

PUBLIC NOTICE OF MEETING
Pursuant to Sec. 19.84, Wisconsin Statutes

AGENDA

Administrative Services Committee

6:00 p.m., Tuesday, January 10, 2012

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 January 10, 2012 agenda.
- (c) Approval of minutes of the December 13, 2011 meeting.
- (d) Report from committee members and an opportunity for members of the audience to address the committee.

4. Discussion/Action Agenda:

Personnel Matters:

- a) Employee Benefits – Discussion/Action
- b) Employee Relations Assistant Job Description – Discussion/Action.
 - a. Approve updated position description for personnel assistant (Employee Relations Assistant with no change in salary)
 - b. Approve updated 2012 staffing plan for Bloomfield Healthcare and Rehabilitation (adding shared personnel assistant)
 - c. Approve revision of Bloomfield Healthcare and Rehabilitation 2012 budget
- c) Highway Department CDL Policy (Recommended & Committee revised proposed CDL policies).
- d) Highway Department OT Policy (Recommended & Committee revised OT policies).

Finance Matters:

- e) Hwy Budget – Discussion/Action.
 - a. 2012 Budget resolution for Capital Equipment Purchases (Recommended & Committee revised for Commissioner authority)
 - b. For Budget Allocations to Highway Department (Recommended & Committee revised for Commissioner Authority)
- f) Review of draft request for proposal for audit services – Discussion/Action.
- g) Update on the status of Iowa County Revolving Loans – Discussion/Action.

Information Technology Matters:

- h) County copy machine proposals – Discussion/Action.

5. Department Reports:

Information Technology

A. I.T. Department Update

Finance:

B. Preliminary December 30, 2011 Financial Statements.

C. Update on the Iowa County Self Funded Dental Checkbook Balance.

Personnel:

D. Experience Pay Schedule

E. Employment Activity Report:

- a. Sheriff's Dept. Dispatch/Correctional Officer Vacancy – 1 new vacancy announced December 10. References completed, phys exam & drug test scheduled Jan. 10.
- b. Highway Department Seasonal Employees – Third hire started December 19th. Fourth hire added December 27 because of limited notice retirement of regular Highway Dept Patrol employee.
- c. Economic Support Specialist - Job offer made Dec 21. New hire starts Jan 10.
- d. Information & Assistance Specialist. Job offer made December 13. New hire starts Jan 10.
- e. Former contracted ADRC Disability Benefit Specialist and ADRC Information & Assistance Specialist Lead vacancies . Interviews conducted and job offers made week of Dec. 19. New hires' official first date of employment was Jan. 1.
- f. ADRC Elderly Benefit Specialist – Interviews conducted in November and Dec. 21. References on final candidate currently being completed.
- g. Social Services Director -, last day of employment December 9th. Interviews tentatively scheduled for end of the week of Jan 9.
- h. Highway Department Second Mechanic – One internal applicant interviewed on Jan 4, and meets some qualifications. External recruitment began Jan 4. Internal applicant will be considered in relation to outside applicants.
- i. Sheriff's Department Patrol Officer vacancy – One internal promotion posting. Written examination to be administered Jan. 6.
- j. Highway Department Office Manager vacancy – Retirement notice submitted December 21. Last day of employment will be Jan. 24.
- k. Personnel/Finance/County Administrator Confidential Assistant – Resignation submitted Dec. 21. Last day of employment will be Jan. 6. Temporary employee hired on interim basis on Jan 4. Recruitment for regular position to begin week of Jan. 9.

6. Motion to set the next meeting date for Tuesday, February 14, 2012 and adjourn.

Posted: 01/05/2012 at 4:41 PM
Kristy Spurley, Deputy County Clerk