

Administration Committee Meeting Report (submitted 10-11-16)
Tuesday, October 4, 2016, 5:00 p.m., Henry County Courthouse, North Court Jury Room 102J.

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

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

Member Nelson moved to approve the agenda with the addition of Item VII. C. Discussion of Proposed Committee Revisions, Member Orton seconded, all were in favor and motion carried.

Member Orton moved that the September 6, 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) A fitting on the #2 boiler was fixed by Jarvis Welding; 3) Johnson Landscaping ground the stumps near the front entrance; 4) The water softener is being installed over the Columbus Day weekend; and 5) The Maintenance Department installed a privacy window in the Circuit Clerk's Office for the traffic counter employee.

The Committee and Steve Wells went to view the privacy window in the Circuit Clerk's Office.

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

Steve Wells left at 5:37 p.m.

Member Nelson moved to recommend to the Finance Committee the September building/insurance/Capital Building claims in the amount of \$31,375.62, Member Orton seconded, all were in favor and motion carried.

Under old business, Ms. Gillaspie gave an overview on the status of the 457 Plan Bid. A recommendation should be available for Committee action at their November meeting.

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

The Committee discussed the annual free offering of various illness shots to employees. Member Orton moved to authorize appropriate illness shots to be offered to employees for

free, with the cost being paid from the Health Care Plan fund, Member Nelson seconded, all were in favor and motion carried.

There were no labor issues.

Ms. Gillaspie reviewed the proposed Committee revisions the Executive Committee will be discussing at their October meeting.

The next regular Administration Committee meeting was set for Tuesday, November 1, 2016, at 5:00 p.m., in the North Court jury room 102J, Judicial Wing, Courthouse.

With no further business to discuss Member Nelson moved to adjourn, Member Orton seconded, all were in favor and motion carried. The meeting adjourned at approximately 6:14 p.m.

Respectfully submitted,

Colleen Gillaspie, County Administrator