MEETING NOTICE
ADMINISTRATION COMMITTEE
BOARD CONFERENCE ROOM, THIRD FLOOR
HENRY COUNTY COURTHOUSE
6:00 P.M., WEDNESDAY, SEPTEMBER 5, 2007

AGENDA

Call meeting to order and approval of the agenda.

I. Approval of the August 8, 2007 Administration Committee meeting minutes. (enclosed)

II. Current and future Courthouse/Jail Complex maintenance issues – Jerry Shannon.

III. Presentation of August claims.

IV. Old Business:
   A. Courthouse Clock Tower/Roof Project. (Redefined proposal available at meeting)
      1. Union labor proposal.
   B. Emergency generator and transformer testing.

V. New Business:
   A. Health Care Plan Fund Reports:
      1. August Fund Balance Report. (avail. at mtg.)
      2. July claims, reinsurance, loss control & administration expense reports. (avail. at mtg.)
   B. Department Head recommendation regarding Courthouse telephone system proposal. (see attached minutes)
   C. Building Operation & Maintenance Agreement (current term 12/01/04 – 11/30/07).
   D. Review closed session meeting minutes.
   E. Labor issues.

VI. Next meeting date/time/location: Wednesday, October 3, 2007 6:00 p.m., Board Conference Room #303C, Courthouse.

VII. Adjourn meeting.