

TUESDAY, MARCH 12, 2013

State of
Wisconsin
County of
Iowa

AGENDA
ADMINISTRATIVE SERVICES COMMITTEEMEETING
TUESDAY, MARCH 12, 2013 6:00 p.m.
Community Room – Health and Human Services Bldg.
303 West Chapel Street
Dodgeville, Wisconsin

2013-03

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 February 12, 2013 meeting. 	Consent Agenda
3)	Report from committee members and an opportunity for members of the audience to address the committee.	Public Comment
4)	Establishment of Highway Department Work Rules and Update – Discussion/Action <ul style="list-style-type: none"> • Work Rules <ul style="list-style-type: none"> a) Normal Work Hours b) Call Back Pay c) Observed Holiday Pay d) Shift Differential Pay • Accounts Receivable • Financials • ACS Software 	Highway Department Work Rules and Update
5)	Temporary Vacancy Fill Resolution Action	Temp. Vacancy
6)	Interim Public Health Director Appointment Process	Public Health Director
7)	Voluntary Long Term Health Care Plan Option for Employees –Discussion/Action	Long Term Health Care
8)	Proposed Approach to Job Classification Project – Discussion/Action	Job Classification
9)	Discuss and take action on a one-time non-represented employee payment.	One Time Payment
10)	Approve staffing plan change at ADRC	ADRC Staffing

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11)	Employment Activity Report i. Sheriff's Dept. Dispatcher/Correctional Officer Vacancy – New Hire 3/5/13 ii. Register of Deeds Department Assistant – New hire started 2/25/13. iii. Highway Office Accountant Specialist – New hire to start 3/21/13. iv. Highway Dept. Seasonal Employee – New hire started week of 3/4/13 v. Bloomfield Healthcare C.N.A FT and 1 PT – 22 applications received as of 3/4. Interviews conducted on 2/13. vi. Bloomfield Healthcare Nurses – New Hire started 2/26/13 vii. Bloomfield Healthcare Dishwasher – Ongoing recruitment. viii. Bloomfield Healthcare Nurse Manager – Internal Promotion, effective TBD ix. Bloomfield Healthcare part-time Cook- New Hire started 3/5/13 x. Bloomfield Healthcare Activity/Resident Assistant – New Hire starts 3/12/13 xi. Public Health Officer/Director – New hire rescinded accepted job offer. Recruitment resumed week of 2/18. xii. 4H Summer Intern – Interviews scheduled for 3/11/13. xiii. Bloomfield Healthcare Registered Nurse (Feb Vacancy) – 3 applications received as of 3/4. xiv. Bloomfield Healthcare Director of Nursing – New vacancy as of 3/8/13.	Employment Report
12)	Iowa County's participation in Regional Revolving Loan Fund	Revolving Loan
13)	Preliminary End of Year Financial Report for 12/31/12	Financial Report
14)	2014 Budget Process Discussion – Discussion Action • Contingency Allocation formula for Departments • Budget Guidelines/Priorities	2014 Budget
15)	Motion to set the next meeting date and adjourn.	Adjourn

Committee Chair Approved: ☒ NoAmended: Yes/ ☒Agenda ☒ Amended: 3/12/13Date: March 8th, 2013Initials: CBKPosting Verified by County Clerk/Deputy Clerk: Date 3/8/13Initials CK