Administration Committee Meeting Report (submitted 4-7-14)
Wednesday, April 2, 2014, 6:00 p.m., Henry County Courthouse, Room 303C.

Members present: Roger Gradert, John Sovanski and Kathy Nelson. Members absent: Jake Waller and Ted Sturtevant. Ex-Officio members present: None. Others present: Steve Wells, Bill Phillips and Colleen Gillaspie.

Chairman Roger Gradert called the meeting to order at approximately 6:10 p.m.

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

Member Sovanski moved that the March 5, 2014 Administration Committee meeting minutes be approved as printed, Chairman Roger Gradert seconded, all were in favor and motion carried.

There was no public comment.

Steve Wells reported: 1) Maintenance Department is continuing routine cleaning and maintenance duties; 2) Mold testing has been completed in the old jail basement; 3) A solar lighting option for the flag was reviewed; 4) The Courthouse lighting project is expected to begin the second week in April with Tri-City Electric being on-site to complete interior wiring; 5) The 2nd floor women's bathroom was retrofitted to be ADA compliant as repair work to the toilet in one of the stalls was already necessary; 6) Painting on the 3rd floor of the old Courthouse has begun; 7) The basement men's bathroom remodel has been put on hold until the camera project wiring and jail Securis projects have been completed; 8) The jail is having an upgrade to their inmate video system installed and the Maintenance Department was tasked with installing conduit for the project; and 9) Wiring for the camera project has begun and will take approximately 3 weeks to finish.

The Committee discussed findings of the mold testing. It was requested that a timeline for clean-up of items in the basement be compiled and returned to the Administration Committee.

Discussion was held regarding the Committee's request for Courthouse employees to park on the east side parking (the lot between the Courthouse and the park) to leave the north parking area available for members of the general public. It has been requested that the Committee authorize employees who must work after hours to park on the north side. The Committee agreed to allow staff required to work after normal Courthouse business hours to park in the north side parking area, as requested.

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

Member Sovanski moved to recommend to the Finance Committee the March building/insurance/Capital Building claims in the amount of $33,916.47, Chairman Roger Gradert seconded, all were in favor and motion carried.

Under old business, Ms. Gillaspie announced the $75,000.00 check from the DCEO Courthouse grant had been received and deposited. The last step in the grant is completion of the close-out paperwork which will be completed within the next month.

Mr. Phillips reviewed his firm's research and recommendation for the Courthouse Sheet Metal and Painting Work project. The lone bidder, Sterling Commercial Roofing, was asked if partial removal of only loose lead paint would reduce the bid. Mr. Phillips indicated Sterling Commercial Roofing authorized a reduction of a total of $80,400.00 if the County requested scraping of loose paint versus chemical paint removal. Following review of the alternative method and pricing and recommendation of Mr. Phillips, the Committee agreed to continue with the bid as originally let. Member Sovanski moved to recommend the County Board authorize Sterling Commercial Roofing to complete the base bid and Alternate #1 of Courthouse Sheet Metal & Painting Work in the total amount of $425,200.00, Member Nelson seconded, all were in favor and motion carried (see attached bid tabulation).

Steve Wells and Bill Phillips left at approximately 7:02 p.m.

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

Member Sovanski moved to go into closed session to discuss health care plan claim appeal per 5 ILCS 120/2(c)(4) at 7:06 p.m., Member Nelson seconded; 3 yes – K. Nelson, J. Sovanski and Roger Gradert; 0 no; 2 absent – J. Waller and T. Sturtevant.

Member Nelson moved to return to open session at 7:16 p.m., Member Sovanski seconded, all were in favor and motion carried.

Chairman Roger Gradert moved authorize payment for health care plan claim appeal #2792 in the amount of $7,637.68 to be paid directly to the claim appellant, Member Nelson seconded, all were in favor and motion carried.

Ms. Gillaspie reviewed current labor issues.

The next regular Administration Committee meeting was set for Wednesday, May 7, 2014, at 6:00 p.m., in the North court jury room 102J, Judicial Wing, 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 7:23 P.M.

Respectfully submitted,

Colleen Gillaspie, County Administrator