

Administration Committee Meeting Report (submitted 12-10-12)
Wednesday, December 5, 2012, 6:00 p.m., Henry County Courthouse, Room 303C.

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

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

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

Member Sovanski moved that the November 7, 2012 Administration Committee meeting
minutes be approved as printed, Member Sturtevant 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) Painting quotes for the 2nd floor Courtroom continue to
be solicited as only one has been procured as of this point. Additional companies will
be contacted and Mr. Wells will create an outline of the work to be completed for a
possible formal bid process; 3) A'Hearn performed necessary upgrades to the sprinkler
units. The authorized dry sprinkler replacement units had to be ordered and will be
installed when available; and 4) A janitorial position was recently vacated and a
replacement has been hired.

Chairman Gradert requested Mr. Wells research the cost to replace the linoleum in the
Old Courthouse elevator. Also Mr. Wells was requested by the Committee to create a
listing of Courthouse repair projects in order of priority to return for discussion at the
next Administration Committee meeting.

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

Member S ovanski moved to recommend to the Finance Committee the November
building/insurance/Capital Building claims in the amount of \$33,171.92, Member
Sturtevant seconded, all were in favor and motion carried.

Under old business, Ms. Gillaspie provided the status of the DCEO grant application.

The Committee reviewed the recently established random drug testing policy for the
Courthouse union and non-union employees and discussed a formal random drug
testing policy for the recently included FOP contract. Ms. Gillaspie will research pricing
options and contact other agencies for recommendations. Discussion will continue at
the January meeting.

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). Ms. Gillaspie gave an overview of some recent required plan distributions and upcoming revisions.

The Committee discussed the recent revision to the Schedule of Personnel Practices regarding the comp time cap. Previously comp time was capped at 240 hours and was recently lowered to 80 hours. It was recommended that the comp time cap be increased to 120 hours. Member Sovanski moved to recommend the County Board approve revising the comp time cap listed in the Schedule of Personnel Practices from 80 hours to 120 hours. Member Sturtevant seconded, all were in favor and motion carried (see attached excerpt).

The Committee discussed the current payment practice of County Board per diems and mileage expenses which implements a cutoff date of November 25th for all previous fiscal year per diem and expense requests. The consensus of the Committee was to recommend the Finance Committee revise the Accounting Procedures to change the cutoff date to the November Board meeting with any meetings that fall after that date being required to be turned in the next fiscal year.

The Committee discussed labor issues. No labor negotiation meetings have been scheduled for the Highway unit or Courthouse and Circuit Clerk AFSCME units.

The next regular Administration Committee meeting was set for Wednesday, January 2, 2013, 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, Chairman Gradert seconded, all were in favor and motion carried. The meeting adjourned at 7:26 P.M.

Respectfully submitted,

Colleen Gillaspie, County Administrator