

Administration Committee Meeting Report

Tuesday, August 9, 2022, 5:00 p.m., HC Courthouse, First Floor Small Courtroom

Members Present: Jill Darin, Kippy Breeden, Joe Garrity, Marshall Jones, Kathy Nelson, Jim Thompson. Members absent: Jim Padilla, Ex-Officio members present: Others present: Erin Knackstedt (call-in), Rosemary Rathjen, Scott Evans

Chairman Darin called the meeting to order at 5:05 p.m.

Chairman Darin made motion to amend the agenda on discussion of New Business, Monthly Fund Balance and Medical Claims Report, and approval of HVAC Asbestos Change Order to beginning of meeting. Member Jones seconded, all were in favor of amended agenda and the motion carried.

Member Garrity moved to approve the July 12, 2022 minutes. Member Nelson seconded, all were in favor and the motion carried.

There were no presentations.

There was no public comment.

Under New Business, healthcare fund was discussed regarding an annual transfer from TORT to the fund which represents about half of the reinsurance payment. There was an increase in claims for July.

Member Nelson moved to approve Asbestos Remediation Change Order for \$35,750 and Member Garrity seconded. A lengthy discussion followed with committee concerns about completion timeline for the project and statement regarding wage rates increased based on start of the project. Administrator Knackstedt will review these areas with the vendor and provide clarity to the committee. Motion passed.

Scott Evans updated the committee on the activities for the month of July which included, but was not limited to, replacement of hot water pipes, State of Illinois repairs completed and waiting for State Inspection, storm drain repair done by Wirth for \$3400.00. This was done at no charge because the boring company was responsible for the damage and payment.

The electricity, gas and water usage charts were discussed with increase in electricity and gas charges and water remains steady.

Rosemary Rathjen updated the committee on IS activities for the month of July which included, but was not limited to, courthouse cabling project, switches for the PLC project, upcoming fiber installation at Highway Dept, and working on 2023 budget and waiting for vendor prices to order laptops which the delivery time frame is 4 – 7 months.

There was no old business.

The claims report for the month of July were reviewed. There has been a payout for HVAC expense. Expenses and revenues are on schedule.

The next regular Administration Committee meeting was set for Tuesday, September 13, 2022 at 5 p.m.

With no further business to discuss, Member Jones moved to adjourn, Member Thompson seconded, all were in favor and motion carried.

Meeting adjourned 6:05 p.m.

Respectfully submitted, Kathy Nelson, Administration Committee Member