

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

**AGENDA**

**Administrative Services Committee**  
**6:00 p.m., Tuesday, November 6, 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 November 6, 2012 agenda.
  - b) Approval of minutes of the October 9, 2012 meeting.
5. **Report from Committee members and an opportunity for members of the audience to address the committee.**

6. **Discussion/Action Agenda:**

Finance / Budget Related Matters:

- a) Iowa County Fair Association Business Plan – Discussion/Action.
- b) Update from the Transportation Committee on the following Highway Department related items – Discussion/Action:
  1. Cash Flows / Fund Balances
  2. ACS Accounting Software Upgrade
  3. Progress on re-organization and re-structuring
- c) 2013 Budget – Discussion/Action.
- d) 2013 Budget/Tax Levy Resolutions – Discussion/Action.
- e) Compensation: Continue discussion on setting criteria to determine which employers should be used for comparison purposes for compensation and other matters – Discussion/Action.
- f) Audit Update – Discussion/Action.

County Administrator Matters:

- g) Employee Benefit Draft Policies and Comments – Discussion/Action.
  1. Overtime Policy
  2. Compensatory Time Policy
  3. Call Back/Shift/Weekend Differential Pay
  4. Managed (Paid) Time Off Policy

Personnel Department Matters:

- h) ADRC Wage Schedules – Discussion/Action.
- i) Employment Activity Report:
  - i. Sheriff's Dept. Dispatcher/Correctional Officer Vacancy (From Promotion) – Currently evaluating applicants interviewed in April from previously filled vacancy.
  - ii. Bloomfield Healthcare C.N.A. – Currently interviewing for on-call positions and one full-time PM shift position.
  - iii. Bloomfield Healthcare Nurses – Still actively recruiting for 1 .6 PM and 1 .6 NOC, interviews conducted on 10/30/2012.
  - iv. Bloomfield Healthcare Director of Nursing – New hire starts on 11/6/12.
  - v. Highway Construction Crew Lead Vacancy – New hire starts on 11/12/12.
  - vi. Sheriff's Dept. part time on-call non-union Transport – 2<sup>nd</sup> hire started 10/26/12.
  - vii. I.T. Technical Support Specialist – New hire started 10/29/12.
  - viii. Land Conservation Department Assistant – 86 applications received. Initial Interviews occurred

on October 29<sup>th</sup> and 30<sup>th</sup>. Final interviews scheduled for November 5<sup>th</sup>.  
ix. Land Conservation Department Planner/Engineering Tech Vacancy – Resignation notice received 10/31/12. Last day of Employment will be 11/26/12.

**7. Motion to set the next meeting date for Tuesday, December 11, 2012 and adjourn.**

Posted: 11/2 12012 at 2:30 p.m.