

Administration Committee Meeting Report (submitted 3-5-15)
Tuesday, March 3, 2015, 5:00 p.m., Henry County Courthouse, North Court Jury
Room 102J.

Members present: Dennis Anderson, Ted Sturtevant, Kathy Nelson and Jan May.
Members absent: Jeff Orton. Ex-Officio members present: None. Others present:
Steve Wells, Bill Phillips, Doug Bentzinger and Colleen Gillaspie.

Chairman Anderson called the meeting to order at approximately 5:00 p.m.

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

Member May moved that the February 3, 2015 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 removal and maintenance duties; 2) An end-of-life equipment listing is being
compiled by the Maintenance Department; and 3) The quarterly fire alarm
inspection showed major deficiencies within our fire alarm control panels; and 4)
The lighting in the old jail basement continues being upgraded.

The Committee viewed a paint color request from the County Treasurer for his
office. The Committee authorized the color and the painting to be completed if the
project was funded personally by the County Treasurer. If County funds are
requested for the project, it will need to be requested for the upcoming budget.

Mr. Wells reported the fire alarm panels currently in use are approximately 17
years old and are no longer able to be repaired. Member May moved to
recommend the County Board authorize the purchase of two fire alarm panels,
including necessary software and wiring, from Thompson Electronics Co. for
\$17,700.00, Member Nelson seconded, all were in favor and motion carried (see
attached quote). The additional component to the project will be addressed in the
FY16 budget.

Colleen Gillaspie informed the Committee of an increase in recycling fees from
Eagle Enterprises Recycling, Inc. (on file).

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

Member Sturtevant moved to recommend to the Finance Committee the February building/insurance/Capital Building claims in the amount of \$41,723.37, Member Nelson seconded, all were in favor and motion carried.

Under old business, Doug Bentzinger, Phillips and Associates, gave an update on the Courthouse repair and lighting installation projects. Ms. Gillaspie informed the Committee that one of the exterior lights on the south side of the building had been damaged by falling ice. The damage will be covered by insurance and will be repaired following the end of the snow and ice season. Bill Phillips, Phillips and Associates, indicated ice shields on the roof may be something the County would like to look into for safety concerns.

Mr. Phillips and Mr. Bentzinger reviewed the draft bid documents for the next phase of the courthouse repairs. It is expected that the bid documents will be sent out March 19th with a mandatory pre-bid meeting being held March 26th at 2:00 p.m. in Room 303C. The bid opening will be held April 2nd at 2:00 p.m. in Room 303C, with the bids being presented to the Administration Committee for potential action at their April 7th meeting. Phillips and Associates will review the addition of ice shields to the bid document.

Mr. Phillips and Mr. Bentzinger left at 5:57 p.m.

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

Steve Wells left at 6:00 p.m.

Ms. Gillaspie gave an overview on the status of the 457 Plan Bid.

Under new business, the Committee reviewed and discussed the February Health Care Plan Fund Claims and Health Care Plan Fund Balance Reports (on file). Health care reports from the UMR system were also distributed for review and discussion.

Ms. Gillaspie reviewed recommended revisions to the health care plan from the Health Care Plan Advisory Committee. Member Nelson moved to approve eliminating the Maxi, Maxi II, Dental/Vision and Affordable Care Plans from the Henry County Health Care Plan, Member May seconded, all were in favor and motion carried. The Maxi, Maxi II and Affordable Care Plans were effectively eliminated when the health care plan switched from Mutual Medical Plans, Inc. to UMR in August 2014. Therefore, the action is a formality. Ms. Gillaspie shared the additional discussions held at the Health Care Plan Advisory Committee meeting.

Ms. Gillaspie gave an overview on the current Health Care Plan TPA status.

Ms. Gillaspie explained the need to revise the current job application being used. With the passage of the Job Opportunities for Qualified Applicants Act, employers are no longer allowed to ask an applicant on an application if they have been convicted of a felony. Member May moved to approve the revised Henry County Application for Employment, Member Nelson seconded, all were in favor and motion carried (attached).

Ms. Gillaspie reviewed current labor issues. AFSCME negotiations, including Circuit Clerk, Courthouse and Hillcrest, have been scheduled for the months of March and April. The FOP arbitration has been scheduled for May 4, 2015.

Chairman Anderson moved to go into closed session at 6:47 p.m. to review closed session meeting minutes per 5 ILCS 120/2(c)(21), Member Nelson seconded, 4 yes – J. May, K. Nelson, T. Sturtevant and D. Anderson; 0 no; 1 absent – J. Orton.

Member Sturtevant moved to return to open session at 6:51 p.m., Member Nelson seconded, all were in favor and motion carried.

Member Nelson moved to release the closed session meeting minutes from January 8, 2014, September 3, 2014 and October 8, 2014 and keep closed the minutes from August 22, 2014 and February 3, 2015, Member May seconded, all were in favor and motion carried.

The next regular Administration Committee meeting was set for Tuesday, April 7, 2015, at 5:00 p.m., in the North court jury room 102J, Judicial Wing, Courthouse.

With no further business to discuss Member May moved to adjourn, Member Sturtevant seconded, all were in favor and motion carried. The meeting adjourned at 6:55 p.m.

Respectfully submitted,

Colleen Gillaspie, County Administrator