

PUBLIC NOTICE OF MEETING

Pursuant to Sec. 19.84, Wisconsin Statutes

AGENDA

Administrative Services Committee

6:00 p.m., Tuesday, June 14, 2011

Iowa County Courthouse Annex

2nd Floor Conference Room (previously known as the 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:

(a) Reading of certification of open meeting notice.

(b) Approval of June 14, 2011 agenda.

(c) Approval of minutes of the May 10, 2011 meeting.

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

(e) Department Reports:

Information Technology

1) I.T. Department Update

Finance:

2) April 30 and May 31, 2011 Financial Statements.

Personnel:

3) Employment Activity Report:

- i. Economic Support Specialist Vacancy – Position filled with external recruitment. New hire expected to start late June.
- ii. Sheriff's Department Patrol Officer Vacancy – Position filled with internal promotion of Dispatch/Correctional Officer, effective July 4, 2011.
- iii. Highway Department Office Clerk Resignation – Vacancy created June 7, 2011. Position posted internally June 9, 2011.
- iv. Bloomfield Nursing Home Administrator Retirement – Vacancy is effective June 21, 2011. Recruitment of Interim Nursing Home Administrator is in Progress.
- v. Sheriff's Department Dispatch/Correctional Officer Vacancy – Created from Patrol Officer promotion. Position posted internally June 9, 2011.
- vi. Zoning Code Officer Resignation – Resignation received June 7, 2011.

4. Discussion/Action Agenda:

Treasurer:

- a) Review Tax Deed process and appoint a Review Sub-Committee of the Administrative Services Committee – Discussion/Action.
- b) Resolution Ordering County Clerk to Issue Tax Deeds on Unredeemed Certificates – Discussion/Action.

Finance:

- c) Fund Balance Information – Discussion/Action.
- d) Resolution Recommending a Budget Transfer from the General Fund to a Surface Transportation

Program STP-Projects Capital Improvements Fund for the Highway Department (from Transportation Committee) – Discussion/Action.

- e) Capital Projects Identification and Prioritization – Discussion/Action.
- f) Iowa County Self Funded Dental Program – premiums, funding and participation – Discussion/Action.
- g) Review the results of the Sales Tax Audit – Discussion/Action.
- h) *Capital Reserve Fund Guidelines – Discussion/Action.

5. Motion to set the next meeting date for Tuesday July 12, 2011 and adjourn.

Posted: 06/_13/2011 at 10:20 AM
Kristy Spurley, Deputy County Clerk