

Administration Committee Meeting Report (submitted 11-9-16)  
Tuesday, November 1, 2016, 3:15 p.m., Henry County Courthouse, Room 303C.

Members present Ted Sturtevant, Jeff Orton, Jan May and Kathy Nelson (arrived at 3:44 p.m.). Members absent: None. Ex-Officio members present: None. Others present: Steve Wells, Jim Grier, Kevin Hermie, Kelly Greenhagen, Megan Franck, Bryan Earley, Brett Dynes, Deb Anderson, Steve Brandau (at 3:37 p.m.) and Colleen Gillaspie.

Chairman Sturtevant called the meeting to order at approximately 3:15 p.m.

Member Orton moved to approve the agenda moving Item VII. A. to the new Item V. and moving all other items down, Member May seconded, all were in favor and motion carried.

Member Orton moved that the October 4, 2016 Administration Committee meeting minutes be approved as printed, Member May seconded, all were in favor and motion carried.

There was no public comment.

Mr. Kevin Hermie and Mr. Jim Grier, Henry County Insurance Advisory Committee member, reviewed the FY17 Property/Casualty and Worker's Compensation Insurance quote. The premium will be \$889,221, an increase of \$45,379 from FY16. The Worker's Compensation premium was \$38,715 more than last year and the Property/Casualty premium was higher by \$6,514. Cyber Liability coverage was an additional \$150 from last year/ Member May moved to recommend the County Board approve the FY17 Henry County Insurance Premium package in the amount of \$889,221.00, Member Orton seconded, all were in favor and motion carried (see attachment).

Moving to old business, Ms. Gillaspie reviewed the 457 Deferred Compensation plan options that were given to current plan participants to vote and the resulting tallies (on file). The majority of the responding participants requested the County stay with Nationwide with the current representative Mr. Don Regan. No action was needed as the Committee agreed to accept that recommendation.

Steve Brandau, Brett Dynes, Bryan Earley, Jim Grier and Kevin Hermie left at 3:40 p.m.

Member Nelson arrived.

Steve Wells reported: 1) Maintenance Department is continuing routine indoor and outdoor cleaning and maintenance duties; 2) The water softener was installed over Labor Day; 3) Stepping stones in the front memorial bench area have been installed; 4) One of the Maintenance Custodians resigned for family reasons and a new employee has been hired as a replacement.

Mr. Wells discussed the recently purchased vinyl fence with the Committee. The Committee chose to go outside to view the fence.

Deb Anderson and Megan Franck left at 4:05 p.m.

The Committee returned to the meeting location. Mr. Wells was requested to return the vinyl fence panels and replace them with cedar slats.

Ms. Gillaspie reviewed the continued complaint regarding the lack of available automatic door openers for handicapped individuals at the front doors. The last quote received in 2015 was resurrected for discussion purposes. The Committee requested a new quote be received for review and approval.

Mr. Wells left at 4:26 p.m.

The Committee moved to Item VIII. A. 2. And reviewed the HIPAA Privacy Policies and Procedures as created by Ms. Kelly Greenhagen. Member Orton moved to recommend the County Board adopt the HIPAA Privacy Policies and Procedures for the Henry County Health Care Plan, Member May seconded, all were in favor and motion carried (attached).

Continuing New Business, the Committee reviewed the request to offer Roth contributions through the Deferred Compensation 457 Plan through Nationwide. Member May moved to recommend the County Board approve the Nationwide Retirement Solutions Roth contributions amendment to the Deferred Compensation 457 plan, Member Nelson seconded, all were in favor and motion carried (attached).

The NACo management pharmacy benefit services was reviewed. NACo offers a prescription program which is free to all participants and can generate minimal income for the County for any successful use of the program. Member Nelson moved to recommend the County Board approve the NACo managed pharmacy benefit services agreement, Member Orton seconded, all were in favor and motion carried (attached).

Kelly Greenhagen left at approximately 4:30 p.m.

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

Ms. Gillaspie reviewed the results of the recent natural gas RFP (on file).

Member Nelson moved to recommend to the Finance Committee the October building/insurance/Capital Building claims in the amount of \$17,246.19, Member Orton seconded, all were in favor and motion carried.

Returning to new business, the October Health Care Plan Fund Claims and Health Care Plan Fund Balance reports were reviewed and discussed.

There were no labor issues.

The next regular Administration Committee meeting was set for Tuesday, December 6, 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 May seconded, all were in favor and motion carried. The meeting adjourned at approximately 4:54 p.m.

Respectfully submitted,

Colleen Gillaspie, County Administrator