

Administration Committee Meeting Report (submitted 08-11-08)
Wednesday, August 6, 2008, 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: Colleen Gillaspie, 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 July 2, 2008 Administration Committee meeting minutes be approved as printed, Member Nordstrom seconded, all were in favor and motion carried.

Jerry Shannon reported: 1) A large UPS battery system in the Jail needs replaced; 2) The ductless split air conditioning system in the IS Department has stopped working. Steve Huxtable, Ruyle, has been working with the manufacturer to repair the unit but has so far been unsuccessful; and 3) Maintenance Department continues routine cleaning/maintenance duties.

The Committee discussed the progress of the Courthouse Parking Lot bidding process.

Member Crouch moved to approve the purchase of 96 replacement UPS batteries and 24 cables for the Jail UPS battery system in the amount of \$1,739.04, Member Nordstrom seconded, all were in favor and the motion carried. (on file)

Member Crouch moved to approve the purchase of a new condensing unit for the air conditioning system in the IS Department in the amount of \$850.00, Member Nordstrom seconded, all were in favor and the motion carried.

Member Sovanski moved to recommend to the Finance Committee the July building/insurance claims in the amount of \$48,307.36, Member Nordstrom seconded, all were in favor and motion carried.

The TPA Agreement Addendum and the Health Care Plan Advisory Committee's recommendation were discussed. Member Sovanski moved to recommend the County Board approve a three-year extension of the current TPA agreement with Mutual Medical Plans, Inc. with annual increases equal to the average preceding 12 month Consumer Price Index (CPI-U, all urban), not to exceed 7% annually, Member Nordstrom seconded, all were in favor and motion carried. (attached)

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

The Committee discussed the recommendations from Department Heads regarding revisions to the Personnel Policy. Member Crouch moved to recommend the County

Board approve the changes to the Bereavement Policy in the Henry County Schedule of Personnel Practices as recommended by the Department Heads, Member Nordstrom seconded, all were in favor and motion carried. Member Crouch moved to recommend the County Board approve the changes to the Vacation Policy in the Henry County Schedule of Personnel Practices as recommended by the Department Heads, Member Nordstrom seconded, all were in favor and motion carried. (Department Head meeting minutes attached)

The proclamation request from the Illowa Construction Labor and Management Council was reviewed. Member Crouch moved to recommend the County Board proclaim September 1-6, 2008 as Union Label Week, Member Sovanski seconded, all were in favor and motion carried. (attached)

The Committee discussed the revised Zoning/Building Administrator job description and the process for changing job descriptions. The Committee agreed to refer the issue to the Executive Committee as an item of discussion at their next meeting.

The Committee discussed labor issues.

The next regular Administration Committee meeting was set for Wednesday, September 3, 2008, at 6:00 p.m., in the Board Conference Room #303C, third floor, Courthouse.

The meeting adjourned at 6:35 P.M.

Respectfully submitted,

Colleen Gillaspie, County Administrator