

MEETING NOTICE  
ADMINISTRATION COMMITTEE  
BOARD CONFERENCE ROOM #303C, THIRD FLOOR  
HENRY COUNTY COURTHOUSE  
6:00 P.M., WEDNESDAY, JANUARY 2, 2013

**AGENDA**

Call meeting to order.

- I. Approval of the agenda.
- II. Approval of the December 5, 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. Prioritization of Courthouse Projects, Steve Wells.
  - C. Request to Replace 3<sup>rd</sup> Floor Urinal.
- V. Presentation of December claims.
- VI. Old Business:
  - A. Courthouse Repairs.
    1. Selection of FY13 Courthouse Repairs, Bill Phillips.
    2. Update on DCEO Courthouse Repair Grant.
  - B. Formal Random Drug Testing Procedures for FOP Employees.
- VII. New Business:
  - A. Health Care Plan Fund Reports:
    1. December Fund Balance & Medical Claims Reports (available at mtg.), November claims, reinsurance, loss control & administration expense reports (enclosed).
    2. Revise of Health Care Plan Claim Appeal (available at meeting).
  - B. FY12 Comp Time Report (available at meeting – to be placed on file).
  - C. Labor issues.
- VI. Next regular meeting date/time/location: Wednesday, February 6, 2013, 6:00 p.m., Board Conference Room #303C, Courthouse.
- VII. Adjourn meeting.