

Administration Committee Meeting Report (submitted 10-11-11)
Wednesday, October 5, 2011, 6:00 p.m., Henry County Courthouse, Room 303C.

Members present: Roger Gradert, John Sovanski, Kippy Nelson, Ted Sturtevant and Tom Steele. Members absent: None. Ex-Officio members present: None. Others present: Kathy Nelson and Colleen Gillaspie, County Administrator.

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

Member Steele moved to approve the agenda with the elimination of Item V., Member Sovanski seconded, all were in favor and motion carried.

Member Sovanski moved that the September 7, 2011 Administration Committee meeting minutes be approved as printed, Member Steele seconded, all were in favor and motion carried.

Maintenance Department is continuing routine cleaning/maintenance duties. No additional project requests were submitted at this time. The Committee reviewed the Henry County Courthouse Door & Panic Alarm Maintenance agreements. It was decided to bid the agreement out to additional interested companies. Discussion will continue at the November meeting. It was also requested that the Maintenance Department begin logging all service calls made to companies we have maintenance contracts with including the date of service and reason for the call.

Member Sovanski moved to recommend to the Finance Committee the September building/insurance claims in the amount of \$26,812.47, Member Sturtevant seconded, all were in favor and motion carried.

Under old business, Courthouse repairs were discussed. The Committee reviewed correspondence from Phillips and Associates indicating a cost to perform the bid process. After discussing alternative options, the consensus of the Committee was to authorize Phillips and Associates to begin the bid process.

The Committee was informed the EECBG 3rd floor window replacement/repair project has been completed.

Additional requested information was distributed for Committee review regarding flexible spending account implementation and uses. The Committee agreed to review the information and continue discussion of possible implementation at the January meeting.

Discussion on an Energy and Natural Gas Consultant was tabled pending further information and a review of the pertinent references.

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

Discussion was held regarding AFLAC's request to offer group insurance plans to employees. Chairman Gradert moved to authorize the offering of AFLAC's group insurance to County employees following input and approval of Department Heads as well as positive interest of at least 10% of employees, Member Steele seconded, all were in favor and motion carried.

It was announced that Jerry Shannon, Maintenance Supervisor, has announced his retirement effective November 21, 2011. An employment ad has been placed in the paper and applications are being received. A hiring timeline for the Maintenance Supervisor was distributed and reviewed.

There were no labor issues.

The next regular Administration Committee meeting was set for Wednesday, November 2, 2011, at 6:00 p.m., in the Board Conference Room #303C, third floor, Courthouse.

With no further business to discuss Member Nelson moved to adjourn, Member Steele seconded, all were in favor and motion carried. The meeting adjourned at 7:10 P.M.

Respectfully submitted,

Colleen Gillaspie, County Administrator