

***** AMENDED COPY**

PUBLIC NOTICE OF MEETING

Pursuant to Sec. 19.84, Wisconsin Statutes

AGENDA

Administrative Services Committee

6:00 p.m., **TUESDAY**, October 9, 2012

Health and Human Services Center

Community Room

303 West Chapel 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. Carol Anderson, Chair

2. Roll Call.

3. Certification of open meeting notice

4. Consent Agenda:

- a) Approval of October 9, 2012 agenda.
- b) Approval of minutes of the September 19, 2012 meeting.

5. Report from Committee members and an opportunity for members of the audience to address the committee.

6. Discussion/Action Agenda:

Budget Related Matters:

- a) Compensation: Continue discussion on setting criteria to determine which employers should be used for comparison purposes for compensation and other matters – Discussion/Action.
- b) Discuss Compensation for the 2013 Budget – Discussion/Action.
- c) Payment of the 2013 administrative fees for employee Flexible Spending Accounts – Discussion/Action.
- d) County Clerk and Property/Liability Insurance Budget changes – Discussion/Action.
- e) 2013 Budget – Discussion/Action.

County Administrator Matters:

- f) Employee Benefit Draft Policies and Comments – Discussion/Action.

Finance Matters:

- g) September 30, 2012 Financial Statements (will be distributed at the meeting)

Personnel Department Matters:

h) Employment Activity Report:

- i. Sheriff's Dept. Dispatcher/Correctional Officer Vacancy (From Promotion) – Currently evaluating applicants interviewed in April from previously filled vacancy.
- ii. Bloomfield Healthcare C.N.A. – Position filled. Currently interviewing for on-call positions.
- iii. Bloomfield Healthcare Nurses – Still actively recruiting for 1 .6 PM and 1 .6 NOC, interviews conducted on 10/2/2012.
- iv. Bloomfield Healthcare Director of Nursing – 7 applications received as of 10/2/12. Additional interviews scheduled for week of October 1st.
- v. Highway Construction Crew Lead Vacancy – Additional applications received during last month. Next interviews scheduled for week of October 15.
- vi. Sheriff's Dept. part time on-call non-union Transport – 1st hire started 9-17-12. Second candidate's references complete, physical exam/drug test scheduled for October 4th.
- vii. I.T. Technical Support Specialist – 18 applications received as of October 3rd.
- viii. Land Conservation Department Assistant – Employee submitted resignation on September 19th, while on medical leave. Vacancy is currently posted and advertised.

7. Motion to set the next meeting date for Tuesday November 6, 2012 and adjourn.