

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

AGENDA

Administrative Services Committee

6:00 p.m., Tuesday, December 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 December 11, 2012 agenda.
- b) Approval of minutes of the November 6, 2012 meeting.

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

6. Discussion/Action Agenda:

County Clerk Related Matters:

- a) Resolution Supporting Memoranda of Understanding between Iowa County and any Municipalities requesting a resource sharing relationship for use of the Statewide Voter Registration System – Discussion/Action.

County Administrator Matters:

- b) 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
- c) Recommendation on salary increase for Bloomfield Healthcare Administrator – Discussion/Action.
- d) 2008 – 2012 Highway Department Revenue and Expense Summary – Discussion/Action.
- e) 2013 Committee Calendar – Discussion/Action.

Finance Related Matters:

- f) Review the 2012 budget process in preparation for the 2013 budget process – Discussion/Action.
- g) 2011 Audit Report – Discussion/Action.
- h) 2012 Audit Process – Contract/Request for Proposal – Discussion/Action.
- i) Proposed late fee for Farmland Preservation Program Self Certification – Discussion/Action.
- j) Revised Revolving Loan Manual – Discussion/Action.
- k) November 30, 2012 end of month preliminary financial statement.

Personnel Department Matters:

- l) Discuss Nurse Manager Wage – Discussion/Action.
- m) Proposed conversion of Social Worker On-Call Pay – Discussion/Action.
- n) Discuss Compensation Process for 2013 – Discussion/Action.
- o) Discussion of format for January meeting Agenda regarding Compensation Assessment Representatives – Discussion/Action.
- p) Discussion of Highway Department seasonal staffing plan.
- q) Employee Benefit Plan Change Update.
- r) Sheriff's Department/Teamsters Meeting Update.
- s) Employment Activity Report:
 - i. Sheriff's Dept. Dispatcher/Correctional Officer Vacancy (From Promotion) – Deadline for applications 12/3/12. 41 new applications received.
 - ii. Bloomfield Healthcare C.N.A. – Still actively recruiting for Part-time PRN.
 - iii. Bloomfield Healthcare Nurses – New hire started 11/20/12. Still actively recruiting.

- iv. Bloomfield Healthcare Dining Room Aide – Internal promotion starts 1/1/13.
- v. Bloomfield Healthcare Dishwasher – Currently posted and advertised.
- vi. Bloomfield Healthcare Nurse Manager – Posted and advertised 11/6. 1 Application as of 12/7.
- vii. Land Conservation Department Assistant – New hire started 11/26/12.
- viii. Land Conservation Tech – Planner position – 16 applications received. Initial interviews completed week of 12/3. Final interviews scheduled week of 12/7.
- ix. Highway Department Seasonal Employees – two employees hired week of 12/3. Third to start week of 12/17.
- x. Public Health Officer/Director – Retirement to become effective in March. Recruitment began 12/5.

7. Motion to set the next meeting date for Tuesday, January 8, 2013 and adjourn.

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