

## **PUBLIC NOTICE OF MEETING**

Pursuant to Sec. 19.84, Wisconsin Statutes

### **AGENDA**

#### **Administrative Services Committee**

**6:00 p.m., Tuesday, September 11, 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 September 11, 2012 agenda.
- b) Approval of minutes of the August 14, 2012 meeting.

**5. Report from Committee members and an opportunity for members of the audience to address the committee.**

**6. Discussion/Action Agenda:**

Iowa County Humane Society

- a) Review and take action on statutory authority and duties of the County regarding public safety and health as it relates to stray animals and animal bites.
- b) Discuss and take action on 2013 budget request and review current agreement with and financial status of Iowa County Humane Society.

Department Budgets:

- a) SUN Board Budget Request
- b) Iowa County Fair and Iowa County Historical Society
- c) County Administrator
- d) County Board
- e) Finance

County Administrator Matters:

- f) Employee Benefit Task Group (BTG):
  - Review draft policies and comments – Recommendations #1 - 4 – Discussion/Action.

Personnel Department Matters:

- g) 2013 Health Insurance Rates – Discussion/Action.
- h) Compensation: Continue discussion on setting criteria to determine which employers should be used for comparison purposes for compensation and other matters – Discussion/Action.
  - (1) Establishing baseline criteria for comparable employer wage matches.
  - (2) Determining how many positions/classifications are to be evaluated.
  - (3) Engaging the services of paid consultants versus finding “free” resources internally.
  - (4) Engaging with the other 42 Counties in sharing information and receiving information.
- i) Teamster negotiation status update.
- j) Employment Activity Report:
  - i. Sheriff's Dept. Deputy/Patrol Officer Vacancy – Dispatcher/Correctional Officer promoted to this position, effective September 15.
  - ii. Sheriff's Dept. Dispatcher/Correctional Officer Vacancy (From Promotion) – Currently evaluating applicants interviewed in April from previously filled vacancy.
  - iii. Bloomfield Healthcare C.N.A. – Position filled in June. New vacancies occurred in

- July. 21 applications as of 8/8/2012, interviews conducted on 8/8/12. New hires start on 9/11/12 and 9/12/12. 1 New hire started 9/5/12.
- iv. Bloomfield Healthcare Nurses – 8 applications received, one new hire started July 31<sup>st</sup>, references on second candidate completed. Still actively recruiting. 1 Part-time RN accepted a position-Hire Date: TBD.
  - v. Bloomfield Healthcare Director of Nursing – 4 applications received as of 8/2/12. Interim DON hired at the end of June. Conducted two interviews. Still actively recruiting 9/6/2012.
  - vi. Highway Construction Crew Lead Vacancy – 8 applications received as of 9/6/12. 1 interview completed. Deadline for applications extended to 10/15/12.
  - vii. Bloomfield Healthcare Social Worker – 8 applications received as of 8/9/12. Interviews conducted on 8/21/12 and 8/28/12. New hire starts on 9/17/2012.
  - viii. Bloomfield Healthcare Health Unit Coordinator – 19 applications received as of 8/8/12. Interviews conducted on 8/8/12. Certified Nursing Assistant promoted to this position, effective 9/10/12.
  - ix. Sheriff's Dept. part time on-call non-union Transport Deputy – 24 applications received. Interviews scheduled for 9/13.
  - x. I.T. Technical Support Specialist – Position posted and ads scheduled to run. First review of applications scheduled for 9/20.

Finance Matters:

- k) Update on the 2013 Budget – Discussion/Action.
- l) August 31, 2012 Financial Statements – not available at the time of mailing.

**7. Motion to set the next meeting date for Tuesday October 9, 2012 and adjourn.**

Posted: September 7, 2012 @ 10:33 am  
Kristy Spurley, Deputy County Clerk