

Administration Committee Meeting Report (submitted 3-7-11)
Tuesday, March 2, 2011, 6:00 p.m., Henry County Courthouse, Room 303C.

Members present: Roger Gradert, John Sovanski, Ted Sturtevant and Kippy Nelson. Members absent: None. Others present: Colleen Gillaspie, County Administrator.

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

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

Member Sovanski moved that the February 8, 2011 Administration Committee meeting minutes be approved with revisions to paragraph 6 changing "repairs to the boiler" to "repairs to the hot and cold water system", Member Nelson seconded, all were in favor and motion carried.

Jerry Shannon reported: 1) Maintenance Department continues routine cleaning/maintenance duties; 2) Snow and ice removal duties have continued; 3) Bids are being requested to the bulbs and fixture in the jail dayroom; and 4) Repairs to the boiler were completed and diagrams/pictures of the boiler were distributed and explained.

Member Sovanski moved to recommend the Finance Committee move the February payment for boiler repairs to Jarvis Welding in the amount of \$6,200.00 from the County Building Fund to the Capital Building Fund, Member Nelson seconded, all were in favor and motion carried.

Member Sovanski moved to recommend to the Finance Committee the February building/insurance claims in the amount of \$45,116.71, Member Sturtevant seconded, all were in favor and motion carried.

Furlough days in the County Board Office was briefly discussed and referred to the Executive Committee for continued discussion.

Under old business, Courthouse repairs were discussed. Member Sovanski moved to recommend the Finance Committee evaluate placing 50% of unbudgeted FY11 General Fund revenues in the Capital Building Fund, Member Nelson seconded, all were in favor and motion carried.

The Committee opened and reviewed the bid received for the EECBG 3rd floor window repair bids. The single bid received was deemed too high. Member Sovanski moved to reject the bid received and re-bid the project, Member Sturtevant seconded, all were in favor and motion carried. (bid on file)

The discussion on parking restrictions due to weather was tabled until the April meeting. The Committee briefly discussed restricting employee parking on the east portion of W. Center Street. It was requested that Department Heads be asked for their opinion regarding a parking restriction for employees and then Ms. Gillaspie will report back to the Committee.

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

The Committee discussed AFLAC's request to offer life insurance to employees. Member Sturtevant moved to reject AFLAC's request to offer life insurance to employees, Member Sovanski seconded, all were in favor and motion carried.

The Committee discussed the necessity of purchasing an automated external defibrillator (AED) for the Courthouse. The Committee requested Ms. Gillaspie research the availability of extra AED's from the Sheriff's Department or other emergency agencies and report back.

A revised Comp Time report was reviewed. Discussion was held regarding the changes, noting comp time balances and established limits.

An update was given to the Committee regarding the future establishment of a first provider contact for Worker's Compensation claims.

Member Nelson moved to go into closed session to discuss labor issues at 7:16 p.m., Member Sovanski seconded: 4 yes - K. Nelson, J. Sovanski, T. Sturtevant and R. Gradert; 0 no; 0 absent.

Member Sovanski moved to return to open session at 7:41 p.m., Member Nelson seconded, all were in favor and motion carried.

Member Nelson moved to go into closed session to discuss personnel at 7:42 p.m., Member Sovanski seconded: 4 yes - K. Nelson, J. Sovanski, T. Sturtevant and R. Gradert; 0 no; 0 absent.

Member Sovanski moved to return to open session at 7:44 p.m., Member Sturtevant seconded, all were in favor and motion carried.

Member Sovanski moved to go into closed session to review closed session meeting minutes at 7:45 p.m., Member Sturtevant seconded: 4 yes - K. Nelson, J. Sovanski, T. Sturtevant and R. Gradert; 0 no; 0 absent.

Member Sovanski moved to return to open session at 7:50 p.m., Member Nelson seconded, all were in favor and motion carried.

Member Sovanski moved to release the minutes of April 7, 2010, May 5, 2010, June 2, 2010, September 7, 2010 and September 8, 2010 and keep closed the minutes of August 5, 2009, Member Sturtevant seconded, all were in favor and motion carried.

The next regular Administration Committee meeting was set for Wednesday, April 6, 2011, at 6:00 p.m., in the Board Conference Room #303C, third floor, Courthouse.

With no further business to discuss Member Sovanski moved to adjourn, Member Nelson seconded, all were in favor and motion carried. The meeting adjourned at 7:52 P.M.

Respectfully submitted,

Colleen Gillaspie, County Administrator