

PUBLIC NOTICE OF MEETING

Pursuant to Sec. 19.84, Wisconsin Statutes

AGENDA

Administrative Services Committee

6:00 p.m., Tuesday, April 12, 2011

Iowa County Courthouse Annex

2nd Floor Conference Room (previously known as the County Board Room)

222 North Iowa Street

Dodgeville, Wisconsin 53533

Notify County Administrator, Personnel Department or Finance Department no later than 4:00 p.m. (or 1 hour prior to the start if starting before 4 p.m.) of the meeting date if you are unable to attend

The Administrative Services Committee is an open meeting and, as a result, members of the public, including members of the Iowa County Board, may attend the meeting. In some circumstances, a quorum of the entire Iowa County Board may result from the attendance of Board members who are not members of the Committee. Please take notice that, if this were to occur, this will not constitute a meeting of the Board and Board members who attend, but are not members of the Committee, will not present motions, vote, or otherwise participate as members of the Committee in the Committee meeting.

1. Call to order – Sup. Dwayne Hiltbrand

2. Roll Call.

3. Consent Agenda: (One motion for items (a) through (e))

(a) Reading of certification of open meetings notice.

(b) Approval of April 12, 2011 agenda.

(c) Approval of minutes of the March 7, 2011 and March 8, 2011 meetings.

(d) Department/Annual Reports:

County Board Chairman:

1) Update of Vacancy on Administrative Services Committee.

County Administrator:

2) Update on the restructuring proposal.

Personnel:

2) Employment Activity Report:

i. Treasurer's Department/Finance Department – Dept. Assistant Karri McCarthy – Hire Date of April 11, 2011

ii. 4-H Internship Position – Melissa Doyle – Approximate Hire Date of May 23, 2011

iii. IT Technical Support Specialist Vacancy – Interviews in process

iv. Public Health Nurse Vacancy – still collecting applications

v. UW Extension Department Assistant Vacancy – Placed on hold pending BRB

vi. District Attorney Legal Secretary Vacancy – Interviews in Process

vii. ADRC Director Retirement and Vacancy – In transition

viii. Economic Support Lead Vacancy – Placed on hold pending BRB

ix. Sheriff's Department Patrol Officer Vacancy – May be posted internally

(e) Report from committee members and an opportunity for members of the audience to address the committee.

Motion to approve Consent Agenda items.

4. Discussion/Action Agenda:

Finance:

a) Set the rate for the County Board of Canvassers when a recount is conducted – Discussion/Action.

b) Inclusion of final two departments into the Iowa County Integrated Financial Accounting System (IFAS) – Discussion/Action.

c) Update on Finance Team Meetings and Progress report of IFAS goals – Discussion/Action.

d) 2009 Audit report – Report on Internal Controls over Financial Reporting and on Compliance Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards and Notes to Schedules of Expenditures of Federal and State Awards – Discussion/Action.

- e) Capital Outlay budget/plans establishing immediate action plans/priorities/funding sources – Discussion/Action.
- f) Update on Finance Team Meetings and Progress Report of IFAS goals – Discussion/Action.
- g) Carryovers from 2010 to 2011 – Discussion/Action. (Not Available at time of Mailing).
- h) Budget Transfers for 2010 – Discussion/Action. (Not Available at time of mailing.)
- i) Budget Amendments for 2010 – Discussion/Action. (Not Available at time of mailing.)

Personnel:

- j) **Appointment of Veteran Service Officer and Change of Department Head Status – Discussion/Action.
- k) Proposed Position Recruitment Procedures (from February 8, 2011 minutes) – Discussion/Action.
- l) Hiring freeze while budget issues are worked out – Discussion/Action.
- m) The Administrative Services Committee shall entertain a motion to go into Executive Session pursuant to Sec 19.85 (1) (c) consideration of employment, promotion, compensation, and performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (Teamsters filing for mediation/arbitration for 2011-2012 labor contract, AFSCME request to resume 2011-2012 Courthouse-Social Services Employees and Professional Employees labor contracts negotiation, Employee Complaint and Proposed Resolution)
 The Committee may take action in closed session, if necessary and appropriate.
- n) Return to Open Session – Possible Action.

County Administrator:

- o) Proposal from Supervisor Ron Benish – Discussion/Action.
- p) Budget update/possible cuts – Discussion/Action.
- q) Update on status of County owned property with presentation of appraisals that are available – Discussion/Direction/Action.

5. Motion to set the next meeting date for Tuesday May 10, 2011 and adjourn.

Posted: ____/____/____ at ____:____.m.