



AGENDA
Administrative Services Committee
Tuesday, February 10, 2015 – 5:00 pm
Health & Human Services Center – Community Room
303 W. Chapel Street
Dodgeville, Wisconsin

**Iowa
County
Wisconsin**

For information regarding access for the disabled please call 935-0399.

Any subject on this agenda may become an action item.

There may be a quorum of the Iowa County Board at this meeting. No County Board action will be taken.

1	Call to order.
2	Roll Call.
3	Approve the agenda for this February 10, 2015 meeting.
4	Approve the minutes of the January 13, 2015 meeting.
5	Report from committee members and an opportunity for members of the audience to address the committee. No action will be taken.
6	Update on the LTE in the Employee Relations Department.
7	<p>February 2015 Employment Activity Report:</p> <ul style="list-style-type: none"> • Highway Seasonal Laborer – Ongoing recruitment. • PT Limited Term Maintenance – Interview held on December 29; ongoing recruitment. • Sheriff's Department FT & On-Call Dispatcher/Correctional Officer – References and background investigations started. • Sheriff's Department On-Call Patrol Deputy – References and background investigations started. Administered entry level law enforcement exam on Monday Feb. 2nd. • 4-H Internship – Candidate selected. • Highway Auxiliary Maintenance Patrol – Recruitment started December 19, 6 applicants received as of January 6. Currently pursuing a candidate. • Bloomfield Healthcare PRN & FT/PT CNA – Two new hires started on December 30; ongoing recruitment. Three interviews scheduled for Tuesday Feb. 10th. • Bloomfield Healthcare Laundry/Housekeeping- Current employee quit; a new employee will be starting on Monday Feb. 9th. • Bloomfield Healthcare Registered Nurse – Ongoing recruitment. One interview scheduled for Tuesday Feb. 10th. • Bloomfield Healthcare Social Worker- First review date was today 2/5/2015 and 14 applicants applied. Will be interviewing and selecting from the candidates. • Nurse Manager- First review date for this position will be on 2/23/2015. One applicant thus far
8	Proposal to reclassify Bloomfield Environmental Services Director to County Director of Environmental Services as a shared position 50/50.
9	<p>Transition county contracted facilities maintenance person to – Facilities and Grounds Maintenance.</p> <ul style="list-style-type: none"> • Authorize Bloomfield to back fill Director with .5 FTE maintenance worker. • Review draft position description for new Courthouse/HHS/Sheriff/Highway maintenance worker. • Authorize LTE for maintenance at Courthouse/HHS. (using new maintenance worker PD) • Review proposed budget transition from contractor to full time employee for 2016 budget. (attached)
10	Airport Assistant Update – Recommendation to continue contractor versus creating half time employee.
11	Discussion of the role of Standing Committees in monitoring their department/departments 2015 budget.

12	Review the December 31, 2014 Preliminary Financial Summary and Budget Exception Report.
13	Iowa County Revolving Loan Fund. <ul style="list-style-type: none"> • Overview of the Revolving Loan Fund. • Write-off uncollected loans.
14	Review of all audit findings and identify strategies/timelines for resolving each.
15	Next meeting date and adjournment.
Posting Verified by: County Clerk Date: _____ Initials: _____	