

MEETING NOTICE  
ADMINISTRATION COMMITTEE  
BOARD CONFERENCE ROOM #303C, THIRD FLOOR  
HENRY COUNTY COURTHOUSE  
6:00 P.M., WEDNESDAY, DECEMBER 5, 2012

**AGENDA**

Call meeting to order.

- I. Approval of the agenda.
- II. Approval of the November 7, 2012 Administration Committee meeting minutes (enclosed).
- III. Public Comment.
- IV. Current and future Courthouse/Jail Complex maintenance issues – Steve Wells.
  - A. Electricity, Gas and Water Usage Charts (available at meeting).
  - B. Installation of Elevator Car Door Safety Restrictor. (quote available at meeting)
  - C. Closed Session to Discuss Employment Per 5 ILCS120/2 (c)(1).
- V. Presentation of November claims.
- VI. Old Business:
  - A. Courthouse Repairs.
    1. Update on DCEO Courthouse Repair Grant.
  - B. Formal Random Drug Testing Procedures for Union and Non-union Employees.
- VII. 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. Discussion Regarding Revised Comp Time Cap.
  - C. Discussion of Current Payment Practice for County Board Per Diems.
  - D. Labor issues.
- VI. Next regular meeting date/time/location: Wednesday, January 2, 2013, 6:00 p.m., Board Conference Room #303C, Courthouse.
- VII. Adjourn meeting.