

PUBLIC NOTICE OF MEETING

Pursuant to Sec. 19.84, Wisconsin Statutes

AGENDA

Administrative Services Committee

6:00 p.m., Tuesday, January 8, 2013

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 January 8, 2013 agenda.
 - b) Approval of minutes of the December 11, 2012 meeting.
5. **Report from Committee members and an opportunity for members of the audience to address the committee.**
6. **Discussion/Action Agenda:**
 - a) Compensation Assessment Representatives Presentations and Discussion – Discussion/Action.
 - b) Procedures for Implementing and Approving Departmental Work Rules – Discussion/Action.
 - c) Initial Thoughts and Draft of 2014 Budget Process – Discussion.
 - d) Revolving Loan Fund Program – Discussion/Action.
 - e) December 30, 2012 end of month preliminary financial statement.
 - f) Employment Activity Report:
 - i. Sheriff's Dept. Dispatcher/Correctional Officer Vacancy (From Promotion) – Typing test and written test administered last week of December.
 - ii. Bloomfield Healthcare C.N.A. – Interviews conducted on 12/19/2012; References on multiple candidates on-going.
 - iii. Bloomfield Healthcare Nurses – Recruiting, deadline 1/21/2013.
 - iv. Bloomfield Healthcare Dishwasher – Interviews conducted on 12/18/2012;
 - v. Bloomfield Healthcare Nurse Manager – Posted and advertised 11/6. 2 Applications as of 1/4/2013.
 - vi. Bloomfield Healthcare part-time Cook – Recruiting, deadline 1/21/2013.
 - vii. Land Conservation Tech – New hire starts 1/14/2013.
 - viii. Public Health Officer/Director – 3 applications received as of 1/4/2013.
 - ix. 4H Summer Intern – Recruitment started 1/4/2013.
7. **Motion to set the next meeting date for Tuesday, February 12, 2013 and adjourn.**

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