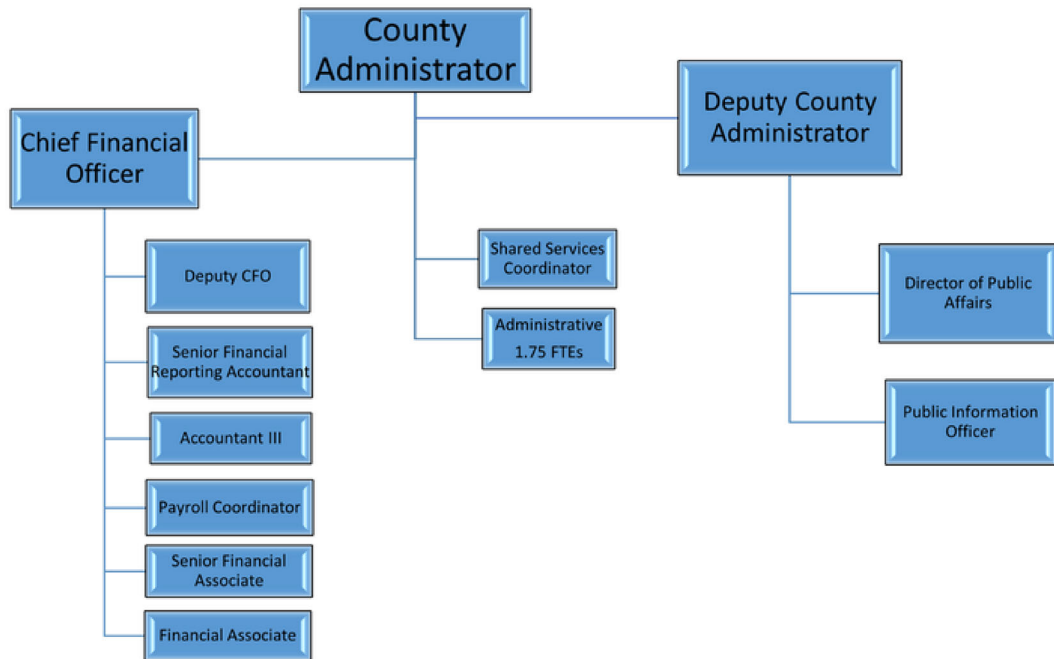
Full Time Equivalents History

Job Title	2022-23	2023-24	2024-25
	FTE	FTE	FTE
<u>County Admin Division</u>			
County Administrator	1.00	1.00	1.00
Deputy County Administrator *	0.25	0.25	0.25
Shared Services Coordinator	1.00	1.00	1.00
Administrative Manager **	0.75	0.75	0.75
Administrative Specialist I	1.00	1.00	1.00
<u>Communications Division</u>			
Director of Public Affairs	1.00	1.00	1.00
Public Information Officer I	1.00	1.00	1.00
<u>Finance Division</u>			
Chief Financial Officer	1.00	1.00	1.00
Deputy CFO	1.00	1.00	1.00
Senior Financial Reporting Accountant	1.00	1.00	1.00
Accountant III	1.00	1.00	1.00
Payroll Coordinator	1.00	1.00	1.00
Senior Financial Associate	1.00	1.00	1.00
Financial Associate	1.00	1.00	1.00
Total Dept 18 County Administration	13.00	13.00	13.00

* Split between Cty Admin, Risk Mgmt and EDC

** Split between Cty Admin and Risk Mgmt

Organizational Chart



County of McHenry
2025 Proposed Budget
18 - County Administration

Category	FY2022 Actual	FY2023 Actual	FY2024 Appropriated	FY2024 Actual (YTD)	FY2025 Budgeted
<i>General Fund</i>					
80 - Fees & Charges for Service Total	1,243	1,180	1,500	728	1,500
General Fund Revenue	1,243	1,180	1,500	728	1,500
30 - Personnel Total	1,013,905	1,056,347	1,155,530	746,897	1,236,765
40 - Contractual Total	17,889	20,471	31,557	21,391	51,117
50 - Commodities Total	11,447	11,091	14,650	10,242	15,794
General Fund Expense	1,043,241	1,087,909	1,201,737	778,530	1,358,407

To View Interactive Budget (both Financial and Non Financial Information)

<https://mchenrycountyil.openbook.questica.com/#/spotlight/efe8db06-7ac6-45bc-9f0f-845fa5d1f6d0>