

Administration Committee Meeting Report (submitted 2-10-09)
Wednesday, February 4, 2009, 6:00 p.m., Henry County Courthouse, Room 303C.

Members present: Tom Steele, Jesse Crouch, Ted Sturtevant, John Sovanski and Jason DeSplinter. Members absent: None. Others present: Colleen Gillaspie, County Administrator.

Chairman Steele called the meeting to order at 6:00 p.m.

Member Sovanski moved to approve the agenda with the addition under Item VI. F. Ability of Attorney's to Become Arbitrators, which moved the previous Item F. to Item G., Member DeSplinter seconded, all were in favor and motion carried.

Member Sovanski moved that the January 7, 2009 Administration Committee meeting minutes be approved as printed, Member Crouch seconded, all were in favor and motion carried.

Member Crouch moved to go into closed session to discuss personnel at 6:06 p.m., Member DeSplinter seconded, all were in favor and motion carried, 5 yes – J. Crouch, T. Sturtevant, J. Sovanski, J. DeSplinter, and T. Steele; 0 no; 0 absent.

Member Sovanski moved to return to open session at 6:24 p.m., Member DeSplinter seconded, all were in favor and motion carried.

Jerry Shannon reported: 1) Maintenance Department continues routine cleaning/maintenance duties; 2) Quotes have been received for Waste Management Services; and 3) The electrical upgrade authorized by the award of the IL Clean Energy grant has been completed. Final paperwork will be submitted for grant reimbursement in March.

The Committee reviewed and discussed the Waste Management Services quotes. (on file) The Committee requested Murphy's Container Service be afforded the opportunity to bid. The final bid tabulation will be distributed to the Committee at the February County Board meeting to determine final action.

The Committee agreed to move to VI. New Business Item D. Energy Quotes to discuss this Item with Mr. Rich Nelson, Glacial Energy of Illinois. The Committee reviewed and discussed the bid tabulation sheet for Energy Quotes from four different energy providers. Mr. Nelson left at 6:47 p.m. Further discussion was moved to the Item's regular location on the agenda.

The Committee reviewed and discussed the report from the County Engineer regarding the Courthouse Parking Lot Bids. (on file) The Committee requested the County Engineer submit recommendations to close off South Main Street to through traffic as well as recommend and quote repairs that may be necessary to South Main Street in its current condition. (i.e. resurfacing or striping) The Committee postponed

any action relating to the Courthouse Parking Lot until a response is received from the County Engineer.

Member Sovanski moved to recommend to the Finance Committee the January building/insurance claims in the amount of \$39,699.94, Member Sturtevant seconded, all were in favor and motion carried.

There was no old business to discuss.

Under new business, the Committee reviewed and discussed the December Health Care Plan Fund Claims, Reinsurance, Loss Control and Administration Expense Reports and the January Health Care Plan Fund Balance Report. (on file) A Healthcare Plan Advisory Committee meeting is scheduled for February 11, 2009 at 3:00 p.m. in Room 303C.

The Committee reviewed and discussed the recommendation from Department Heads to insert the Workplace Violence Policy language in the Personnel Policy. Member Crouch moved to recommend County Board approve the addition of the Workplace Violence Policy Language to the Henry County Schedule of Personnel Practices, Member Sovanski seconded, all were in favor and motion carried. (see attachment)

The Committee also reviewed and discussed the recommendation from Department Heads to adopt the Domestic Violence Workplace Policy. No action was taken regarding this recommendation.

The Committee continued discussion of the bid tabulation sheet for Energy Quotes. After much dialogue the Committee decided to table the issue until the March Administration Committee meeting.

The Committee reviewed a request from the Public Defender for security installations. The Committee requested the Maintenance Department provide a quote for the requested installations and report to the Committee.

A letter regarding the ability of Attorney's to become arbitrators was discussed. The Committee is not in favor of the Henry County Public Defenders or State's Attorneys attending classes to become arbitrators.

The Committee discussed labor issues.

The next regular Administration Committee meeting was set for Wednesday, March 4, 2009, at 6:00 p.m., in the Board Conference Room #303C, third floor, Courthouse.

The meeting adjourned at 8:12 P.M.

Respectfully submitted,

Colleen Gillaspie, County Administrator