

January 3, 2019

**ADMINISTRATIVE SERVICES COMMITTEE
MEETING AGENDA**

DATE: Tuesday, January 8, 2019
TIME: 8:30 a.m.
PLACE: Calumet County Courthouse
206 Court St., Chilton, WI 53014
Room 017 (Enter West Entrance "B")

AGENDA:

1. Meeting Announcement and Posting
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Approval of Minutes of the November 13, 2018 Meeting
6. Public Participation
7. Report of Committee Members
8. Communications
9. **REPORT OF DEPARTMENTS**
 - ❖ **County Clerk**
 - A. Discuss 2018 and 2019 Elections
 - B. Discuss new mail process
 - ❖ **Department of Administration**
 - A. Hiring Update
 - ❖ **Finance**
 - A. Review and approve resolution to settle accounts not to exceed \$10,000
 - B. Review and approve 2018 budget transfer to reflect the annual employee PTO to PEHP conversion
 - C. Review State/Federal Grants, Aids trends for fiscal year 2007 – 2017
 - D. Review claim of the C. of Chilton's workers compensation carrier and take possible action
 - E. Investment Report(s)
 - ❖ **Register of Deeds**
 - A. Review Statistical Report
11. **Next Meeting Date:** February 12, 2019 at 8:30 A.M.



12. Adjournment

Beth A. Hauser, Calumet County Clerk

So as not to disturb the meeting, all cell phones must be placed on vibrate, and all calls taken outside the meeting room.

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the County Clerk's Office at (920) 849-1458 at least twenty four (24) hours before the scheduled meeting time so appropriate arrangements can be made.

This is a public meeting. As such, all members or a majority of the members of the County Board may be in attendance. While a majority of the County Board members, or the majority of any given County Board Committee, may be present only the above committee will take official action based on the agenda.