

Administration Committee Meeting Report
Tuesday, January 11, 2022, 5:00 p.m., Henry County Courthouse

Members present: Jill Darin, Marshall Jones (arrived 5:15 p.m.), Joe Garrity, Jim Padilla, Jim Thompson, Kippy Breeden, and Kathy Nelson
Members absent: Ex-Officio members present:
Others present: Erin Knackstedt, Cathy Runty, Terilyn Motley, Scott Evans, and Rosemary Rathjen

Chairman Darin called the meeting to order at 5:00 p.m.

Member Nelson moved to approve the agenda, Member Padilla seconded, Member Darin Moved to remove action item #2 under new business, Member Nelson seconded, all were in favor and motion carried to amend the agenda.

Member Nelson moved to approve the December 7, 2021 minutes, Member Padilla seconded, all were in favor and the motion carried.

There were no presentations.

There was no public comment.

Scott Evans to updated the committee for the month of December which included, but was not limited to, HVAC meeting, water usage, jail work orders down, salting, shredding room repairs, and jail hot water shut offs.

The electricity, gas, and water usage charts were discussed.

Rosemary Rathjen gave the IS update to the committee for the month of December which included, but was not limited to new postage machine, cabling, accounting server upgrade, projects are progressing, PLC update, auditors set up, and uptick in remote access needs.

There was no old business.

The claims report for the month of December was reviewed.

Under New Business, the medical claims and fund balance for the month of November claims were reviewed. There was a brief discussion on the fund balance and claims.

Member Padilla moved to approve sending the custodial services out for bid, Member Nelson seconded, all were in favor and the motion carried.

The next regular Administration Committee meeting was set for Tuesday, February 8, 2022 at 5:00 p.m.

With no further business to discuss, Member Padilla moved to adjourn, Member Darin seconded, all were in favor and motion carried.

Respectfully submitted, Erin Knackstedt, County Administrator