

TUESDAY, FEBRUARY 12, 2013

AGENDA

ADMINISTRATIVE SERVICES COMMITTEE MEETING

TUESDAY, FEBRUARY 12, 2013 5:30 p.m.

Community Room – Health and Human Services Bldg.

303 West Chapel Street

Dodgeville, Wisconsin

State of
Wisconsin
County of
Iowa

2013-02

Item		
1)	Call the meeting to order.	Call to Order
2)	<ul style="list-style-type: none"> a) Consent Agenda b) Roll Call – Members Present c) Approval of this Agenda d) Approval of the minutes of the January 8th, 2013 meeting. 	Consent Agenda
3)	Report from committee members and an opportunity for members of the audience to address the committee.	Public Comment
4)	2011 Audit Report – Presentation by Johnson Block	Audit Report
5)	Staffing Changes – Discussion/Action <ul style="list-style-type: none"> a) Clerk of Court Support Staff – 0.5 FTE b) County Administrator Support Staff – 0.5 FTE c) Finance Support Staff – 0.5 FTE 	Staffing Changes
6)	2014 Budget Process Discussion – Discussion/Action	2014 Budget
7)	Discuss and take action on a one-time non-represented employee payment.	Non-represented Employee Payment
8)	Compensation Study (possible discussion/action on all items) <ul style="list-style-type: none"> a) Who do we want to compare ourselves with? b) What kind of payer do we want to be- <ul style="list-style-type: none"> i. High? ii. Low? iii. Middle? c) How do we want to give raises - <ul style="list-style-type: none"> i. Across the board? ii. Merit? iii. Pay for performance? d) Determining what company to work with on compensation study. 	Compensation Study Options
9)	Review county-wide work rule policy statement. Review proposed work rules provided by HHS Committee and Transportation Committee. Discussion/Action	County-wide Work Rule Policy
10)	MTO Policy interpretation. Discussion/Action	MTO Policy
11)	Contingency allocation to departments and contingency funding- discussion/action	Contingency Allocation

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12)	Highway Financial Update – Discussion/Action	Highway Financial
13)	December 31, 2012 end of month preliminary financial statement – Discussion/Action	December 2012 Financial Statement
14)	<p>Employment Activity Report</p> <ul style="list-style-type: none"> i. Sheriff's Dept. Dispatcher/Correctional Officer Vacancy – Interviews completed 1/23. References completed 1/29. Sheriff's Dept. conducting their background check. ii. Register of Deeds Department Assistant – Vacancy created from Feb 1 retirement. Recruitment started 1/23. iii. Highway Office Clerk Vacancy – Vacancy created from resignation. Employee's last day will be February 8. Position being evaluated and modified. iv. Bloomfield Healthcare C.N.A (Jan, Vacancies) New hires started on 1/22 and 1/29. v. Bloomfield Healthcare C.N.A (New Vacancies) 1 FT and 1 PT – 9 applications received as of 1/30. vi. Bloomfield Healthcare Nurses – Interviews conducted on 1/30. vii. Bloomfield Healthcare Dishwasher – Ongoing recruitment. viii. Bloomfield Healthcare Nurse Manager – Job offer to be made 2/1. 2 applications received since 11/6/12. ix. Bloomfield Healthcare part-time Cook- Interviews conducted 1/29. x. Bloomfield Healthcare Activity/Resident Assistant – Recruitment started 1/17. xi. Public Health Officer/Director – Position filled. New hire starts March 1. xii. 4-H Summer Intern – Recruitment started 1-4-13. 	Employment Activity Report
15)	The Administrative Services Committee shall entertain a motion to go into Executive Closed Session pursuant to W§19.85 (1) (c) consideration of employment, promotion, compensation, and performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; (Sheriff's Correspondence on Compensation). The Administrative Services Committee shall entertain a motion to return to open session.	Sheriff Correspondence Possible Closed Session
16)	Take any action in open session on the matter discussed in closed session that is necessary and appropriate. Discussion/Action.	Return to Open Session
17)	Motion to set the next meeting date and adjourn.	Adjourn

Committee Chair Approved: ☐ Yes/No

Amended: Yes/☐ No

Agenda ☐ Created/☐ Amended:

Date: 02/07/2013

Initials: CBK

Posting Verified by County Clerk/Deputy Clerk: Date: 2/8/13

Initials: GTK