

Administration Committee Meeting Report (submitted 5-9-11)
Wednesday, May 4, 2011, 6:00 p.m., Henry County Courthouse, Room 303C.

Members present: Roger Gradert, John Sovanski and Ted Sturtevant. Members absent: Kippy Nelson. Ex-Officio members present: Tim Wells. Others present: Colleen Gillaspie, County Administrator.

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

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

Member Sovanski moved that the April 6, 2011 Administration Committee meeting minutes be approved as printed, Member Sturtevant seconded, all were in favor and motion carried.

The Committee reviewed the bids received for the EECBG 3rd floor window project that were opened at 4:00 p.m. (bids on file) Member Sovanski moved to recommend the County Board award the project to the low bidder of Clarence A. Johnson & Sons in the total amount of \$13,670.00, subject to review of approved specifications, Member Sturtevant seconded, all were in favor and motion carried.

Maintenance Department is continuing routine cleaning/maintenance duties. No additional project requests were necessary at this time.

The Committee continued discussion of the jail lighting upgrade project. An application for pre-approval has been submitted for the ActOnEnergy grant. Preliminary estimated rebates would amount to \$432.00. Member Sovanski moved to approve the purchase of 12 Atlas fixtures from Galesburg Electric in the total amount of \$2,520.00, to be paid from the Capital Building Fund, to replace existing fixtures in the jail, Member Sturtevant seconded, all were in favor and motion carried.

The Committee continued discussion on the lighting fixtures in the new building staircase. It was decided to hold off on replacement of the existing fixtures until the current lighting situation was designated as a problem.

Member Sovanski moved to recommend to the Finance Committee the April building/insurance claims in the amount of \$23,179.71, Member Sturtevant seconded, all were in favor and motion carried.

Under old business, Courthouse repairs were discussed. Phillips and Associates contacted a tuckpointing company as requested, but did not receive a sufficient response to warrant them a reputable company. The architectural firm was instructed to request additional companies bid the project. The Committee also

requested Phillips and Associates list the projects in their opinion of a priority for completion.

The Committee continued discussion of automated external defibrillator (AED) for the Courthouse. This item will be removed from future agendas. Chairman Gradert requested CPR training costs be researched and reported to the Committee.

An Intergovernmental Agreement between the Village of Cambridge and Henry County for the easement agreement was not available. This agreement is expected to be available for the June meeting.

Under new business, the Committee reviewed and discussed the March Reinsurance, Loss Control and Administration Expense Reports and the April 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. The recommendations included: 1) review implementation of HSA and/or FSA for County employees, subject to a secondary review of available staff time for implementation with Barb Link; 2) health care plan rate freeze for FY12; 3) require employees to complete an annual eligibility questionnaire November of each year; and 4) add language allowing the Plan and member to terminate coverage when it is in the best interest of the member.

The Committee requested additional information in regards to HSA & FSA implementation.

The Committee reviewed and discussed the Advisory Committee's premium recommendation. Member Sovanski moved to accept the recommendation of the Health Care Plan Advisory Committee and freeze the health care plan rates for FY12 at the FY11 rates and forward the recommendation to the Finance Committee for use in the FY12 Budget Guidelines, Member Sturtevant seconded, all were in favor and motion carried.

Chairman Gradert moved to authorize requiring employees to complete an annual eligibility questionnaire in November of each year, Member Sovanski seconded, all were in favor and motion carried.

Member Sovanski moved to recommend the County Board add the following bolded language to the Henry County Health Care Plan: "Coverage will terminate when you elect termination, when an individual is no longer eligible, when any required contributions are not made, at the end of the month in which your employment terminates **or when termination is in your best interest as determined by Plan and member**", Chairman Gradert seconded, all were in favor and motion carried.

The Committee reviewed the bids received for the Mammogram Program. The Hammond-Henry Hospital proposal remained at \$150.00 while the Kewanee Hospital proposal was \$180, both including the read fee. Member Sovanski moved to authorize utilizing Hammond-Henry Hospital as the June 2011 to May 2012 designated provider for mammograms, Member Sturtevant seconded, all were in favor and motion carried.

The Committee reviewed and discussed revisions to the Schedule of Personnel Practices. Member Sovanski moved to recommend the County Board approve the revisions to the Schedule of Personnel Practices, as amended, subject to approval of the State's Attorney, Member Sturtevant seconded, all were in favor and motion carried. (see enclosed)

The Committee reviewed and discussed available discount prescription card programs. The programs were referred to the Health Care Plan Advisory Committee for recommendation of further action.

The Committee reviewed the status of all labor negotiations.

The next regular Administration Committee meeting was set for Wednesday, June 8, 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 Sturtevant seconded, all were in favor and motion carried. The meeting adjourned at 7:37 P.M.

Respectfully submitted,

Colleen Gillaspie, County Administrator