

Administration Committee Meeting Report (submitted 6-8-15)

Tuesday, June 2, 2015, 5:00 p.m., Henry County Courthouse, North Court Jury Room 102J.

Members present: Dennis Anderson, Jeff Orton, Jan May and Kathy Nelson. Members absent: Ted Sturtevant. Ex-Officio members present: None. Others present: Steve Wells, Lisa Hammer 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 May seconded, all were in favor and motion carried.

Member Orton moved that the May 5, 2015 Administration Committee meeting minutes and the May 13, 2015 Special 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 indoor and outdoor cleaning and maintenance duties; 2) The fire alarm panels have been installed and the system is now fully operational; 3) TruGreen should begin spraying the Courthouse grounds next week for weeds; 4) The Prairie Plot signage has been installed and replacement plants will be delivered for re-planting within the month; 5) Met with a local company regarding placement of hostas around north lighting fixtures and determined it was cost prohibitive and therefore no hostas will be installed; and 6) The ongoing request for handicapped accessible front entrance doors was explained to the Committee.

The Committee discussed the need to replace the entire length of the current east sidewalk. As cars use the current sidewalk as a bumper, Mr. Wells determined it would be necessary to install a 6 foot sidewalk to accommodate the car bumper overhang as well as the 3 foot clearance required per ADA. The Committee requested bids be requested for such a project, including for a new wheelchair ramp to the middle sidewalk.

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

Member May moved to recommend to the Finance Committee the May building/insurance/Capital Building claims in the amount of \$35,023.33, Member Orton seconded, all were in favor and motion carried.

Under old business, a final update was given on the current Courthouse repair project.

Ms. Gillaspie explained the status of the old jail basement clean-up.

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

The Committee continued discussion on the NACo Prescription Drug Program. It was requested that a representative of NACo attend the next Administration Committee meeting to discuss the benefits of NACo and answer Committee questions.

Steve Wells and Lisa Hammer left at 5:59 p.m.

Under new business, the Committee reviewed and discussed the May Health Care Plan Fund Claims and Health Care Plan Fund Balance Reports (on file).

Health Care plan revisions were tabled until the July Committee meeting.

A review of quarterly Property/Casualty and Workers Compensation insurance claims was given by Ms. Gillaspie.

Revisions to the Henry County Schedule of Personnel Practices was tabled until the July Committee meeting.

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

Member Nelson moved to return to open session at 7:14 p.m., Member Orton seconded, all were in favor and motion carried.

The status of current labor negotiations was discussed. The next AFSCME negotiations, including Circuit Clerk and Courthouse, have been scheduled for June 17, 2015. Negotiations with LiUNA have not started.

The next regular Administration Committee meeting was set for Tuesday, July 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 Nelson seconded, all were in favor and motion carried. The meeting adjourned at 7:19 p.m.

Respectfully submitted,

Colleen Gillaspie, County Administrator