

Administration Committee Meeting Report (submitted 6-8-09)
Wednesday, June 3, 2009, 6:00 p.m., Henry County Courthouse, Room 303C.

Members present: Tom Steele, Jesse Crouch, Ted Sturtevant, John Sovanski and Jason DeSplinter. Members absent: None. Others present: Bill Preston, Jim King, Lisa Hammer and Colleen Gillaspie, County Administrator.

Chairman Steele called the meeting to order at 6:00 p.m.

Member DeSplinter moved to approve the agenda after moving item III. C. to item III. A., Member Sovanski seconded, all were in favor and motion carried.

Member Sovanski moved that the May 5, 2009 Administration Committee meeting minutes be approved as printed, Member Crouch seconded, all were in favor and motion carried.

Member Crouch moved to go into closed session to discuss personnel at 6:03 p.m., Member Sturtevant seconded, all were in favor and motion carried, 5 yes – J. Crouch, T. Sturtevant, J. Sovanski, J. DeSplinter and T. Steele; 0 no; 0 absent.

Member Sovanski moved to return to open session at 6:16 p.m., Member DeSplinter seconded, all were in favor and motion carried.

Jerry Shannon reported: 1) Maintenance Department continues routine cleaning/maintenance duties; 2) The mirror installation was discussed with Security. It was decided that although the installation could assist in their vision problem, it would not solve the issue; 3) The Treasurer's Office project has begun and should be completed next week; 4) Sheriff had been contacted regarding the scheduling of a temporary electrical shutdown in the Jail. It was agreed that Jerry will work with Bob Streight and Rosemary Rathjen to set an appropriate time and date to perform the temporary electrical shutdown; 5) A quote for window replacements in the Assessor's Office and the 2nd floor large courtroom was reviewed and discussed; and 6) Water from an area under the new building elevator was sent in for testing due to complaints from employees of noxious fumes. The testing results came back showing the sample contained sulfate rich groundwater which could result in the reported smells. Jerry will continue to monitor the situation and report back to the Committee as needed.

Jim King discussed Department Heads as well as his personal concerns regarding the need for a Security window. The Committee requested quotes for a Security window approximately 30" high and 3-6" from the edges of the wall.

Courthouse project. Chairman Steele will discuss the recommendation with the Executive Committee.

The next regular Administration Committee meeting was set for Wednesday, July 8, 2009, at 6:00 p.m., in the Board Conference Room #303C, third floor, Courthouse.

The meeting adjourned at 7:43 P.M.

Respectfully submitted,

Colleen Gillaspie, County Administrator