

MEETING NOTICE
ADMINISTRATION COMMITTEE
BOARD CONFERENCE ROOM, THIRD FLOOR
HENRY COUNTY COURTHOUSE
6:00 P.M., WEDNESDAY, AUGUST 6, 2008

AGENDA

Call meeting to order and approval of the agenda.

- I. Approval of the July 2, 2008 Administration Committee meeting minutes. (enclosed)
- II. Current and future Courthouse/Jail Complex maintenance issues – Jerry Shannon.
 - A. Request for purchase of Battery Back-ups in Jail. (quotation available at meeting)
 - B. Courthouse Parking Lot Update.
- III. Presentation of July claims.
- IV. Old Business:
 - A. Health Care Plan Advisory Committee's TPA Agreement Addendum Recommendation. (see enclosed Health Care Plan Advisory Committee meeting minutes)
- V. New Business:
 - A. Health Care Plan Fund Reports:
 1. July Fund Balance Report. (available at mtg.) June claims, reinsurance, loss control & administration expense reports. (enclosed)
 - B. Department Head Recommendations to revise the Personnel Policy. (see enclosed Department Head meeting minutes)
 1. Bereavement Policy.
 2. Vacation Policy.
 - C. Proclamation Designating the Week of September 1st through 6th, 2008 as Union Label Week. (enclosed)
 - D. Revised Zoning/Building Administrator Job Description. (revised job description enclosed)
 - E. Labor issues.
- VI. Next regular meeting date/time/location: Wednesday, September 3, 2008, 6:00 p.m., Board Conference Room #303C, Courthouse.
- VII. Adjourn meeting.