

PUBLIC NOTICE OF MEETING

Pursuant to Sec. 19.84, Wisconsin Statutes

AGENDA

Administrative Services Committee

6:00 p.m., Tuesday, August 9, 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:

- (a) Reading of certification of open meeting notice.
- (b) Approval of August 9, 2011 agenda.
- (c) Approval of minutes of the July 12, 2011 meeting.
- (d) Report from committee members and an opportunity for members of the audience to address the committee.

4. Discussion/Action Agenda:

District Attorney Request:

- a) Request for temporary position reclassification pursuant to Resolution No. 15-0308 – District Attorney legal secretary employee absence/retirement – Discussion/Action

County Administrator, County Clerk, Finance, Information Technology, Personnel, & Treasurer:

- b) Department 2012 Budgets – Discussion/Action.
 - a. Elected Offices
 - b. Administration Offices

Personnel Matters:

- c) Review of proposed Iowa County Grievance Procedure – Discussion/Action.

Finance Matters:

- d) Resolution Creating a Capital Reserve Designated Fund (From Long Range Planning Committee) – Discussion/Action.
- e) 2012 Budget– Discussion/Action.
- f) Set special committee meeting for review of County Department Budgets – Discussion/Action.

5. Department Reports:

Information Technology

- 1) I.T. Department Update

Finance:

- 2) July 31, 2011 Financial Statements.

Personnel:

- 3) Employment Activity Report:
 - i. Highway Department Office Clerk Vacancy – Applicant testing for 15 applicants scheduled for August 10, 2011.
 - ii. Bloomfield Nursing Home Administrator Vacancy – First round of web site posting and media ads was week of July 18, 2011. Southwest Wisconsin Workforce Development Board is currently receiving applications.
 - iii. Sheriff's Department Dispatch/Correctional Officer Vacancy – No Action to date.

- iv. Land Conservation Department Engineer Technician Vacancy – Resignation received, last day is August 5, 2011. (Shared position with Highway Dept.).

Administrator:

- 4) Administrator's Report.

6. Motion to set the next meeting date for Tuesday September 13, 2011 and adjourn.

Posted: 08/05/2011 at 3:43 p.m.

Kristy Spurley, Deputy County Clerk