

Administration Committee Meeting Report (submitted 9-9-13)
Wednesday, September 4, 2013, 6:00 p.m., Henry County Courthouse, Room 303C.

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

Member Sovanski moved that the August 7, 2013 Administration Committee meeting minutes be approved as printed, Member Nelson 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 repairs to the 3rd floor bathroom have been completed; 3) The repairs to the men's basement bathroom are expected to begin around November; and 4) The temperature in the jail control room was discussed.

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

Member Sovanski moved to approve the installation of a Mitsubishi ductless split heat pump in the jail control room by Becker & Becker, Inc. for \$7,707.00 following in-depth research and recommendations by Ruyle Mechanical Services to try and ascertain the potential problem, Chairman Roger Gradert seconded, all were in favor and motion carried.

Member Sovanski moved to recommend to the Finance Committee the August building/insurance/Capital Building claims in the amount of \$53,552.66, Chairman Roger Gradert seconded, all were in favor and motion carried.

Under old business, Ms. Gillaspie stated the agreements with Sterling Commercial had been received, signed were being sent back. Sterling Commercial estimated work would begin the week of September 16th and was expected to last approximately 7 days.

The Committee discussed the status of the Courthouse lighting project. 90% documents were received from Randy Burkett Lighting and were sent to Phillips and Associates, Steve Wells and Ms. Gillaspie for their review. Phillips and Associates saw many specifics were missing and recommended an electrical

engineer be retained to compile the missing information. Ms. Gillaspie has emailed Randy Burkett Lighting to ask various questions. The Committee requested Ms. Gillaspie follow up with Randy Burkett Lighting to understand the scope of their responsibility for this project. Once that has been ascertained, they requested Landmarks Illinois be contacted to request a formal grant agreement be compiled. Finally, if the prior two steps were satisfactorily completed, Ms. Gillaspie was requested to contact Phillips and Associates to request an electrical engineer be retained to complete the lighting bid documents.

There was no new information regarding the DCEO grant application. It was requested that this item be removed from future agendas until new information is received.

Member Sovanski moved to hold over discussion on Henry County retiree health care costs, Chairman Roger Gradert seconded, all were in favor and motion carried.

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

Ms. Gillaspie gave an overview of the Finance Committee's FY14 budget discussion as it relates to the allocation of reinsurance premium expenses. The consensus of the Committee was to recommend a temporary (one fiscal year) reallocation of reinsurance premiums from the TORT fund to the Health Care Plan Fund to use the TORT allocation for an additional IMRF payment, as currently recommended by the Finance Committee for the FY14 budget, but to reallocate that premium back to the TORT fund in FY15 rather than include the premium in the FY15 health care plan premiums. The recommendation was based on the uncertainty of the affects of the Affordable Care Act and the inflexibility in reestablishing the reinsurance premium from the TORT levy if funding is completely removed from the tax levy.

There were no labor issues.

Chairman Roger Gradert moved to go into closed session at 7:45 p.m. to review closed session meeting minutes per ILCS 120/2(c)(21), Member Nelson seconded; 3 yes -- K. Nelson, J. Sovanski and Roger Gradert; 0 no; 2 absent -- Marvin Gradert and T. Sturtevant.

Member Sovanski moved to return to open session at 7:48 p.m., Chairman Roger Gradert seconded, all were in favor and motion carried.

Member Sovanski moved to release the closed session meeting minutes from April 3, 2013, March 6, 2013 A & B, February 19, 2013, September 5, 2012 A and

January 4, 2012, Chairman Roger Gradert seconded, all were in favor and motion carried.

The next regular Administration Committee meeting was set for Wednesday, October 2, 2013, at 6:00 p.m., in the Board Conference Room #303C, third floor, Courthouse.

With no further business to discuss Member Nelson moved to adjourn, Member Sovanski seconded, all were in favor and motion carried. The meeting adjourned at 7:50 P.M.

Respectfully submitted,

Colleen Gillaspie, County Administrator