

MEETING NOTICE  
ADMINISTRATION COMMITTEE  
BOARD CONFERENCE ROOM, THIRD FLOOR  
HENRY COUNTY COURTHOUSE  
5:00 P.M., WEDNESDAY, DECEMBER 2, 2009

**AGENDA**

Call meeting to order and approval of the agenda.

- I. Approval of the November 4, 2009 Administration Committee meeting minutes. (enclosed)
- II. Current and future Courthouse/Jail Complex maintenance issues – Jerry Shannon.
  - A. Replacement of Carpet in Judge’s Chambers. (see enclosed quote)
  - B. Old and New Jail Painting Project.
- III. Presentation of November claims.
- IV. Old Business:
  - A. Geneseo Telephone Company Software Purchase.
  - B. Courthouse Repairs.
    1. Ad Hoc Referendum Committee.
  - C. Grant Update/Discussion.
- V. New Business:
  - A. Health Care Plan Fund Reports:
    1. November Fund Balance & Medical Claims Reports.  
(available at mtg.) October claims, reinsurance, loss control & administration expense reports. (enclosed)
  - B. Labor issues.
- VI. Next regular meeting date/time/location: Wednesday, January 6, 2010, 5:00 p.m., Board Conference Room #303C, Courthouse.
- VII. Adjourn meeting.