

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

AGENDA

Call meeting to order.

- I. Approval of the agenda.
- II. Approval of the October 5, 2011 Administration Committee meeting minutes. (enclosed)
- III. Public Comment.
- IV. Discussion of FY12 Property/Casualty Insurance Quote with Mr. Kevin Hermie & Mr. Jim Grier, Insurance Advisory Committee.
- V. Extension of Park Lease to Village of Cambridge and Grinder Purchase Discussion, Mr. Dwaine VanMeenen and Mr. Jim Crouch.
- VI. Current and future Courthouse/Jail Complex maintenance issues – Jerry Shannon.
 - A. Henry County Courthouse Door & Panic Alarm Maintenance Agreement. (held over from October meeting)
 - B. Installation of Pit Ladder in Courthouse Elevator.
- VII. Presentation of October claims.
- VIII. Old Business:
 - A. Courthouse Repairs/Grant Update.
 1. Additional Unfunded Courthouse Repairs.
 - B. Flexible Spending Accounts. (being held over until the January meeting)
 - C. Energy & Natural Gas Consultant. (hold over until the December meeting)
- IX. New Business:
 - A. Health Care Plan Fund Reports:
 1. October Fund Balance & Medical Claims Reports. (available at mtg.) September claims, reinsurance, loss control & administration expense reports. (enclosed)
 - B. Maintenance Custodian Hiring. (available at meeting)
 - C. Labor issues.

- VI. Next regular meeting date/time/location: Wednesday, December 7, 2011, 6:00 p.m., Board Conference Room #303C, Courthouse.
- VII. Adjourn meeting.