

Administration Committee Meeting Report (submitted 9-8-14)
Wednesday, September 3, 2014, 6:00 p.m., Henry County Courthouse, North
Court Jury Room 102J.

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

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

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

Member Sovanski moved that the August 6, 2014 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 and maintenance duties; 2) The 2nd floor bathroom repair is ongoing. The plumber finished repair work on August 18th; 3) The boilers were drained and will be inspected; and 4) Wiring for the security camera project continues.

The Committee discussed the sidewalk replacement. Mr. Wells spoke with the Village of Cambridge regarding the request to cost share the expense of sidewalk replacement along the east parking lot. The Village did not want to take on any additional projects. Member Sovanski moved to authorize required sidewalk section repairs, excepting the east parking lot sidewalk, Chairman Roger Gradert seconded, all were in favor and motion carried.

The Courthouse Panic Alarm Maintenance agreement was reviewed and discussed. Detloff Engineering supplied an agreement until August 31, 2015, but informed Ms. Gillaspie that the current panic alarm system is very aged and Henry County should begin looking into a replacement system. The Committee requested research begin for replacement panic alarm systems. Member Sovanski moved to authorize the Henry County Courthouse Door & Panic Alarm maintenance agreement with Detloff Engineering in the amount of \$2,824.35, Member Nelson seconded, all were in favor and motion carried.

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

Chairman Roger Gradert moved to recommend to the Finance Committee the August building/insurance/Capital Building claims in the amount of \$173,349.77, Member Sovanski seconded, all were in favor and motion carried.

Under old business, Chairman Roger Gradert gave an overview of the coordination and fixture aiming meeting. Ms. Gillaspie gave an overview of the punch list items as relayed by Phillips and Associates. The Committee agreed to schedule a lighting ceremony on September 11, 2014 immediately following the County Board meeting or at dusk.

Ms. Gillaspie gave an update on the Courthouse repair and paint work project.

Mr. Wells explained the status of the old jail basement clean-up.

Member Sovanski stated he found a CPR instructor who would charge \$20 per person. The Committee agreed to offer the class to employees at employee's cost and the class could be held at the Courthouse.

No bid has yet been received for the 457 plan.

Steve Wells left at approximately 7:02 p.m.

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 on the current Health Care Plan TPA status.

Ms. Gillaspie reviewed current labor issues. The next FOP negotiations will be held Wednesday, September 10, 2014 at 4:30 p.m.

Chairman Roger Gradert moved to go into closed session at 7:14 p.m. to review closed session meeting minutes per 5 ILCS 120/2(c)(21), Member Nelson seconded; 4 yes – K. Nelson, T. Sturtevant, J. Sovanski and R. Gradert; 0 no; 0 absent.

Member Nelson moved to return to open session at 7:18 p.m., Member Sovanski seconded, all were in favor and motion carried.

Member Sovanski moved to release the closed session meeting minutes from March 5, 2014 and April 2, 2014 and keep closed the minutes from January 8, 2014 and August 27, 2014, Member Nelson seconded, all were in favor and motion carried.

The next regular Administration Committee meeting was set for Wednesday, October 8, 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 Sturtevant seconded, all were in favor and motion carried. The meeting adjourned at 7:20 p.m.

Respectfully submitted,

Colleen Gillaspie, County Administrator