

Administration Committee Meeting Report (submitted 4-11-11)  
Wednesday, April 6, 2011, 6:00 p.m., Henry County Courthouse, Room 303C.

Members present: Roger Gradert, John Sovanski and Kippy Nelson (arrived at 6:30 p.m.). Members absent: Ted Sturtevant. Others present: Colleen Gillaspie, County Administrator.

A quorum was not present at 6:00 p.m. Mr. Scott Kammarman and Mr. Dwaine VanMeenen were in attendance to discuss the request from the Village of Cambridge to approve easements for water pipe replacement. The Committee members present were in favor of approving the easement request and asked the Village of Cambridge to provide an agreement outlining the merits of the project as well as ensuring the County would be made whole upon completion of the project.

Member Nelson arrived at approximately 6:30 p.m.

Chairman Gradert called the meeting to order at approximately 6:30 p.m.

As a quorum was now present, Member Nelson moved to approve the agenda as revised, Member Sovanski seconded, all were in favor and motion carried.

An overview of the Village of Cambridge's request was given. Member Sovanski moved to recommend the County Board approve the easement agreement between the Village of Cambridge and Henry County, subject to the review and approval of the State's Attorney, Member Nelson seconded, all were in favor and motion carried.

Member Sovanski moved that the March 2, 2011 Administration Committee meeting minutes be approved as printed, Member Nelson seconded, all were in favor and motion carried.

Jerry Shannon reported: 1) Maintenance Department continues routine cleaning/maintenance duties; 2) Pricing for the lighting upgrade in the jail was discussed as well as available grants; 3) Two door window panes in the Assessment Office are broken and should be replaced; and 4) Four lighting fixtures in the new building staircase cannot be changed without tremendous difficulty. Various options were reviewed with the Committee.

The Committee discussed the jail lighting upgrade project. Ms. Gillaspie was instructed to apply for the ActOnEnergy grant and report back to the Committee as to a potential award to determine the total County cost of continuing with the project.

Member Sovanski moved to authorize the purchase of replacement door window panes in the Assessment from Glass Specialty WLC, Inc. in the total amount of \$139.20, Member Nelson seconded, all were in favor and motion carried.

The Committee tabled discussion on the lighting fixtures in the new building staircase to give the members an opportunity to view the area.

Member Sovanski moved to recommend to the Finance Committee the March building/insurance claims in the amount of \$34,607.53, Member Nelson seconded, all were in favor and motion carried.

Under old business, Courthouse repairs were discussed. Phillips and Associates are gathering potential costs to segment the necessary Courthouse repairs. These estimates will be distributed to the Committee when received.

Restricting employee parking on the east portion of West Center Street was discussed. It was reported that the consensus of Department Heads was to allow the Administration Committee to make the decision regarding parking restrictions. Ms. Gillaspie noted that since the March Department Head meeting, employees were parking on South Main Street. No action will be taken at this time. The Committee also continued discussion on parking restrictions due to weather. It was recommended that removable seasonal signage could be installed around late fall that restricts parking from around 2:00 a.m. to 5:00 a.m. This signage would then be removed around early spring. Ms. Gillaspie will gather estimates and will report back to the Committee at a future meeting.

The Committee continued discussion of automated external defibrillator (AED) for the Courthouse. Sheriff Padilla was looking into AED's believed to have been previously purchased using grant funds. It was thought that the batteries in such AED's were depleted and therefore unusable. Additional research will be conducted.

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

The Committee reviewed the recommendations from the Health Care Plan Advisory Committee. Due to the recent required Health Care Reform Act changes, employees are not allowed to enter the Henry County Health Care Plan as freely as they were able to before. Currently, employees are only able to enter the plan if one of four HIPPA qualifying events have happened. These events are very restrictive. Member Sovanski moved to recommend the County Board approve establishing an annual open enrollment period in November for the Henry County Health Care Plan beginning November 1, 2011. Member Nelson seconded, all were in favor and motion carried. The Committee agreed to uphold the recommendation of the Health Care Plan Advisory Committee in regards to the FY11 health care plan increases.

Chairman Gradert informed the Committee that Finance Committee Chairman Dennis Anderson stated he would like to research payroll automation options. No further discussion was held as the Committee opted to see if further guidance would be provided from Dennis Anderson.

The Committee reviewed the status of all labor negotiations.

The next regular Administration Committee meeting was set for Wednesday, May 4, 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 8:08 P.M.

Respectfully submitted,

Colleen Gillaspie, County Administrator