

PUBLIC NOTICE OF MEETING
Pursuant to Sec. 19.84, Wisconsin Statutes

AGENDA

Administrative Services Committee

6:00 p.m., Tuesday, July 31, 2012

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 July 31, 2012 agenda.
 - b) Approval of minutes of the June 28, 2012 meeting.
- 5. Report from Committee members and an opportunity for members of the audience to address the committee.**

6. Discussion/Action Agenda:

County Administrator Matters:

- a) Update on WCA compensation and benefit activities – Discussion/Action.
- b) Employee Benefit Task Group (BTG):
 - BTG recommendation #3 – Discussion/Action
 - Review comments from Recommendation #1 draft policies – Discussion/Action
 - Review draft policies Recommendation #2 – Discussion/Action.
 - Iowa County's response to the Executive Summary from the Enetrix/Carlson Dettmann Consulting summary from the 2009 Compensation Plan – Discussion/Action.
- c) Compensation:
 - Market studies – Iowa County, neighboring counties, comparable counties – Discussion/Action.
 - Set criteria to determine which Counties should be used for comparison purposes for compensation and other matters – Discussion/Action.

Personnel Department Matters:

- d) Review report of Recruitment Data January 2011 to Present – Discussion/Action.
- e) Employment Activity Report:
 - i. Sheriff's Dept. Dispatch/Correctional Officer – Final Interviews conducted on July 3rd. References completed.
 - ii. Sheriff's Dept. Deputy/Patrol Officer Vacancy – 68 applications received. Sheriff's Dept. management reviewed applications on July 16th. Written examinations scheduled for 48 applicants on July 26th & July 30th.
 - iii. ADRC Disability Benefit Specialist – 22 applications received as of July 17th. New hire starts August 6th.
 - iv. Highway Department Equipment Operator – 43 applications received. Position filled with internal candidate on June 25th. Internal candidate's vacancy filled with current Seasonal Employee.
 - v. I.T. Director – 13 applications received as of July 10th. Interviews occurred on July 10th. Internal promotion offered on July 13th.
 - vi. Bloomfield Healthcare C.N.A. – Position filled in June. New vacancies occurred in July.

- vii. Bloomfield Healthcare Nurses – 8 applications received, one new hire starts July 31st, references on second candidate completed, applicant never called back. Still actively recruiting.
- viii. Bloomfield Healthcare Director of Nursing – 3 applications received as of July 11th. Interim DON hired at the end of June.
- ix. Bloomfield Healthcare Full Time Maintenance Person – 28 applications received. Interviews were scheduled July 10th. New hire starts August 13th.
- x. Bloomfield Healthcare Billing Specialist (replaces former Administrative Secretary). 39 applications received as of July 26th. New hire starts August 13th.
- xi. Highway Construction Crew Lead Vacancy – Resignation received. Employee's last day was July 26th.
- xii. Bloomfield Healthcare Social Worker – started recruitment on July 24th.

Finance Matters:

- f) Resolution Recommending Transfer of Funds from the Bloomfield Healthcare and Rehabilitation Center Fund Balance for the Replacement of the North Elevator – Discussion/Action.
- g) Update on the 2013 Budget process – Discussion/Action.
- h) June 30, 2012 Financial Statements.

7. Motion to set the next meeting date for Tuesday August 14, 2012 and adjourn.

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