

Administration Committee Meeting Report (submitted 7-12-10)  
Wednesday, July 7, 2010, 6:00 p.m., Henry County Courthouse, Room 303C.

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

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

The agenda was approved after moving Item II. to Item III..

Member Sovanski moved that the June 2, 2010 Administration Committee meeting minutes be approved as printed, Member Crouch seconded, all were in favor and motion carried.

Jerry Shannon reported: 1) Maintenance Department continues routine cleaning/maintenance duties; 2) Opinions were received from three different tree companies and the majority recommended two maple trees in the front be removed as they pose a hazard; 3) Ruyle informed Maintenance and Colleen that the Lochinvar boiler was malfunctioning and may need to be taken off line for inspection and cleaning or possible replacement. This project will hopefully take place in the winter when the other boilers are on line; 4) The annex building has shingles that need to be replaced soon; and 5) R. A. Oldeen, Inc. submitted a quote to repair the south east corner upper dormer.

The Committee authorized Jerry to contract with the low bidder to remove the two hazardous maple trees in the front.

After discussion the Committee authorized R.A. Oldeen, Inc. to repair the south east corner upper dormer for the quoted price of \$1,500.00.

Mr. Matt Jones and Mr. Ron Jones, Mutual Medical Plans, Inc., presented the reinsurance renewal options for the period July 1, 2010 to June 30, 2011. (see attachment) Member Crouch moved to recommend the County Board accept the reinsurance renewal proposal from Symetra Life Insurance Co. in the amount of \$358,604.00, Member Sovanski seconded, all were in favor and motion carried.

Member Sovanski moved to recommend to the Finance Committee the June building/insurance claims in the amount of \$14,702.19, Member Sturtevant seconded, all were in favor and motion carried.

Under old business, the Committee reviewed and discussed additional recommendations to the Henry County Schedule of Personnel Practices. The Committee recommended revisions to the Henry County Schedule of Personnel Practices including adding language pertaining to the personal use of county owned vehicles and cell phones to the Executive Committee for review.

An updated scope of work for the Clock Tower project was submitted from Phillips Architects and Associates. (on file) The latest estimate includes all bids received, but still has an estimated painting cost. Phillips and Associated expects to receive an actual bid by 7-9-10. Member Sovanski moved to recommend the County Board approve the scope of work for the Clock Tower project and authorize contracting with the listed companies for the services identified, Member Sturtevant seconded, all were in favor and motion carried. (see attached)

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

The Committee reviewed and discussed proposed FY11 County Board, County Building, TORT, Health Care Plan and Capital Building Fund budgets.

The Committee discussed upcoming FOP mediation.

The next regular Administration Committee meeting was set for Wednesday, August 4, 2010, at 6:00 p.m., in the Board Conference Room #303C, third floor, Courthouse.

The meeting adjourned at 8:09 P.M.

Respectfully submitted,

Colleen Gillaspie, Deputy County Administrator