

Administration Committee Meeting Report (submitted 10-13-09)  
Wednesday, October 7, 2009, 5:00 p.m., Henry County Courthouse, Room 303C.

Members present: Jason DeSplinter, Jesse Crouch, John Sovanski and Ted Sturtevant. Members absent: Tom Steele. Others present: Colleen Gillaspie, County Administrator.

Acting Chairman Sovanski called the meeting to order at 5:00 p.m.

Member DeSplinter moved to approve the agenda with the deletion of Item V. C. and the addition of Item V. E. Recommendation by Finance Committee to revise the Henry County Schedule of Personnel Policy, Member Sturtevant seconded, all were in favor and motion carried.

Member Crouch moved that the September 2, 2009 Administration Committee meeting minutes be approved as printed, Member DeSplinter seconded, all were in favor and motion carried.

Jerry Shannon reported: 1) Maintenance Department continues routine cleaning/maintenance duties; 2) The company hired to complete the "patching work" has thus far been rained out, but will send their crew once the weather is better; and 3) The motor in the floor burnisher went out and a new burnisher is needed. Two bids were received for burnishers.

The Committee reviewed elevator testing proposals from KONE, Inc. Member Sturtevant moved to accept the proposals from KONE, Inc. in the amounts of \$305.00 and \$373.50 for a 5 year traction full load elevator test plus QEI and annual hydraulic elevator testing plus QEI, Member DeSplinter seconded, all were in favor and motion carried.

The Committee reviewed a maintenance agreement from Detloff Engineering for the Old Courthouse Panic Alarm System. Member Crouch moved to approve the maintenance agreement for the Old Courthouse Panic Alarm System with Detloff Engineering in the amount of \$1,704.66, Member DeSplinter seconded, all were in favor and motion carried.

The Committee reviewed bids for the floor burnisher. Member Crouch moved to accept the purchase of the Venom 20" 1500 RPM Burnisher from Greenwood Cleaning Systems in the amount of \$841.67, Member Sturtevant seconded, all were in favor and motion carried.

Member DeSplinter moved to recommend to the Finance Committee the September building/insurance claims in the amount of \$40,649.75, Member Sturtevant seconded, all were in favor and motion carried.

Under old business, a new quote was received for the Geneseo Telephone Company Software Purchase that included only labor/installation charges and the software purchase. Rosemary Rathjen, Information Services Manager, provided a cost estimate for additional materials which Geneseo Telephone Company

informed us was necessary. These two separate purchases were significantly more than the original quote purchasing all materials through Geneseo Telephone Company. The Committee requested Ms. Rathjen's opinion of other options and possible costs for those options for discussion at the November meeting.

The Committee was informed that letters were sent out to the prospective Citizens Committee members and the Informational meetings for that group have been scheduled for Tuesday, October 20<sup>th</sup> at 1:00 and 4:00 p.m.

Under new business, the Committee reviewed and discussed the August Reinsurance, Loss Control and Administration Expense Reports and the September Health Care Plan Fund Claims and Health Care Plan Fund Balance Reports. (on file) The Committee discussed two members of the Health Care Plan and their dependant coverage.

Updates were given on the parking lot grant and the Clock Tower grant application. The Committee agreed to list the Courthouse repair project in the Supplemental Environmental Project Idea Bank for possible funding towards the lead paint abatement and/or the asbestos removal.

The Committee discussed labor issues.

The Committee discussed the Finance Committee's recommendation to change the Personnel Policy as it related to the use of voluntary furlough days. The consensus of the Committee was not to change the Personnel Policy as they believed the voluntary furlough days could be used with the current Policy language and they did not want to create any future problems with a language change now.

The next regular Administration Committee meeting was set for Wednesday, November 4, 2009, at 5:00 p.m., in the Board Conference Room #303C, third floor, Courthouse.

The meeting adjourned at 6:31 P.M.

Respectfully submitted,

Colleen Gillaspie, County Administrator