

Administration Committee Meeting Report (submitted 6-7-10)
Wednesday, June 2, 2010, 6:00 p.m., Henry County Courthouse, Room 303C.

Members present: Tom Steele, Jesse Crouch, Jason DeSplinter, Ted Sturtevant and John Sovanski. Members absent: None. Others present: Bill Preston and 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 of Item II. B. IL Energy Efficiency Grant Opportunity and moving Item V. A. 2. after Item II., Member DeSplinter seconded, all were in favor and motion carried.

Member Sovanski moved that the May 5, 2010 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) Another bid was received for the sidewalk repairs; and 3) A dust mite problem on the 3rd floor Administration Office required a Maintenance inspection of the attic space above the office. Upon this inspection it was noted that there is a large hole in the outside tin on the corner of the building.

The Committee reviewed the bids received for the sidewalk repair/replacement. Member Crouch moved to approve the bid for replacement of 3-5x5 pads and 1-4x10 pad of concrete from Double S Masonry & Carpentry in the total amount of \$1,550.00, Member Sovanski seconded, all were in favor and motion carried.

After discussion regarding the 3rd floor hole and subsequent dust mite problem, the Committee requested an estimate to repair the hole.

The Committee was informed of an IL Energy Efficiency grant opportunity. The Maintenance Department is working to obtain quotes to replace the windows on the 3rd floor as well as 3 cooling units in various locations around the Courthouse to submit with grant applications for such projects.

Member Crouch moved to go into closed session to discuss personnel at 6:26 p.m., Member Sovanski seconded, all were in favor and motion carried, 5 yes – T. Steele, J. Sovanski, J. DeSplinter, T. Sturtevant and J. Crouch; 0 no; 0 absent.

Member Sovanski moved to return to open session at 6:37 p.m., Member DeSplinter seconded, all were in favor and motion carried.

Member Sovanski moved to recommend to the Finance Committee the May building/insurance claims in the amount of \$30,481.83, Member Sturtevant seconded, all were in favor and motion carried.

Under old business, the Committee reviewed and discussed Department Head recommendations to the Henry County Schedule of Personnel Practices. Member Crouch recommended the revisions to the Henry County Schedule of Personnel Practices, omitting Department Head recommendations, to the Executive Committee for review, Member DeSplinter seconded, all were in favor and motion carried.

An updated scope of work for the Clock Tower project was submitted from Phillips Architects and Associates. (on file) The new estimate exceeds the projected \$100,000 cap and still includes two estimated costs and does not include a cost at all for some electrical work. The Committee requested Bill Phillips be contacted to determine an exact cost for the electrical work as soon as possible. Also, Landmarks Illinois will be contacted to determine what work would be necessary to receive the grant. Once that information is obtained the Committee will review the scope of work to verify if there are any expendable costs. Member Sovanski moved to authorize payment to Phillips Architect and Associates in the amount of \$2,181.42 for services rendered to date, Member Crouch seconded, all were in favor and motion carried.

After discussion, the Committee tabled the Coast2Coast prescription card plan indefinitely.

The Committee continued discussion of the Mammogram Program. Hammond-Henry Hospital submitted a proposal for routine mammograms of \$150.00 which includes the read fee. This price would be offered during 3 months of a one-year period chosen by Henry County. It was also noted that the Health Department administers the Komen Voucher Program by which employees could contact the Health Department to request a voucher for a mammogram at several area hospitals. For this program insurance **must** be billed first, but if it is not covered the voucher would pay for the services. Member Sovanski moved to authorize utilizing Hammond-Henry Hospital as the June 2010 to May 2011 designated provider, Member DeSplinter seconded, all were in favor and motion carried.

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

The Committee reviewed and discussed the Health Care Plan Advisory Committee premium recommendation. Member Crouch moved to accept the recommendation of the Health Care Plan Advisory Committee of a 10% increase in the employer/employee Health Care Plan premiums and forward the recommendation to the Finance Committee for use in the FY11 Budget Guidelines, Member DeSplinter seconded, all were in favor and motion carried.

The Committee discussed upcoming FOP mediation.

The next regular Administration Committee meeting was set for Wednesday, July 7, 2010, at 6:00 p.m., in the Board Conference Room #303C, third floor, Courthouse.

The meeting adjourned at 7:56 P.M.

Respectfully submitted,

Colleen Gillaspie, Deputy County Administrator