

Administration Committee Meeting Report (submitted 12-12-11)

Wednesday, December 7, 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: Colleen Gillaspie, County Administrator.

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

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

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

Steve Wells reported: 1) Maintenance Department is continuing routine cleaning/maintenance duties; 2) The jail lighting project is complete; 3) A pipe in the jail kitchen will be modified to include a clean-out which is expected to help clear grease blockages; and 4) Dallas Laman has been hired as the part-time Maintenance Custodian.

Member Steele moved to recommend to the Finance Committee the November building/insurance claims in the amount of \$42,581.13, Member Nelson seconded, all were in favor and motion carried.

Under old business, Courthouse repairs were discussed. Phillips and Associates Architects has been contacted to complete a list of remaining repairs and estimates in order of necessity. Per Mr. Phillips, such a list will be compiled and submitted by the end of the first week in December.

Discussion on Flexible Spending Accounts will be held over until the January meeting.

The Committee discussed the services of an energy and natural gas consultant. An estimate of natural gas cost savings was created by E-Quantum Consulting which indicated the County could save between \$5,000 to \$10,000 by contracting natural gas services. The Highway Department and Hillcrest Nursing Home are planning to contract and all three agencies could combine requests for proposals for better rates. Member Sovanski moved to authorize contracting with E-Quantum Consultants to provide natural gas consulting services in conjunction with the Highway Department and Hillcrest Nursing Home at an annual cost of \$1,500.00, split equally among the three agencies, Member Sturtevant seconded, all were in favor and motion carried. Additional research will be conducted in the future regarding electricity consulting with the same company.

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

Discussion was held regarding a Henry County joint health insurance request. A County Board member had been approached regarding communities contracting with the County for health insurance through the County's self-insurance plan. The Committee decided they were not interested in such a proposal and recommended interested communities contact Ron Jones with Mutual Medical Plans, Inc. as well as UCCI to see if any other options might be available.

The Committee discussed premium cost-sharing for the worker's compensation premium among Hillcrest Nursing Home and the Highway Department. It was requested that research be compiled to understand potential costs to each entity as the intent is not to overly burden any specific Department.

There were no labor issues.

The next regular Administration Committee meeting was set for Wednesday, January 4, 2012, 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 Steele seconded, all were in favor and motion carried. The meeting adjourned at 6:52 P.M.

Respectfully submitted,

Colleen Gillaspie, County Administrator
