

Administration Committee Meeting Report (submitted 2-11-13)
Wednesday, February 6, 2013, 6:00 p.m., Henry County Courthouse, Room 303C.

Members present: Roger Gradert, Marvin Gradert John Sovanski and Ted Sturtevant. Members absent: Kathy Nelson. Ex-Officio members present: Tim Wells (arrived at 6:07 p.m.). Others present: Steve Wells and Colleen Gillaspie, County Administrator.

Chairman R. 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 January 2, 2013 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/snow removal/maintenance duties; 2) A painting quote for the 2nd floor Courtroom was received from Spets Brothers. The cost of the quotes received will now require a formal bid process to begin; 3) Repair work on the 2nd floor Judge's bathroom will begin in March; 4) Ruyle will begin submitting maintenance log sheets monthly to Steve for Committee review; and 5) Member M. Gradert discussed a potential connection for carpet to replace the tile in the old Courthouse elevator.

The Committee reviewed the January electricity, natural gas and water usage charts (attached). Ms. Gillaspie stated the one year agreement with E-Quantam consultants for natural gas consulting services will soon expire. It was recommended that the consulting services be continued with the Highway Department and Hillcrest Home for a three-year period. The Committee agreed to begin the process.

The Committee reviewed Steve Wells' Prioritization of Courthouse Projects list. It was decided that annual spending limits would be assigned following the bid process for the exterior Courthouse repairs.

Member Sturtevant moved to recommend to the Finance Committee the January building/insurance/Capital Building claims in the amount of \$28,520.01, Chairman R. Gradert seconded, all were in favor and motion carried.

Under old business, Chairman R. Gradert discussed requesting donations from fitting agencies, including the bar association and historical societies, to repair the interior water damage in the 2nd floor large Courtroom and the Law Library. The

Committee requested final cost estimates be procured before determining how to proceed.

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

The Committee continued discussion on drug testing procedure options for FOP employees. Ms. Gillaspie contacted and received service quotes from Hammond-Henry Hospital, Kewanee Hospital and Drug Testing Compliance Services. Additional information regarding one of the quotes was still being received. A final recommendation is expected to be brought to the Committee in March.

Under new business, the Committee reviewed and discussed the December Reinsurance, Loss Control and Administration Expense Reports and the January Health Care Plan Fund Claims and Health Care Plan Fund Balance Reports (on file). A Health Care Plan Advisory Committee meeting is being scheduled for mid-March with Mutual Medical to discuss the effects of the Affordable Health Care Plan Act on the Henry County Insurance Plan.

The Committee reviewed the tentatively agreed to terms of the Highway labor agreement. Member Sovanski moved to recommend the County Board approve the Collective Bargaining Agreement between County of Henry and Henry County Highway Department and Laborers International Union of North America, Local 538, Member Sturtevant seconded, motion carried with Member M. Gradert voting nay.

The Committee reviewed the tentatively agreed to terms of the AFSCME Courthouse labor agreement. Member Sovanski moved to recommend the County Board approve the Collective Bargaining Agreement between County of Henry and Henry County Clerk/Recorder, Coroner, Treasurer and Sheriff of Henry County and AFSCME Council 31, AFL-CIO, Member M. Gradert seconded, motion carried with Member M. Gradert voting nay.

A brief overview of the tentative agreements in the Hillcrest Home AFSCME labor agreement was given.

The Committee discussed labor issues. The remaining Circuit Clerk AFSCME agreement is being negotiated with the Circuit Clerk.

The Committee discussed Chairman R. Gradert's recommendation that the Administration or Finance Committee be notified of new employees, their wages and any wage revisions made. Chairman R. Gradert moved to recommend the Finance Committee create a policy requiring all new or revised pay rates be supplied to the Finance Committee for informational purposes, Member M. Gradert seconded, all were in favor and motion carried.

The Committee discussed an informal tiered wage system proposal made by Ms. Gillaspie. The Committee held over discussion until the March meeting.

The next regular Administration Committee meeting was set for Wednesday, March 6, 2013, at 6:00 p.m., in the Board Conference Room #303C, third floor, Courthouse.

With no further business to discuss Member M. Gradert moved to adjourn, Member Sturtevant seconded, all were in favor and motion carried. The meeting adjourned at 8:07 P.M.

Respectfully submitted,

Colleen Gillaspie, County Administrator