

Administration Committee Meeting Report (submitted 8-9-10)
Wednesday, August 4, 2010, 6:00 p.m., Henry County Courthouse, Room 303C.

Members present: Tom Steele, Jesse Crouch and John Sovanski. Members absent: Jason DeSplinter and Ted Sturtevant. Others present: Colleen Gillaspie, County Administrator.

Chairman Steele called the meeting to order at 6:00 p.m.

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

Member Sovanski moved that the July 7, 2010 Administration Committee meeting minutes be approved as printed, Member Crouch seconded, all were in favor and motion carried.

Jerry Shannon reported: 1) Maintenance Department continues routine cleaning/maintenance duties; 2) The two trees out front will be removed by Beaver Tree Service; 3) Bids were received from two companies for the annex building re-shingling project.

Member Crouch moved to approve the bid from Rutherford Roofing in the amount of \$1,375.00 to replace the radio shed roof, Member Sovanski seconded, all were in favor and motion carried.

Member Sovanski moved to recommend to the Finance Committee the July building/insurance claims in the amount of \$36,175.19, Member Crouch seconded, all were in favor and motion carried.

Under old business, the Committee was informed that the clock faces and mechanisms have been removed for regilding. They then reviewed and discussed an email and updated scope of work for the Clock Tower project from Phillips Architects and Associates. As Americlock was removing the antenna they noticed that there was some damage to the tin roof of the clock tower including nail holes from old projects as well as tin pieces that have been damaged presumably by weather. A local contractor had been contacted by Phillips Architects and Associates for a bid to repair the roof. The bid price given was broad and general. The Committee requested Phillips Architects and Associates contact the local contractor about narrowing down the price and number of days required for completion.

Under new business, the Committee reviewed and discussed the June Reinsurance and Loss Control and Administration Expense Reports. The July Health Care Plan Fund Claims and Health Care Plan Fund Balance Reports will be available in September.

Member Crouch moved to recommend the County Board approve the Proclamation Designating September 6th -11th as Union Label Week, Member Sovanski seconded, all were in favor and motion carried. (see attached)

The Committee reviewed the cost proposal from the Health Department of sponsoring the blood profile typically held every other year. Member Sovanski moved to accept the cost proposal from the Henry County Health Department and authorize offering the blood profile as in the past with a \$10 co-pay per test, Member Crouch seconded, all were in favor and motion carried.

The Committee reviewed and discussed revisions to the Purchasing Policy including a revision recommended from the Department Heads. It was decided to table this discussion until the September meeting.

The Committee discussed after hours parking on Center Street. Colleen Gillaspie will work with Steve Brandau to develop draft language pertaining to restricted winter parking.

The Committee discussed labor issues.

The next regular Administration Committee meeting was set for Wednesday, September 8, 2010, at 6:00 p.m., in the Board Conference Room #303C, third floor, Courthouse.

The meeting adjourned at 6:55 P.M.

Respectfully submitted,

Colleen Gillaspie, Deputy County Administrator