

Administration Committee Meeting Report (submitted 9-13-10)
Wednesday, September 8, 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: Randy Lynch, Rhonda Cater, Tina VanOpdorp, Joann Knox 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 V. E. Memorial Fund, Member DeSplinter seconded, all were in favor and motion carried.

Member Crouch moved that the August 4, August 27 and September 7, 2010 Administration Committee meeting minutes be approved as printed, Member Sovanski seconded, all were in favor and motion carried.

Jerry Shannon reported: 1) Maintenance Department continues routine cleaning/maintenance duties; and 2) He will be taking the class to obtain an applicator's license at the urging of the Administration Committee.

Member Sovanski moved to recommend to the Finance Committee the August building/insurance claims in the amount of \$39,109.29, Member Crouch seconded, all were in favor and motion carried.

Under old business, the Committee was updated on the progress of the Clock Tower project.

The Committee began discussing revisions to the Purchasing Policy. Member Crouch moved to refer possible revisions to the Purchasing Policy to the Executive Committee for review, Member DeSplinter seconded, all were in favor and motion carried.

The Committee continued discussion on after hours parking on Center Street. Colleen Gillaspie will ask Jerry Shannon if regulating parking between the hours of 12 a.m. to 5 a.m. would be helpful during the winter months.

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

The Committee reviewed and discussed two IL Energy Efficiency and Conservation Block Grant agreements. The first grant was awarded in the amount of

\$12,840.00 to replace all of the windows on the 3rd floor of the Old Courthouse at an estimated total cost of \$17,120.00. The second grant was awarded in the amount of \$11,400.00 to replace all of the windows in the Highway Building at an estimated total cost of \$15,200.00. Member Sovanski moved to recommend the County Board approve the IL Energy Efficiency and Conservation Block Grant agreements for replacement of windows in the Courthouse and in the Highway Building, Member DeSplinter seconded, all were in favor and motion carried. (see attached)

The Committee discussed labor issues.

The Committee moved to Item E. and discussed the Memorial Fund. It was requested by Ms. Gillaspie that the Memorial Fund be designated for approval through the Department Heads or the Administration Office. Member DeSplinter suggested an Employee Activity Committee be established. The consensus of the Administration Committee was to keep a minimum balance in the Fund, but allow monies to be spent at the approval of either a designated Employee Activity Committee or Department Heads with the Administration Committee being given updates on activities for the first year.

Member Sovanski moved to go into closed session to review closed session meeting minutes at 6:56 p.m., Member DeSplinter seconded, all were in favor and motion carried, 5 yes – T. Steele, J. DeSplinter, T. Sturtevant, J. Crouch and J. Sovanski; 0 no; 0 absent.

Member Sovanski moved to return to open session at 7:02 p.m., Member DeSplinter seconded, all were in favor and motion carried.

Member Sovanski moved to release the minutes of March 3, 2010 A and March 3, 2010 B, Member DeSplinter seconded, all were in favor and motion carried.

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

The meeting adjourned at 7:05 P.M.

Respectfully submitted,

Colleen Gillaspie, County Administrator