

**PUBLIC NOTICE OF MEETING**

Pursuant to Sec. 19.84, Wisconsin Statutes

**AGENDA**

**Administrative Services Committee**

**6:00 p.m., Tuesday, February 14, 2012**

**Iowa County Courthouse Annex**

**2<sup>nd</sup> Floor Conference Room**

**222 North Iowa 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. Dwayne Hiltbrand**

**2. Roll Call.**

**3. Consent Agenda:**

- a) Reading of certification of open meeting notice.
- b) Approval of February 14, 2012 agenda.
- c) Approval of minutes of the January 10, 2012 meeting.
- d) Report from committee members and an opportunity for members of the audience to address the committee.

**4. Discussion/Action Agenda:**

Personnel Matters:

- a) Elected Officials' Salaries for 2013-2016 terms – Discussion/Action
- b) Expansion of Vision Plan Coverage to Highway Department Employees – Discussion/Action.
- c) Highway Department Proposed Temporary Position Upgrades – Discussion/Action.
  - 1) Clerk 1 to Office Manager
  - 2) Saturday Nightwatch/Scalesperson to Parts Room Manager
- d) Transportation Committee recommendation to rescind the Policy on Overtime Determination and Compensation for the Highway Department – Discussion/Action.
- e) *\*Procedures for forming policy with expiring labor contracts – Discussion/Action.*
- f) *\*Process of the labor contracts from September 2011 to the present – Discussion/Action.*

Finance Matters:

- g) 2010 Audit Report – Material Weaknesses – Discussion/Action.

County Administrator Matters:

- h) Benefits Task Force Proposed Timeline – Discussion/Action.
- i) 2013 Budget Process – Discussion/Action.

**5. Department Reports:**

Information Technology

- a) I.T. Department Update

Finance:

- b) Preliminary December 31, 2011 and January 31, 2012 Financial Statements.
- c) Iowa County Fair 2011 Annual Report.
- d) Regional Revolving Loan Fund Update.
- e) Wisconsin Counties Bond Rating Matrix.

Personnel:

- f) Update on the Employee Relations Assistant Funding.
- g) Employment Activity Report:

- i.* Sheriff's Dept. Dispatch/Correctional Officer (2 Vacancies) – 1 new male vacancy announced January 17, as a result of an internal Patrol Officer promotion. 1 female vacancy remains from the December 10 resignation. Application deadline for most recent vacancy is February 10.
- ii.* Highway Department Second Mechanic – Interviews completed. Top 2 candidates declined offers, currently working on background check on candidate #3.
- iii.* Highway Department Office Manager vacancy – Position remains vacant. Limited term employee added temporarily to staff.
- iv.* Employee Relations Assistant. Recruitment for Personnel Dept/ Bloomfield Healthcare and Rehabilitation Center position initiated February 9.
- v.* Social Service Dept Business Manager – Deadline for applications is February 20, 2012.
- vi.* 4H Internship – Deadline for applications is February 17<sup>th</sup>.

**6. Motion to set the next meeting date for Tuesday, March 13, 2012 and adjourn.**

Posted: February 13, 2012 @ 2:44 pm  
Kristy Spurley, Deputy County Clerk