

Administration Committee Meeting Report (submitted 10-9-12)  
Wednesday, October 3, 2012, 6:00 p.m., Henry County Courthouse, Room 303C.

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

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

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

Member Nelson moved that the September 5, 2012 Administration Committee meeting minutes be approved as printed, Member Sovanski seconded, all were in favor and motion carried.

There was no public comment.

Ms. Nadine Palmgren, Henry County Bar Association President, requested placement of Bar Association pictures in the Henry County Courthouse. Ms. Palmgren asked that the most recent Bar Association picture be placed in the first floor area of the new Courthouse and recommended it replace Ms. Elaine Hale's picture. Member Steele moved to authorize the most recent Bar Association picture be placed in the first floor area of the new Courthouse in a place to be determined by the Committee following the meeting, Member Sovanski seconded, all were in favor and motion carried. Ms. Palmgren also requested three older Bar Association pictures be placed in the hallway of the second floor of the new Courthouse. The Committee discussed this location as well as others. Member Steele moved to authorize placement of the three older Bar Association pictures to be placed in the 2<sup>nd</sup> floor hallway of the old Courthouse, Member Nelson seconded, all were in favor and motion carried.

Steve Wells reported: 1) Maintenance Department is continuing routine cleaning/maintenance duties; 2) Repairs have been successfully completed to #2 boiler; and 3) The post outside the jail delivery entrance was removed and reset.

The Committee reviewed the September electricity, natural gas and water usage charts (attached).

Member Sturtevant moved to recommend to the Finance Committee the September building/insurance/Capital Building claims in the amount of \$44,021.46, Member Steele seconded, all were in favor and motion carried.

Under old business, Ms. Gillaspie provided the status of the DCEO grant application. Chairman Gradert requested Steve Wells review the eyebrow windows to verify any repairs that may be necessary before winter. Pending Maintenance locating any such repairs, Bill Phillips will be contacted to quote potential repairs.

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)

Ms. Gillaspie requested a policy be established for implementation of random drug testing following the County Board's approval of the revised Schedule of Personnel Practices. The Committee determined they would like to have testing completed two times per fiscal year with 5% of eligible staff being tested each time. The Health Department will be engaged to perform these services. Ms. Gillaspie will create a memorandum for Department Heads and employees providing an overview of the implementation of drug testing and how it will be completed. Ms. Gillaspie suggested a line item be created in the General Financial Services (2120) account to provide funding for these services. Member Nelson moved to recommend to the Finance Committee the creation of a Drug Testing line item in the General Financial Services (2120) account to pay for pre-employment, post-accident and random drug testing procedures as well as the random drug testing software, Chairman Gradert seconded, all were in favor and motion carried.

Ms. Gillaspie gave an overview of SpyGlass Audit services. SpyGlass Audit services reviews your telephone bills to determine if any services can be eliminated or if any overcharging exists. The Committee asked that some additional questions be researched and reported back for continued discussion at the November meeting.

The Committee discussed labor issues. Various labor negotiation meetings have been scheduled throughout the month of October.

The next regular Administration Committee meeting was set for Wednesday, November 7, 2012, at 6:00 p.m., in the Board Conference Room #303C, third floor, Courthouse.

With no further business to discuss Member Steele moved to adjourn, Member Sturtevant seconded, all were in favor and motion carried. The meeting adjourned at 7:08 P.M.

Respectfully submitted,

Colleen Gillaspie, County Administrator