

PUBLIC NOTICE OF MEETING

Pursuant to Sec. 19.84, Wisconsin Statutes

AGENDA

Administrative Services Committee

6:00 p.m., Tuesday, September 13, 2011

**Iowa County Courthouse Annex
2nd Floor Conference 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 September 13, 2011 agenda.
- (c) Approval of minutes of the August 17, 2011 meeting.
- (d) Report from committee members and an opportunity for members of the audience to address the committee.

4. Discussion/Action Agenda:

Revolving Loan Fund Matters:

- a) Request from existing Revolving Loan Program participant, Mineral Points Living Art Center (d/b/a Shake Rag Alley Center for the Arts) to discuss terms of their existing loan – Discussion/Action

Personnel Matters:

- b) Resolution for 2012 Employee Health Insurance Premiums – Discussion/Action.

Finance Matters:

- c) Review December 31, 2010 Draft Audit Report for Cobb-Highland Recreation Commission (Blackhawk Lake Recreation Area) – Discussion/Action.
- d) 2012 Budget– Discussion/Action.

5. Department Reports:

Information Technology

- 1) I.T. Department Update

Treasurer:

- 2) Report on Real Estate Tax Collection Statistics.

Finance:

- 3) August 31, 2011 Financial Statements.
- 4) Update on the status of the County Audit.

Personnel:

- 5) Employment Activity Report:

- i. Highway Department Office Clerk Vacancy – New Hire starts 9/19/11.
- ii. Bloomfield Nursing Home Administrator Vacancy – Interviews tentatively being scheduled for week of September 12th.
- iii. Land Conservation Department Engineer Technician Vacancy – 50% position currently posted for external recruitment. 1st review of applications scheduled for 9/30/11.
- iv. Sheriff's Dept. Dispatch/Correctional Officer Vacancy – Written examination administered to 33 applicants 8/18 and 8/19/11. Typing tests administered to 24 applicants on 9/2 and 9/6/11. 17 applicants remain qualified for the vacancies.
- v. 25% Corporation Counsel Vacancy – Interview completed on 9/8/11.

vi. Clerk of Court Deputy Vacancy created from Clerk of Court Appointment – Department job descriptions currently being revised.

6. Motion to set the next meeting date for Tuesday October 11, 2011 and adjourn.

Posted: 09/09/2011 at 3:18 p.m.
Kristy Spurley, Deputy County clerk