

Administration Committee Meeting Report (submitted 1-7-13)  
Wednesday, January 2, 2013, 6:00 p.m., Henry County Courthouse, Room 303C.

Members present: Roger Gradert, John Sovanski, Ted Sturtevant, Marvin Gradert and Kathy Nelson. Members absent: None. Ex-Officio members present: None. Others present: Steve Wells, 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 printed, Member Sturtevant seconded, all were in favor and motion carried.

Member Sovanski moved that the December 5, 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) One additional company has agreed to provide a painting quote for the 2<sup>nd</sup> floor Courtroom and it should be received by the February Committee meeting; and 3) Snow removal and salting duties have begun.

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

Mr. Wells reviewed his Courthouse Projects listing with the Committee. The Committee will review the list and will continue discussion to prioritize the projects at the February meeting.

A formal request was made to replace the urinal in the 3<sup>rd</sup> floor restroom. Mr. Wells explained he would also like to replace the sink in the 3<sup>rd</sup> floor restroom and while replacing the urinal and the pipes this would be an opportune time. Ms. Gillaspie also stated the toilet in the 2<sup>nd</sup> floor judge's bathroom needs replaced as well as piping to the sink. Member Sovanski moved to authorize the replacement of the urinal, sink and necessary piping in the 3<sup>rd</sup> floor restroom as well as replacement of the toilet and sink piping in the 2<sup>nd</sup> floor judge's bathroom, Member Nelson seconded, all were in favor and motion carried.

Member Nelson moved to recommend to the Finance Committee the December building/insurance/Capital Building claims in the amount of \$1,348,077.33, Member Sovanski seconded, all were in favor and motion carried.

Under old business, Mr. Bill Phillips reviewed with the Committee a number of prioritized remaining Courthouse repairs. The Committee reviewed the repairs along with the materials Mr. Phillips provided (on file). Questions were raised regarding the necessity of conforming to the IL Historic Preservation Agency regulations for the National Registry of Historic places and Ms. Gillaspie was asked to clarify some items.

Member Gradert moved to authorize Phillips and Associates to begin the bid process for repairs identified as 1-5B as well as dividing the window repairs for 4A, 4B and 4C over a three year period, utilizing Mr. Phillips and Mr. Wells recommendations for locations of annual necessary replacements, Member Sovanski seconded, all were in favor and motion carried. The Committee requested alternate bids for individual window replacements identified in 4A, 4B and 4C, to be awarded contingent upon the bid opening for repairs 1-5B. Mr. Phillips will plan to return to the February or March Committee meeting with preliminary bid documents for Committee review.

Ms. Gillaspie provided the status of the DCEO grant application.

The Committee continues discussion on drug testing procedure options for FOP employees. Ms. Gillaspie reviewed average costs for the Highway Department as well as test pricing through the Bi-State Consortium and Armalite test pricing. Additional research is still being compiled and discussion will continue at the next meeting.

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).

Member Nelson moved to go into closed session to discuss a health care plan claim appeal at 7:15 p.m., Member Sovanski seconded; 5 yes - R. Gradert, K. Nelson, M. Gradert, T. Sturtevant and J. Sovanski.

Member Sovanski moved to return to open session at 7:23 p.m., Member Gradert seconded, all were in favor and motion carried.

Member Gradert moved to authorize payment of health care plan claim appeal #6616 in the amount of \$128.00, with the member being responsible for \$32.00, which represents an 80/20 split, Member Nelson seconded, all were in favor and motion carried.

The FY12 Comp Time report was reviewed and discussed by the Committee.

The Committee discussed labor issues. A tentative date has been chosen for Highway mediation. No labor negotiation meetings have been scheduled for the Courthouse and Circuit Clerk AFSCME units.

The next regular Administration Committee meeting was set for Wednesday, February 6, 2013, 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, Chairman Gradert seconded, all were in favor and motion carried. The meeting adjourned at 7:40 P.M.

Respectfully submitted,

Colleen Gillaspie, County Administrator