

Administration Committee Meeting Report (submitted 12-5-15)

Tuesday, December 1, 2015, 5:00 p.m., Henry County Courthouse, North Court Jury Room 102J.

Members present: Dennis Anderson, Jan May, Jeff Orton, Ted Sturtevant and Kathy Nelson. Members absent: None. Ex-Officio members present: None. Others present: Steve Wells 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 Sturtevant moved that the November 3, 2015 Administration Committee meeting minutes be approved as printed, Member Orton 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 boiler software was installed mid-November; 3) The smoke detectors in the jail have been installed and tested; and 4) A part-time vacancy exists in the janitorial staff. An employment ad was placed in the paper.

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

Mr. Wells left at 5:13 p.m.

Member Nelson moved to recommend to the Finance Committee the November building/insurance/Capital Building claims in the amount of \$39,517.64, Member Sturtevant seconded, all were in favor and motion carried.

Under old business, Ms. Gillaspie provided an update on the window project as reported by Phillips and Associates.

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

The Committee continued discussion regarding the addition of Abilities Plus employees to the Henry County Health Care Plan. Information has been requested of UMR pertaining to potential costs to add the Abilities Plus group. As it has not yet been received the discussion was held over until the January meeting.

Roger Gradert arrived at 5:30 p.m.

Under new business, the November Health Care Plan Fund Claims and Health Care Plan Fund Balance Reports were reviewed and discussed.

The Committee discussed Affordable Care Act reporting and a bid from a company which provides reporting services for the Form 6055 and 6056 reporting. Mr. Gradert gave the Committee an overview of a meeting he attended with the Accounting Administrator and the County Clerk regarding reporting options. The service reviewed had a setup fee of \$4,200 as well as a monthly cost of approximately \$1,000 and required a one-year contract to be signed. It was decided between the three meeting participants that the Accounting Department would complete the reporting on their own, but may require nominal overtime costs to complete. The consensus of the Committee was to pay any overtime costs associated with the ACA reporting out of the Health Care Plan Fund. No action was needed from the Committee.

Mr. Gradert discussed recent colored courthouse lighting and a request he received regarding specific colors on specific dates. It was the consensus of the Committee to establish all changes to courthouse lighting need to be approved by the Administration Committee.

Mr. Gradert left at 6:22 p.m.

The Committee discussed north entrance landscaping and two offers to place memorial benches outside the courthouse. The Committee would like any memorial benches to be uniform and therefore requested bench options be researched and brought back to the Committee at their January meeting. Additional landscaping would be discussed in the upcoming months as the current landscaping is expected to be removed in the spring of 2016.

The Committee reviewed the jail tour held November 14, 2015. The tour was greatly appreciated by the members who were able to attend and each felt it was informative and beneficial to see the Sheriff's Department areas.

The status of current labor negotiations was discussed. The LiUNA and AFSCME Circuit Clerk contracts are being compiled for signatures. AFSCME Courthouse mediation is expected to be scheduled in January. The FOP and AFSCME Hillcrest contracts were recently signed and filed. The FOP grievance has been settled.

The next regular Administration Committee meeting was set for Tuesday, January 5, 2016, 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 6:59 p.m.

Respectfully submitted,

Colleen Gillaspie, County Administrator