

MINUTES
Iowa County – Administrative Services Committee
February 12, 2008

1. **The Administrative Services Committee met in the County Board Room of the Iowa County Courthouse in the City of Dodgeville on Tuesday, February 13, 2008 at 6:00 p.m. and was called to order by Chairman Dana Perry.**
2. **Roll call was taken.**
Committee members present: Sups. Dana Perry, Diane McGuire, Tom Mueller, Dwayne Hiltbrand, Bill Ehr, Eric Anderson, Mark Masters and Peter Berg.
Excused/absent: John Lind.

Also present: Sup.s Jack Jinkins, Dale Theobald, Ron Berg and Ron Benish, Judge William Dyke, Bloomfield Manor Administrator Barbara Lindsheid, Information Systems Director Amy Kaup, Personnel Director Bud Trader, Finance Director Roxie Hamilton, and Randy Terronez, County Administrator.
3. **Election of Officers. Sup. Dana Perry noted the committee restructuring resulted in changes to the Board Rules with the County Board Vice Chair serving as the Committee Chair. The election of Committee Vice Chair was held:**
Motion by Sup. Peter Berg, second by Sup. Tom Mueller to nominate Bill Ehr. Motion carried.

Sup. Mark Masters noted that a quorum of the Board was present.
4. **Motion by Sup. Mark Masters, second by Sup. Peter Berg to approve the certification of the meeting. Motion carried.**
5. **Motion by Sup. Peter Berg, second by Sup. Bill Ehr to approve the agenda for this February 12, 2008 meeting, minutes of the January 10, 2008 Salary and Personnel Committee meeting and minutes of the January 15 Finance Committee meeting as presented. Motion carried.**
7. **Open session – Comments from audience /Committee members: None.**
8. **Old Business: None**
9. **New Business**

A. Information Systems Department

1. **Update on Server Consolidation**
Amy Kaup, IS Director reviewed agenda enclosure. The implementation is progressing. Utility cost savings will result as well as ease of system maintenance.

2. Directors Report

Amy Kaup reviewed agenda enclosure of major projects undertaken by the department since early 2007.

B. Personnel Department

3. Highway Commissioner 2008 Compensation

Bud Trader, Personnel Director reviewed agenda enclosure that uses the same methodology as the Nonrepresented group.

Motion by Sup. Eric Anderson, second by Sup. Peter Berg to approve the Highway Commissioner 2008 Compensation Resolution and forward to the full Board, Motion carried.

4. Bloomfield Manor Exit Interview

Randy Terronez reviewed agenda enclosure. Barbara Lindsheid also commented.

Motion by Sup. Tom Mueller, second by Sup. Eric Anderson to approve the Bloomfield Manor Exit Interview process to be reviewed in six months and forward to the full Board. Motion carried.

5. Discussion on Nonrepresented Compensation Study Update

Bud Trader and Randy Terronez reviewed agenda enclosure. Committee to be part of the selection of the consultant and the study to look into total compensation costs – not just wages and salary. Funds to undertake the project will be identified at the next Committee meeting.

Motion by Sup. Bill Ehr, second by Sup. Mark Masters to authorize staff to obtain proposals for conducting a job study for the Nonrepresented group and to return to next Committee meeting on a funding mechanism. Motion carried.

6. Grievance Committee Chapter 59

Agenda enclosure reviewed. Randy Terronez noted discussion at Justice Committee. As a result of a recent Sheriff's Department disciplinary grievance proceeding, the County's labor counsel recommends formal Board action to designate a Chapter 59 Grievance Committee. Sup.s Bill Ehr and Diane McGuire noted that the Chapter 59 Grievance Committee existed approximately 8 years ago. Due to lack of activity, it was abolished. Lately, the role was assigned to the Law Enforcement Committee.

County Administrator is recommending a separate Committee be established that would oversee Sheriff's Department union disciplinary grievances (Chapter 59 Committee) and non-disciplinary Sheriff's Department union grievances. The Committee would consist of two members each from Justice and Administrative Services Committee with the Board Chair as the fifth member.

Motion by Sup. Tom Mueller, second by Sup. Peter Berg to approve the establishment of a Chapter 59 Grievance Committee as recommended by the County's Labor Attorney and forward to the full Board. The new committee will consist of two members of the Justice Committee, two members of the Administrative Services Committee with the Board Chairman

as the fifth member who will be the Grievance Committee Chair. The Committee will be assigned all Sheriff's Department union grievances. Motion carried.

7. **Review of Employment Activity**
Bud Trader reviewed the following activity: Sheriff's Department sergeant, Child Support Specialist, and UW Extension Interns recruitment. In regard to Department Head Performance Evaluation process, evaluations would normally be conducted by the governing committees this time of year. As a result of the establishment of the County Administrator position, the county will be updating the form and moving the evaluations to an anniversary timeline. Training will be conducted this year with evaluations beginning in 2009.

8. **Review of Labor Relations Activity**
Bud Trader reviewed highlights including Sheriff's Department union election process, AFSCME (Courthouse and Professional) mediation status and pending arbitration on the vacation/resignation policy.

9. **Closed Session**
Motion made by Sup. Diane McGuire seconded by Sup. Eric Anderson to go into Executive Session at 7:35 p.m. pursuant to Sec. 19.85 (1) (c) consideration of employment, promotion, compensation, and performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; and Executive Session pursuant to (1) (e) conducting public business with competitive or bargaining implications. 8 Yes (Sups. Dana Perry, Diane McGuire, Tom Mueller, Dwayne Hiltbrand, Bill Ehr, Eric Anderson, Peter Berg and Mark Masters. Excused/absent: John Lind.) 0 No. Motion carried. The following individuals were also included in the closed session: Sup.s Dale Theobald, Ron Berg, Ron Benish and Jack Jinkins; Everett Thomas (Bloomfield Manor Committee Chairman), Barbara Lindsheid, Roxie Hamilton, Bud Trader and Randy Terronez.

Motion made by Sup. Tom Mueller seconded by Sup. Diane McGuire to return to Open Session at 8:23 p.m. 8 Yes (Sups. Dana Perry, Diane McGuire, Tom Mueller, Dwayne Hiltbrand, Bill Ehr, Eric Anderson, Peter Berg and Mark Masters. Excused/absent: John Lind) 0 No. Motion carried.

Motion made by Sup. Bill Ehr, seconded by Sup. Peter Berg to refer the Bloomfield Manor 2008 compensation package back to staff to recalculate the data and return to the next month's Committee meeting. Motion carried.

Motion made by Sup. Bill Ehr, seconded by Sup. Tom Mueller to approve Mark James Highway Road Superintendent position reclassification request as recommended by the County Administrator and as revised by the Committee reducing the 1st 30 days from the payment calculation of the 6% wage adjustment and direct staff to reevaluate the policy purpose-objective. Motion carried

C. Finance Department

10. Courthouse Renovation/Security

(Note - This item was a follow-up to last month's Finance Committee's request from the property Committee to use bond financing for the approximately \$200,000-400,000 Court area remodeling project.)

Judge Dyke reviewed caseload data that showed the need for 1.25 judges. He commended the architect for doing a good job but was willing to work with the Board on mutually agreeable timeline. His main concerns include 1. Comfort level of the Clerk of Court Office area; 2. Comfort level of the public being served.

There are five ways to enter the Courtroom, controlling access is problematic and was the primary reason for the architect's proposal. Modifying the building almost results in the need for an elevator on the east – Iowa St. end of the Courthouse.

His future vision – long-term, space outlook would call for a separate administrative services building. The vacant space would be used to house other justice – related agencies such as public defender, Probation and parole.

He held a semiannual security meeting last week. In the past year, there were two documented security incidents. Consequently, the Court is investigating arming the Court Security Officer. Staff will be researching the liability concerns with the County's liability carrier.

He stated that the Clerk of Court workload is at a level that one additional staff person would be likely. The State will be converting courts to electronic filing that will place additional demand on the Clerk of Court workload. The Clerk of Court workload is somewhat alleviated by utilizing the Register in Probate Tari Engels.

He urged the County Board to address a legislative issue dealing with public defender program eligibility requirements that have not been updated for 15 years. The result is that fewer offenders qualify for state public defender services and places additional financial burden on county budgets. Additionally, the state public defender office periodically contracts out cases to private attorneys at \$40/hour. When the County has to assign a defense attorney, it costs the County \$70/hour.

Motion made by Sup. Mark Masters seconded by Sup. Tom Mueller to concur with Judge Dyke's assessment of the Court areas renovation that it can be placed on hold and refer to the Building Committee to address short-term needs. Motion carried.

11. Recommendation on Financial Advisor Services

Roxie Hamilton, Finance Director reviewed background of need to contract for financial advisor services for the upcoming Health and Human Services Building project. Interviews were conducted within the last two days with eight consultants. The County Administrator also participated in the interviews. She distributed list of bidders/prices, etc. and reviewed highlights. Based on the proposals and interviews, the recommendation is to select Public Financial Management Group as the financial advisor in the amount of \$15,500, work with the financial advisor to determine if the bond would be competitively bid or negotiated and if negotiated sale to award the underwriter services to Bernardi Securities Incorporated with

funds to come from the bond proceeds; and award the bond counsel services to Quarles and Brady at an estimated cost not to exceed \$10,000.

Motion made by Sup. Eric Anderson second by Sup. Diane McGuire to concur with the Finance Director's recommendation of financial services consultants:

1. Financial Advisor - Public Financial Management Group in the amount of \$15,500,
2. Subject to the financial advisor recommendation on a negotiated bond sale, award the underwriter services to Bernardi Securities Incorporated with funds to come from the bond sale proceeds; and
3. Bond counsel services - Quarles and Brady at an estimated cost not to exceed \$10,000.

Motion carried.

12. Revolving Loan Summary

Due to time limitations, this item was deferred to next month's Committee discussion.

13. Resolution Transferring Funds for 2008 Management Wages and Fringes

Roxie Hamilton, Finance Director reviewed agenda enclosure. It was noted that the decrease in the Highway Department is a result of the staff turnover of the State Superintendent and the Office Administrator.

Motion made by Sup. seconded by Sup. to recommend Resolution Transferring Funds for 2008 Management Wages and Fringes. Motion carried.

14. Preliminary 2007 Year End Financial Statements

Item to be forwarded to next meeting agenda

9. The next meeting date will be Tuesday, March 11, 2008 at 6:00 p.m.

10. Motion by Sup. Diane McGuire, second by Sup. Peter Berg to adjourn the meeting. Motion carried.

Meeting adjourned at 8:23 p.m.

Minutes by Randy Terronez, County Administrator