Administration Committee Meeting Report (submitted 3-10-14)
Wednesday, March 5, 2014, 6:00 p.m., Henry County Courthouse, Room 303C.

Members present: Roger Gradert, Ted Sturtevant and Kathy Nelson. Members absent: Jake Waller and John Sovanski. Ex-Officio members present: None. Others present: Steve Wells, Bill Phillips (arrived at 6:21 p.m.) and Colleen Gillaspie, County Administrator.

Chairman Roger Gradert called the meeting to order at approximately 6:05 p.m.

Member Sturtevant moved to approve the agenda as printed, Chairman Roger Gradert seconded, all were in favor and motion carried.

Chairman Roger Gradert moved that the February 5, 2014 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, snow/ice removal and maintenance duties; 2) The plastering work on the 3rd floor is complete; 3) The washing machines and appropriate wiring in the jail have been completed and installed; 4) Wire for the security camera project has been delivered. Mr. Wells estimated the wiring will take between 3-4 weeks to get installed; 5) Altorfer stated the generator parts are available and will be installed when the weather is better; 6) Tri-City Electric is expected to begin installation for the Courthouse lighting project beginning the second week in March; 7) Safety and security measures have been and continue to be installed in the jail including changing all outlets in jail kitchen and laundry room to GFI and purchasing locks for breaker panels; and 8) A quote was received for mold testing in the old jail basement.

The Committee discussed the quote for mold testing received. Member Nelson moved to authorize mold testing be completed in the old jail basement at a cost of $299.00 for the inspection and $75.00 for each test kit taken, Member Sturtevant seconded, all were in favor and motion carried.

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

Mr. Bill Phillips arrived.

Member Nelson moved to recommend to the Finance Committee the February building/insurance/Capital Building claims in the amount of $29,549.74, Member Sturtevant seconded, all were in favor and motion carried.

Under old business, Ms. Gillaspie gave an overview of the status on the DCEO Courthouse repair grant.

Mr. Phillips distributed the bid overview for the Courthouse Sheet Metal and Painting Work project. Only one bid was received. Phillips and Associates has been working with the bidder to understand the pricing. Mr. Phillips recommended holding over a decision on the bid until the April meeting, to which the Committee agreed.

Steve Wells and Bill Phillips left at approximately 6:56 p.m.

Discussion regarding the affects of Public Act 98-0122 was held over until the April meeting, pending available research Ms. Gillaspie is gathering from other counties.

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

Ms. Gillaspie reviewed the status of current TPA services.

The Committee reviewed and email from Mr. Kevin Hermie, Jager Agency, regarding the appointment/reappointment of the Henry County Insurance Advisory Committee members. Member Nelson moved to recommend the reappointment to the Henry County Insurance Advisory Committee of Mr. Jim Grier (Kewanee), Mr. Steve Mapes (Atkinson) and Mr. Mike Hepner (Orion) for terms from January 1, 2014 to December 31, 2017, January 1, 2014 to December 31, 2017 and January 1, 2013 to December 31, 2016, respectively and to appoint Mr. Joseph Mickley (Cambridge & Atkinson) and Mr. Scott Stauffer (Kewanee) to fill the unexpired terms of Mr. Terry Rosener and Ms. Maryclair Gustafson respectively, for terms from January 1, 2014 to December 31, 2014, Member Sturtevant seconded, all were in favor and the motion carried.

Ms. Gillaspie reviewed current labor issues.

Member Nelson moved to go into closed session to review closed session meeting minutes per 5 ILCS 120/2(c)(120) at 7:35 p.m., Member Sturtevant seconded; 3 yes – K. Nelson, T. Sturtevant and Roger Gradert; 0 no; 2 absent – J. Waller and J. Sovanski.

Member Nelson moved to return to open session at 7:37 p.m., Member Sturtevant seconded, all were in favor and motion carried.

Chairman Roger Gradert moved to release the closed session meeting minutes from September 4, 2013 and October 2, 2013, Member Sturtevant seconded, all were in favor and motion carried.

The next regular Administration Committee meeting was set for Wednesday, April 2, 2014, 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 Roger Gradert seconded, all were in favor and motion carried. The meeting adjourned at 7:41 P.M.

Respectfully submitted,

Colleen Gillaspie, County Administrator