

## **PUBLIC NOTICE OF MEETING**

Pursuant to Sec. 19.84, Wisconsin Statutes

### **AGENDA**

#### **Administrative Services Committee**

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

**Iowa County Courthouse Annex**

**2<sup>nd</sup> Floor Conference 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 November 8, 2011 agenda.
- (c) Approval of minutes of the October 11, 2011 meeting.
- (d) Report from committee members and an opportunity for members of the audience to address the committee.

**4. Discussion/Action Agenda:**

County Treasurer Matters:

- a) Wording Changes to Ordinance 600.25 – Establishing Penalty on Overdue or Delinquent Real Estate Taxes and Special Assessments for County Treasurer – Discussion/Action.

County Clerk Matters:

- b) Authorization to increase the Board of Canvassers pay from \$35.00 to \$50.00 per meeting – Discussion/Action.

Blackhawk Lake Matters:

- c) Update on Blackhawk Lake audit findings – Discussion/Action.

Personnel Matters:

- d) Request increase hours for Extension Staff Support position 35/40 with additional Limited Term Employee days as submitted in the 2012 budget request. – Discussion/Action.
- e) Temporary increase in pay for Mark Vondra, acting Administrator at Bloomfield Healthcare and Rehabilitation Center – Discussion/Action.

County Administration Matters:

- f) Proposed staffing re-alignment in Administration – Discussion/Action.

Revolving Loan Fund Matters:

- g) Update on the status of Iowa County Revolving Loans – Discussion/Action.

Finance Matters:

- h) Bloomfield Scholarship Program – Discussion/Action.
- i) Transfer \$15,000 for parking lot repair from 2012 Contingency Budget to the 2012 Courthouse Maintenance Budget– Discussion/Action.
- j) 2012 Proposed Budget– Discussion/Action.
- k) Resolution Authorizing 2011 Tax Levy for the 2012 Budget – Discussion/Action.

## 5. Department Reports:

### Information Technology

a) I.T. Department Update

### Finance:

b) October 31, 2011 Financial Statements – not available at time of mailing.

c) 2010 Iowa County Audit Report.

### Personnel:

d) Employment Activity Report:

- i. Bloomfield Nursing Home Administrator – New hire expected to start November 16<sup>th</sup> contingent upon County Board confirmation.
- ii. Land Conservation Department Engineer Technician Vacancy – 50% position. New Hire expected to start December 19<sup>th</sup>.
- iii. Sheriff's Dept. Dispatch/Correctional Officer Vacancy – 4 vacancies. References completed, drug testing and physical exams completed on four applicants during week of October 10<sup>th</sup> and 17<sup>th</sup>.
- iv. Clerk of Court Deputy Vacancy – 80+ applications received. Skills testing scheduled for 9 applicants October 28<sup>th</sup> and November 3<sup>rd</sup>.
- v. Highway Department Seasonal Employees – 23 applications received. Interviews scheduled for October 31<sup>st</sup> through November 9<sup>th</sup>. One 2010/2011 Seasonal Employee scheduled to return in December.

6. The Administrative Services Committee shall entertain motion to go into Executive Session pursuant to Sec. 19.85 (1) (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. (Discussion of Corporation Counsel position) The Committee may take action in closed session, if necessary and appropriate.

Return to Open Session – Possible Action.

## 7. Motion to set the next meeting date for Tuesday, December 13, 2011 and adjourn.

Posted: 11/03/2011 at 3:23 p.m.

Kristy Spurley, Deputy County Clerk