Administration Committee Meeting Report (submitted 07-10-07)
Thursday, July 5, 2007, 4:30 p.m., Henry County Courthouse, Room 303C.

Members present: Jesse Crouch, John Sovanski, Tom Steele and Rich Nordstrom. Members absent: None. Others present: Lisa Hammer and Colleen Sutton, Administrative Assistant to the County Administrator.

Chairman Steele called the meeting to order at 4:30 p.m.

The agenda was approved as printed. Member Sovanski moved that the May 2 and June 6, 2007 Administration Committee meeting minutes be approved as printed, Member Nordstrom seconded, all were in favor and motion carried.

Mr. Matt Jones, Mutual Medical Plans, Inc. presented Health Care Plan reinsurance options for the period July 1, 2007 through June 30, 2008. Member Crouch moved to recommend the County Board accept the renewal proposal from Symetra in the amount of $380,452.00, Member Sovanski seconded, all were in favor and motion carried.

Jerry Shannon reported: 1) The Maintenance staff has been busy with regular cleaning and routine maintenance projects; 2) Bill Philhower and he investigated the wall insulation/noise problem reported in the restrooms located between Courtrooms 102J and 103J. They discovered the walls are insulated and after talking to the Judge, adjusted the bathroom door hinges; 3) Received a quotation from QCA Electric to connect the Courthouse to the emergency electric power generator; 4) A request was made to provide baby changing stations in the men and women's restrooms located between Courtrooms 102J and 103J; and 5) Received three quotations for a water filter system for the water softener.

Member Crouch moved to authorize the purchase of two (2) baby changing stations, two (2) sanitary liner dispensers, two (2) step trash cans and sanitary liners in the total amount of $604.00 to be installed in the men and women's restrooms located between Courtrooms 102J and 103J, Member Sovanski seconded, all were in favor and motion carried.

The Committee took the QCA Electric quotation under advisement for further consideration.

Member Sovanski moved to authorize the purchase of two (2) water filter systems from Kinetico for a total of $278.50, Member Crouch seconded, all were in favor and motion carried.

Member Sovanski moved to recommend to the Finance Committee the June building/insurance claims in the amount of $28,584.65, Member Nordstrom seconded, all were in favor and motion carried.

The Committee discussed the proposal from Mr. Bill Phillips, Architect, defining the scope and parameters of the Courthouse Clock Tower/Roof Project. (on file) Member Sovanski moved to recommend County Board approve a proposal in the amount of $36,000.00 from Phillips and Associates Architects, Inc. for the creation of a schematic design to be used for the Courthouse Clock Tower/Roof project, subject to the advice of the State's Attorney, Member Crouch seconded, all were in favor and motion carried.

The parking lot project was discussed as it relates to the FY08 budget and the Courthouse Clock Tower/Roof Project. Chairman Steele requested a copy of the original Courthouse parking lot plan be distributed to all County Board members. (enclosed)

The Committee reviewed and discussed the May Health Care Plan Fund Claims, Reinsurance, Loss Control and Administration Expense Reports and the June Health Care Plan Fund Balance Report. (on file)

The Committee reviewed the proposed FY08 Building (1020), TORT (8130) and Health Plan (8370) budgets. The Committee agreed to include FY08 budget equipment requests for a new tractor and new table and chairs for Room 303C.

The Committee discussed the status of the Highway and FOP labor contracts.

The next regular meeting of the Administration Committee will be set for Wednesday, August 8, 2007, at 6:00 p.m., in the Board Conference Room #303C, third floor, Courthouse.

The meeting adjourned at 5:45 P.M.

Respectfully submitted,

Dick Erickson, County Administrator