

Administration Committee Meeting Report (submitted 7-7-16)
Tuesday, July 5, 2016, 3:00 p.m., Henry County Courthouse, North Court Jury Room 102J.

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

Acting Chairman May called the meeting to order at approximately 3:00 p.m.

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

Member Orton moved that the June 7, 2016 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) Beaver Tree Service completed their removal and clean-up work; 3) Johnson Landscaping completed their landscaping work by the north and east front doors; 4) A memorial bench and planter has been ordered for placement at the front entrance; 5) The majority of landscaping by the east front doors has been removed as instructed and Maintenance was approved to remove the remainder; and 6) The Health Department required painting to be completed in the jail kitchen for certification to serve food. A quote for that painting as well as for the prisoner shower area was authorized at a total cost of \$1,590.00 from Total Home Services of Toulon.

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

Member Nelson moved to recommend to the Finance Committee the June building/insurance/Capital Building claims in the amount of \$41,711.86, Member Sturtevant seconded, all were in favor and motion carried.

Under old business, Ms. Gillaspie reported an opinion on acceptance of a previous bid for window replacement had not yet been received from the State's Attorney.

Kelly Greenhagen gave an overview on the status of the 457 Plan Bid.

Steve Wells left at 3:36 p.m.

Under new business, the June Health Care Plan Fund Claims and Health Care Plan Fund Balance reports were not available.

Ms. Greenhagen reviewed the draft revisions to the Henry County Schedule of Personnel Practices with the Committee. Member Nelson moved to recommend the Executive Committee review and recommend the revisions to the Henry County Schedule of Personnel Practices to the County Board for approval, Member Orton seconded, motion carried with Member Sturtevant voting nay.

Ms. Gillaspie discussed the request from the Sheriff's Department to purchase an automated external defibrillator (AED) for the Courthouse at a cost of \$895.00. Member Orton moved to request the Finance Committee authorize the purchase of an AED at a cost of \$895.00 for Courthouse use from the Contingency line item in the General Financial Services fund (2120-6010), Member Sturtevant seconded, all were in favor and motion carried.

Ms. Gillaspie reviewed the status of background checks for employees of the County, excluding the Health Department, Regional Office of Education (ROE) and Hillcrest Home. Currently, judicial employees are allowed to be screened using the Law Enforcement Agencies Data System (LEADS), but all others must be screened using an outside system. The County used to use a program through the Bureau of Identification, but the system suffered a fatal crash. Therefore an alternate method to perform background checks is needed. Member Orton moved to authorize CastleBranch, Inc. to perform background checks for new employees not allowed to be screened using LEADS, Member Sturtevant seconded, all were in favor and motion carried.

There were no labor issues.

The next regular Administration Committee meeting was set for Tuesday, August 2, 2016, at 5:00 p.m., in the North Court jury room 102J, Judicial Wing, Courthouse.

With no further business to discuss Member Orton moved to adjourn, Member Nelson seconded, all were in favor and motion carried. The meeting adjourned at 5:13 p.m.

Respectfully submitted,

Colleen Gillaspie, County Administrator