

BUILDING & GROUNDS COMMITTEE MEETING  
MINUTES  
June 26, 2017

**Members Present:** Pam Deppe, Brad Miller, Jason Ratts, Vera Small

**Members Absent:** Jeff Thomas

**Others Present:** Josh Langfelder, Patty Meyer, Wayne Rovey, Todd Smith, Denise E. McCrady (Secretary)

Chair Ratts called the meeting to order at 5:00 p.m.

Ratts requested a motion to approve the May 22, 2017 minutes. A motion to approve the minutes was made by Deppe and seconded Small. Motion carried (4-0).

Josh Langfelder, Recorder, addressed the Committee requesting approval to hire a replacement Recording/Indexing/Verifying Clerk at an annual salary within the range for a Pay Grade 7 effective on or after July 5, 2017. A motion to approve the request was made by Small and seconded by Miller. Motion carried (4-0).

Wayne Rovey, Information Systems, addressed the Committee requesting approval to hire a Summer IT Help Desk at a rate of \$11 an hour effective June 14, 2017. This request was presented and approved at the Finance Committee on June 13, 2017. A motion to approve the request was made by Deppe and seconded by Small. Motion carried (4-0).

Rovey updated the Committee on the Finance Project.

Patty Meyer, Buildings and Grounds, addressed the Committee requesting approval of the travel request for Brad Ruyle to attend the Maintenance and Operation Course of Daikin-McQuay Chillers held in Verona, VA August 27-31. A motion to approve the request was made by Miller and seconded by Small. Motion carried (4-0).

Meyer presented to the Committee her monthly report. Items included cooling issues in the building and with IT, Daiken Chiller maintenance training, the DVR project upgrade, the outside work projects (power washing the building and landscaping), and the upgrades needed at the Sangamon County East Complex.

There was no old business or public comment.

Ratts requested a motion to approve the requisitions. A motion to approve the requisitions was made by Small and seconded by Deppe. Motion carried (4-0).

A motion to adjourn was made by Miller and seconded by Small. Motion carried (4-0). Meeting adjourned.