

Administration Committee Meeting Report (submitted 6-13-11)
Wednesday, June 8, 2011, 6:00 p.m., Henry County Courthouse, Room 303C.

Members present: Roger Gradert, John Sovanski, Kippy Nelson and Ted Sturtevant.
Members absent: None. Ex-Officio members present: Tim Wells (at 6:08 p.m.). Others present: Kevin Hermie, Lisa Hammer and Colleen Gillaspie, County Administrator.

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

Member Sovanski moved to approve the agenda with the addition of Item VII. D. Highway Union Contract Addendum, Member Sturtevant seconded, all were in favor and motion carried.

Member Sovanski moved that the May 4, 2011 and June 6, 2011 Administration Committee meeting minutes be approved as printed, Member Sturtevant seconded, all were in favor and motion carried.

Mr. Matt Jones and Mr. Ron Jones, Mutual Medical Plans, Inc., presented the reinsurance renewal options for the period July 1, 2011 to June 30, 2012. (see attachment) Member Sovanski moved to recommend the County Board accept the reinsurance renewal proposal for a \$40,000.00 deductible from Symetra Life Insurance Co. in the amount of \$357,466.00, Member Sturtevant seconded, all were in favor and motion carried.

Jerry Shannon reported: 1) Maintenance Department is continuing routine cleaning/maintenance duties; 2) The bid previously accepted by the Committee to replace two door window panes in the Assessment Office was reviewed; and 3) The men's urinal in the basement restroom is out of order due to rotting pipes.

Glass Specialty WLC, Inc. was awarded the bid to replace the Assessment Office window panes in the amount of \$139.20. Due to an office error, the cost of the glass panes increased to approximately \$409.00. Glass Specialty WLC, Inc. requested the County pay them the next lowest bid price for the window panes instead of the \$409.00. Member Sovanski moved to offer \$309.00 to Glass Specialty WLC, Inc. for the two window panes, Member Sturtevant seconded, motion failed. The Committee requested Glass Specialty WLC, Inc. be contacted and offer to pay the bid price given. If that is not accepted, Maintenance was instructed to rebid the project.

Chairman Gradert requested colored tape be placed on the Courthouse stairs nearest the floor platforms for better visibility.

Mr. Kevin Hermie, Jager Agency, and Colleen Gillaspie gave an overview of the bid from UMed for the Henry County Health Care Plan. No changes were recommended to the current plan or TPA provider.

Kevin Hermie left at 7:21 p.m.

Member Nelson moved to recommend to the Finance Committee the May building/insurance claims in the amount of \$43,968.68, Member Sovanski seconded, all were in favor and motion carried.

Under old business, Courthouse repairs were discussed. Phillips and Associates had not yet begun contacting tuckpointing contractors, but Mr. Bill Phillips is setting a meeting to review contractors and bids prior to the next Administration Committee meeting. Also, the bid approved for the EECBG window replacement was not submitted per specifications. Discussions are taking place with Bi-State Regional Commission to review options.

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 July meeting.

Materials pertaining to HSA/FSA Accounts was distributed for Committee review. Discussion will continue at the July meeting.

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

The Committee reviewed a maintenance contract for the jail dishwasher. Additional information was requested regarding the dishwasher and frequency of service calls over the past 3 years. Member Sovanski moved to authorize the jail dishwasher contract in the amount of \$948.00, Chairman Gradert seconded, all were in favor and motion carried.

The Committee reviewed the status of all labor negotiations.

Member Sovanski moved to recommend the County Board approve the Henry County Highway Department and Laborers' International Union of North America, Laborers' Local 538 Addendum Agreement. (available at meeting)

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

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

Respectfully submitted,

Colleen Gillaspie, County Administrator