

Administration Committee Meeting Report (submitted 12-07-09)

Wednesday, December 2, 2009, 5:00 p.m., Henry County Courthouse, Room 303C.

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

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

Member Sovanski moved to approve the agenda as printed, Member Sturtevant seconded, all were in favor and motion carried.

Member Sovanski moved that the November 4, 2009 Administration Committee meeting minutes be approved as printed, Member Sturtevant seconded, all were in favor and motion carried.

Jerry Shannon reported: 1) Maintenance Department continues routine cleaning/maintenance duties; 2) Replacement controller modules are needed for the water system in the jail. Proposals were distributed for replacements; 3) Quotes were provided for the proposed carpet replacement in the 2nd floor Judge's chamber; and 4) A request for painting needs in the jail was submitted by the Assistant Jail Administrator.

The Committee discussed the water system in the jail. Because the software that controls the water system is antiquated the IS Department has been working for two years to receive a quote for upgrades/replacement of the software. Jerry is unsure if the replacement controller modules will work with an upgraded or new software system. At the present time it was decided that only one replacement module was necessary. Member Sovanski moved to approve the purchase of controller module from Ziel Carlson, Inc. in the amount of \$426.64, Member Sturtevant seconded, all were in favor and motion carried. A follow-up will be done with the IS Department to see where they are currently in the upgrade/replacement process.

Member Sovanski moved to approve the purchase of carpet for the 2nd floor Judge's chamber from Chicago Street Decorating in the amount of \$1,367.70, Member Sturtevant seconded, all were in favor and motion carried.

The Committee reviewed and discussed the request for painting needs in the jail. The Committee agreed to the painting of the old jail building if the work is completed by trustees and Sheriff Cady approves the work to be done.

Member Crouch moved to recommend to the Finance Committee the November building/insurance claims in the amount of \$26,523.32, Member Sovanski seconded, all were in favor and motion carried.

Under old business, the Committee was updated on the IS Manager's opinion of purchasing the telephone software on our own. Member Crouch moved to

recommend County Board approve the purchase and installation of the Comdial FXII software from Geneseo Telephone Company in the amount of \$4,765.85. Member Sovanski seconded, all were in favor and motion carried. (see attached quote)

The Citizens Committee has held meetings and is scheduling several speaking engagements throughout the County. Discussion was held regarding the option of using Build America Bonds (BAB's) for the renovation project. Information was provided to the Administration Committee on BAB's. The Committee requested David Pistorius be contacted to explain his opinion on the use of BAB's for the project.

The Landmarks grant decision should be available late November to early December according to the Director of Grants and Easements. Also, the County will have soon submitted a project to the Supplemental Environmental Project (SEP) Idea Bank through the IEPA. This SEP submission allows the County to be placed in a "bank" of other projects that can be chosen by companies who have been forced to pay settlements by the IEPA. The top amount that we could be awarded is \$517,860.00 which is the cost of the lead paint removal and abatement and asbestos abatement.

Under new business, the Committee reviewed and discussed the October Reinsurance, Loss Control and Administration Expense Reports and the November Health Care Plan Fund Claims and Health Care Plan Fund Balance Reports. (on file)

The Committee discussed labor issues.

The next regular Administration Committee meeting was set for Wednesday, January 6, 2009, at 5:00 p.m., in the Board Conference Room #303C, third floor, Courthouse.

The meeting adjourned at 6:24 P.M.

Respectfully submitted,

Colleen Gillaspie, Deputy County Administrator