

**PUBLIC NOTICE OF MEETING**

Pursuant to Sec. 19.84, Wisconsin Statutes

**AGENDA**

**Administrative Services Committee**

**6:00 p.m., Tuesday, February 8, 2011**

**Iowa County Board 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: (One motion for items (a) through (e))**

(a) Reading of certification of open meetings notice.

(b) Approval of February 8, 2011 agenda.

(c) Approval of minutes of the January 11, 2011 meeting.

(d) Department/Annual Reports:

*Personnel:*

1) Employment Activity Report:

i. Highway Department Seasonal Labor Hire

ii. Highway Department Second Mechanic Hire

iii. 4-H Internship Vacancy

iv. Treasurer's Department/Finance Department – Dept. Assistant Vacancy

2) Unemployment Activity Report – Update on Filed Appeal

(e) Report from committee members and an opportunity for members of the audience to address the committee.

**Motion to approve Consent Agenda items.**

**4. Discussion/Action Agenda:**

Personnel:

- a) VSO announced retirement and temporary staffing plan – Discussion/Action.
- b) ADRC Director announced anticipation of retirement – Discussion/Action.
- c) Extended date of expanded employee life insurance enrollment date - Discussion/Action.
- d) How does the pay grid affect pay increase in 2011 – Discussion/Action.

County Administrator:

- e) 2012/2013 Biennial Budget – Discussion/Action.
- f) Budgeting for Outcomes webinar March 23, 2011 – Discussion/Action.

Finance:

- g) Updated December 31, 2010 Financial Reports – Discussion/Action.
- h) January 31, 2011 Financial Reports – Discussion/Action.

**5. Motion to set the next meeting date for Tuesday March 8, 2011 and adjourn.**

Posted: \_\_\_\_/\_\_\_\_/\_\_\_\_ at \_\_\_\_:\_\_\_\_.m.