

Administration Committee Meeting Report (submitted 1-9-12)  
Wednesday, January 4, 2012, 6:00 p.m., Henry County Courthouse, Room 303C.

Members present: Roger Gradert, John Sovanski, Kippy Nelson and Ted Sturtevant.  
Members absent: Tom Steele. Ex-Officio members present: Tim Wells. Others present:  
Steve Wells, Rich VerHeecke, Bill Phillips and 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 Sturtevant seconded, all were in favor and motion carried.

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

There was no public comment.

Steve Wells reported: 1) Maintenance Department is continuing routine cleaning/maintenance duties; 2) The pit ladder in the elevator is being installed on 1-5-12; and 3) The large uninterruptible power unit (UPS) in the jail caught fire on 12-31-11.

The Committee discussed the UPS incident and communication for such occurrences. Maintenance was instructed to return the unit to operation as quickly as possible. Mr. Wells will contact Eaton Corporation for immediate repairs.

Rich VerHeecke distributed a Treasurer's Office remodel request for Committee review. Following discussion, Member Nelson moved to authorize rearrangement of the existing office furniture, but to table the flooring replacement issue until the February Committee meeting to allow the Treasurer to secure additional flooring bids, Member Wells seconded, all were in favor and motion carried.

Member Sovanski moved to recommend to the Finance Committee the December building/insurance claims in the amount of \$831,946.81, Member Sturtevant seconded, all were in favor and motion carried.

Under old business, Courthouse repairs were discussed. Bill Phillips was in attendance and presented drawings of the tuckpointing work to be bid out. (on file) The Committee agreed that the County would be responsible to replace any concrete damage caused as a result of the use of the lift. Concrete crossings will be discussed with the Maintenance Department and damage will be minimized. Also, the Committee agreed to allow Phillips and Associates to request additional bids for stone cleaning. This does not bind the County to any work and the bids can be declined at any time. The tuckpointing bid process will begin the week of January 9<sup>th</sup> with a pre-bid meeting being held with interested bidders, Bill Phillips and Steve Wells during the week of January 16<sup>th</sup>. Final bids will be due to Phillips and Associates by January 26<sup>th</sup> and a meeting will be held with Mr. Phillips and the Administration Committee

at the Courthouse on January 26<sup>th</sup> at 2:00 p.m. to open the bids. Mr. Phillips intends to return to the February Administration Committee meeting to discuss the next bid process.

Discussion was held on Flexible Spending Accounts (FSA). Following discussion, Member Sturtevant moved to not consider establishing an FSA option for employees at this time, Member Nelson seconded, all were in favor and motion carried.

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

The FY11 Comp Time report and Comparison of Comp Time Totals was reviewed. Member Nelson moved to place the FY11 comp time report on file, Member Wells seconded, all were in favor and motion carried.

Review of premium cost-sharing for the worker's compensation premium is being held over until the February Committee meeting to retrieve additional information.

Under labor issues, the Committee discussed alternative labor attorney options. Member Nelson moved to authorize quotes for service to be obtained from Califf & Harper and Davis & Campbell, Member Sturtevant seconded, all were in favor and motion carried.

A recommendation to create a labor negotiating team versus the current use of the Administration Committee was discussed. At the July UCCI meeting, the creation of a labor negotiating team was recommended due to the Open Meeting Act regulations. The current regulations require increased documentation and reporting requirements consistent with holding several closed session meetings during every negotiating session. The Committee tabled the issue until the February Committee meeting.

Member Nelson moved to go into closed session per Section 5 ILCS 120/2c exception 12 at 7:40 p.m., Member Sturtevant seconded; 5 yes – R. Gradert, K. Nelson, T. Sturtevant, T. Wells and J. Sovanski; 0 no; 1 absent – T. Steele.

Member Nelson moved to return to open session at 7:45 p.m., Member Sturtevant seconded, all were in favor and motion carried. No action was taken.

The next regular Administration Committee meeting was set for Wednesday, February 8, 2012, at 6:00 p.m., in the Board Conference Room #303C, third floor, Courthouse.

With no further business to discuss Member Sturtevant moved to adjourn, Member Wells seconded, all were in favor and motion carried. The meeting adjourned at 7:49 P.M.

Respectfully submitted,

Colleen Gillaspie, County Administrator