

MEETING NOTICE
ADMINISTRATION COMMITTEE
BOARD CONFERENCE ROOM #303C, THIRD FLOOR
HENRY COUNTY COURTHOUSE
6:00 P.M., WEDNESDAY, MARCH 2, 2011

****REVISED****

AGENDA

Call meeting to order.

- I. Approval of the agenda.
- II. Approval of the February 8, 2011 Administration Committee meeting minutes. (enclosed)
- III. Current and future Courthouse/Jail Complex maintenance issues – Jerry Shannon.
- IV. Presentation of February claims.
 - A. Request to Move Boiler Welding Expense to Capital Building Fund.**
- V. Old Business:
 - A. Courthouse Repairs/Grant Update.
 1. EECBG 3rd Floor Window Repair Bids.**
 - B. Parking Restrictions on South Main Street.
- VI. New Business:
 - A. Health Care Plan Fund Reports:
 1. February Fund Balance & Medical Claims Reports.
(available at mtg.) January claims, reinsurance, loss control & administration expense reports. (enclosed)
 - B. Request from AFLAC to offer Life Insurance.
 - C. Purchase of an Automated External Defibrillator for Courthouse.
 - D. Revised 2010 Comp Time Balances.**
 - E. First Provider Contact for Worker's Compensation.**
 - F. Labor issues.
 - G. Review closed session meeting minutes.
- VI. Next regular meeting date/time/location: Wednesday, April 6, 2011, 6:00 p.m., Board Conference Room #303C, Courthouse.
- VII. Adjourn meeting.

****Revised 3-1-11**