

Department Head Meeting, Thursday, July 15, 2010
Room 303C, Henry County Courthouse

Attendees: Jim King, Steve Brandau, Deb Anderson, Gene Stockton, Barb Link, Lindi Kernan, Rosemary Rathjen, Rich VerHeecke, Bruce Mahaffey, Terry Patton, Mary Bergren, Jim Padilla, Colleen Gillaspie and Naomi Stahl.

The meeting was called to order at 8:15 a.m. Steve Brandau moved to approve the agenda as printed, motion seconded by Lindi Kernan, motion carried.

Barb Link moved to approve the June 11, 2010 meeting minutes, motion seconded by Gene Stockton, motion carried.

There was no Old Business to discuss.

Under New Business, the Big Brothers Big Sisters Lunch Buddy Program was discussed. The Cambridge Elementary School has a need for volunteers to be paired with a child to meet once per week or every other week during the lunch period. Big Brothers Big Sisters are looking for 20 - 25 volunteers from the Courthouse who are willing to commit at least one year and preferably 2 years. There will be a 1-hour orientation/interview. Volunteer names need to be submitted to the Administration office by August 6, 2010.

Colleen Gillaspie provided a copy of the current Purchasing Policy. Competitive bids are required in excess of \$2500. Formal contract procedures must be done over \$10,000. Terry Patton moved to recommend a change in Section IV. A. increasing the estimated costs exceeding \$20,000, motion seconded by Rosemary Rathjen, motion carried. Other suggested changes included

Morale boosting ideas were discussed. Hillcrest Nursing Home has had team building exercises for over 10 years. The Health Department has provided lunch or root beer floats. The Department Heads agreed that serving root beer floats (at their expense) would be a great way to thank employees.

Highlights from the County Board Committee meetings were distributed. (on file)

The Salary Range schedule was distributed. (on file) There were no salary increases, this document reflects the past increases.

A meeting will be scheduled with the Auditors and Department Heads in early August.

The next regular meeting was scheduled for Thursday, August 19, 2010 at 8:15 a.m. in Room 303C.

With no further business to discuss, the meeting adjourned at 9:25 a.m.