

Administration Committee Meeting Report (submitted 5-13-13)  
Wednesday, May 8, 2013, 6:00 p.m., Henry County Courthouse, Room 303C.

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

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

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

Member Kathy Nelson moved that the April 3, 2013 Administration Committee meeting minutes be approved as printed, Member Sovanski 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 radio tower grounding project through E911 is finishing; 3) Additional leaks were found following the massive rain the end of April; and 4) The lochinvar heat exchange unit went bad.

Steve Wells indicated Ruyle has received quotes for a new heat exchange for the lochinvar and for a new lochinvar. The new heat exchange would cost \$7,500 plus approximately \$5,000 in installation costs. A new lochinvar cost \$17,000 plus approximately \$5,000 in installation costs. The current lochinvar is 14 years old. Due to the immediate need, Member Sovanski moved to authorize the emergency purchase and installation of a new lochinvar at a cost of \$17,000 plus approximately \$5,000 for installation costs, to be paid for from the Capital Building Fund, Member Kathy Nelson seconded, all were in favor and motion carried.

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

Member Sovanski moved to recommend to the Finance Committee the April building/insurance/Capital Building claims in the amount of \$19,616.54, Chairman Roger Gradert seconded, all were in favor and motion carried.

Under old business, Doug Bentzinger and Josh Singleton, Phillips and Associates Architects, Inc., reviewed the draft bid documents for the Phase IV Courthouse repairs. Pella had reported to Mr. Bentzinger that there are different wood options that can be used for the eyebrow windows. The Committee requested the bid include the use of Douglas Fir, rather than pine. Member Marvin Gradert moved

to approve the draft bid documents, Chairman Roger Gradert seconded, all were in favor and motion carried. Final bid documents will be issued Friday, May 10<sup>th</sup> with a pre-bid meeting scheduled for Thursday, May 23<sup>rd</sup> at 1:30 p.m. and the bid opening scheduled for Thursday, May 30<sup>th</sup> at 2:00 p.m.

Steve Wells, Doug Bentzinger and Josh Singleton left at 6:41 p.m.

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

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

The Committee discussed the recommendation from the Health Care Advisory Committee to eliminate the annual limit for the Henry County Medical Reimbursement Plan as required by the Affordable Care Act. Discussion was held on retiree health care plan premiums as well as allocation of reinsurance costs. Member Sovanski moved to recommend the County Board approve the elimination of the annual limit for the Henry County Medical Reimbursement Plan, Member Marvin Gradert seconded, all were in favor and motion carried.

The Committee reviewed the bids received for the Mammogram Program. The Hammond-Henry Hospital proposal remained at \$150.00 and the Kewanee Hospital proposal remained at \$180.00, both including the read fee (on file). Member Sovanski moved to authorize utilizing Hammond-Henry Hospital as the June 2013 to May 2014 designated provider for mammograms, Member Kathy Nelson seconded, all were in favor and motion carried.

The Committee discussed a new agreement with an out-of-network provider. Member Marvin Gradert moved to approve the Health Services Agreement between Henry County and HealthLink, Member Kathy Nelson seconded, all were in favor and motion carried.

The Committee reviewed draft revisions to the Schedule or Personnel Practices including revising the bereavement language to mirror the AFSCME contract language and defining paid leave in the Emergency Closure of Building section. Chairman Gradert moved to recommend the Executive Committee review and recommend the County Board approve the revisions to the Schedule of Personnel Practices, Member Kathy Nelson seconded, all were in favor and motion carried.

A revision to the current employment application was discussed. It was recommended that language be added indicating a pre-employment drug test would be completed. Member Sovanski moved to recommend the County Board approve the revised Henry County employment application, pending approval from

the State's Attorney, Member Kathy Nelson seconded, all were in favor and motion carried.

The Committee discussed labor issues. The Courthouse and Circuit Clerk AFSCME contracts have been executed and retro payments should have been made.

The next regular Administration Committee meeting was set for Wednesday, June 5, 2013, at 6:00 p.m., in the Board Conference Room #303C, third floor, Courthouse.

With no further business to discuss Member Kathy Nelson moved to adjourn, Chairman Roger Gradert seconded, all were in favor and motion carried. The meeting adjourned at 7:25 P.M.

Respectfully submitted,

Colleen Gillaspie, County Administrator