

MINUTES
Iowa County – Administrative Services Committee
June 10, 2008

1. **The Administrative Services Committee met in the County Board Room of the Iowa County Courthouse in the City of Dodgeville on Tuesday, June 10, 2008 at 6:00 p.m. and was called to order by Chairman Bill Ehr.**

2. **Roll call was taken.**

Committee members present: Sups. Dave Bauer, Carol Anderson, Diane McGuire, Tom Mueller, Bill Ehr, Eric Anderson, Mark Masters, Dwayne Hiltbrand and Peter Berg. Excused/absent: none.

Also present: Sup. Ron Benish, Joe and Susan Dickinson, Personnel Director Bud Trader, Finance Director Roxie Hamilton and Randy Terronez, County Administrator.

3. **Motion by Sup. Eric Anderson McGuire, second by Sup. Peter Berg to approve the certification of the meeting. Motion carried.**

5. **Motion by Sup. Tom Mueller, second by Sup. Diane McGuire to approve the agenda for this June 10, 2008 meeting and the minutes of the May 13, 2008 Administrative Services Committee meeting as presented. Motion carried.**

6. **Open session – Comments from audience /Committee members**

7. **Old Business: None**

8. **New Business**

A. Personnel Department

Circuit Court- AIM (Assess, Inform and maintain) Program Assessment Update

Bud Trader reviewed agenda enclosure and noted he was waiting for a response from Judge Dyke.

Proposed name Change for Teen Court Director to Director of Court Ordered Programs

Circuit Court Judge Dyke and Teen Court Director Marcia Richgels have proposed the name Department of Court Ordered Programs and position title reflect the name change. The Justice Committee has recommended the name change to this Committee. It was noted that the position title name change does not affect the pay rate.

Motion by Sup. Carol Anderson, second by Sup. Diane McGuire to rename the Teen Court Department to the Department of Court Ordered Programs and the job title of the Teen Court Program Director to change likewise and forward to the full Board. Motion carried.

Compensation Study Request for Proposal

Agenda enclosure reviewed. The pre-bid conference resulted in one prospective bidder attending. The County is anticipating at least two bidders. Bids are due June 11. The proposal will be distributed to Committee members

such that the short-list will be determined after the June 17 Board meeting. Interviews of the short-listed bidders will be held from 5:00 p.m. to 8:00 p.m., June 24.

Update on Highway Commissioner Recruitment

Bud Trader highlighted recruitment effort and variety of places/websites the posting has been advertised-distributed, including the neighboring states. Advertising costs to date amount to \$3,126.

Randy Terronez updated the Committee on the advisory body with the Jefferson County Highway Commissioner agreeing to serve on the interview panel. He is scheduled to make a presentation to the Towns Association meeting to request a representative.

Review of Employment including Training Activity Sexual Harassment Training Session – 6:00 p.m., July 15.

Bud Trader reviewed the following:

1. Distributed a list of vacant positions noting that as a result of the position freeze/Highway budget deficit. Additionally, the Department Assistant in the Child Support Office will be vacant at the end of the month.
2. Reminded the Committee that the Sexual Harassment training for Board members is scheduled for 6:00 p.m., July 15 (as part of the regular Board meeting).
3. A de-escalation (workplace-hostile environment) training session will be scheduled this fall through the County's liability insurance carrier.

Review of Labor Relations Activity including Request from Teamsters (Sheriff's Dept.) to Begin Negotiations

Bud Trader reviewed the following:

1. Agenda enclosure reviewed regarding the Sheriff's Union request to start bargaining. The contract period covers January 1, 2008. The initial date for starting negotiations is Thursday, June 26.
2. Various Highway grievance arbitrations were briefly reviewed including the vacation policy, lead bid, and night watch. The office clerk-sick leave grievance is still uncertain whether this is scheduled to go to arbitration. Bud noted costs can run up to \$10,000 for the County.

Revolving Loan Application

Motion by Sup. Tom Mueller, second by Sup. Peter Berg to revise the agenda and move the Revolving Loan Fund application to earlier in the agenda. Motion passed.

Randy Terronez reviewed proposed change in reviewing the application. A meeting has been scheduled for tomorrow with Sup. Dwayne Hiltbrand, Roxie Hamilton and himself to review the application. Then, the applicant will be interviewed shortly thereafter. Any committee member may attend. From the interviews, etc., a recommendation will be brought back to the next Committee meeting.

Joe and Susan Dickinson, applicants were present and briefly reviewed the application and background. They understood that the application would be acted upon at the June 17 Board meeting.

Motion by Sup. Tom Mueller, second by Sup. Peter Berg to authorize the results of tomorrow's meeting to be forwarded to the full Board meeting of June 17. Motion carried.

Closed Session

Motion made by Sup. Eric Anderson seconded by Sup. Tom Mueller to go into Executive Session at 6:36 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. . (AFSCME Courthouse and Professional Mediation Process)

9 Yes (Sups. Dave Bauer, Carol Anderson, Diane McGuire, Tom Mueller, Bill Ehr, Eric Anderson, Dwayne Hiltbrand, Peter Berg and Mark Masters. Excused/absent: None.) 0 No. Motion carried. The following individuals were also included in the closed session: Sup. Ron Benish, Roxie Hamilton, Bud Trader and Randy Terronez.

Return to Open Session

Motion made by Sup. Eric Anderson seconded by Sup. Peter Berg to return to Open Session at 6:40 p.m. 9 Yes (Sups. Dave Bauer, Carol Anderson, Diane McGuire, Tom Mueller, Bill Ehr, Eric Anderson, Peter Berg, Dwayne Hiltbrand and Mark Masters. Excused/absent: none) 0 No. Motion carried.

B. Finance Department

Bad Check Policy

Agenda enclosure reviewed.

Motion by Sup. Eric Anderson, second by Sup. Carol Anderson to approve the Resolution establishing a bad check policy and forward to the full Board. Motion carried.

Sales Tax Report

Roxie Hamilton reviewed agenda enclosure.

Resolution Recommending 2007 Carryover Amounts to 2008

Roxie Hamilton distributed the list and highlighted specific changes. A new change being made affects how departments access the carryover monies. Previously departments had the carryover amounts in their operating budget. The new process involves the carryover amounts in the Contingency budget. Departments will be

making specific requests to transfer funds from Contingency, requiring a budget resolution. Additional clarification of the types of carryovers will be recommended in the 2009 budget process.

Motion by Sup. Tom Mueller, second by Sup. Eric Anderson to approve the resolution recommending the 2007 Carryover amounts to 2008 and forward to the full Board. Motion carried.

Resolution Recommending Transfer of Funds from General Fund to Cover Expenditures in Excess of Budget

Roxie Hamilton distributed updated resolution and noted that the audit fees resulted in the Finance Department being over budget and the legal fees related to union arbitrations resulted in the Sheriff's Department being over budget.

Motion by Sup. Tom Mueller, second by Sup. Dave Bauer to approve the resolution recommending the 2007 Transfer of Funds from the Iowa County General Fund to cover the Expenditures in Excess of Budget and forward to the full Board. Motion carried.

Resolution Recommending 2007 Budget Adjustments

Roxie Hamilton distributed updated resolution.

Motion by Sup. Eric Anderson, second by Sup. Diane McGuire to approve the resolution recommending the 2007 Budget Amendments and forward to the full Board. Motion carried.

Health and Human Services Building Project

Brief update given.

Highway Department Financial Update

Agenda enclosure reviewed.

Considerable discussion given on the 2nd truck purchase. The policy approving the Transportation Committee to approve purchases of equipment up to \$125,000 was discussed.

One concern is if the Highway Department is circumventing the County policy by unilaterally determining that equipment purchase can be broken out into individual components.

A second concern relates to certain members understanding that the 2nd vehicle was in the 2008 budget. While \$100,000 is in the 2008 budget, it related back to the Highway Department budget request for an end loader. The end loader was actually ordered in summer of 2007 and delivered in fall of 2007. The bill was submitted for payment in January 2008. Finance Director Roxie Hamilton reviewed the invoice and it was determined that this purchase needed to be posted to the 2007 budget. The effect of this action was to lower the 2007 ending fund balance and left \$100,000 in the 2008 budget available to spend.

Committee members were in agreement on need for 2nd vehicle (which will result in the department having two backup vehicles).

Motion by Sup. Peter Berg, second by Sup., Tom Mueller to request Transportation Committee to explain the 2nd (Tri-Axle) truck purchase insofar as whether it was originally budgeted and if the purchasing guidelines are being adhered to (e.g. equipment purchases over \$125,000 needing full Board approval). Motion carried.

Motion by Sup. Carol Anderson second by Sup. Tom Mueller to approve the 2008 Highway Budget Deficit Plan as revised - adding \$80,000 to the Highway Cost Savings list. Motion carried.

2009 Budget Calendar

Agenda enclosure reviewed. The new process this year will involve the department/agency submissions to the Finance Director and County Administrator who will develop a proposed budget. The proposed budget will then be reviewed in the standing committees and a more in-depth review of the department budgets will occur at this level. Additional committee meetings will be necessary in late September /early October. Committee members discussed additional guidance (e.g., departments presenting 2 or 3 scenarios – 2% reduction, 0% growth 2% increase).

C. County Administrator/Other

County Administrator Monthly Report

Randy Terronez reviewed highlights of agenda enclosure. He noted that he is registered for the National Association of Counties annual conference in Kansas City, Mo. and would not be attending the July 15 Board meeting.

Iowa County Area Economic Development Corporation

Agenda enclosure reviewed. The request is to allocate the funds set aside in the Contingency budget.

Motion by Sup. Tom Mueller, second by Sup. Eric Anderson to approve the resolution authorizing the transfer of \$50,000 from the Contingency budget to the Economic Development budget and approve the payment to the newly organized Iowa County Area Economic Development Corporation and forward to the full Board. Motion carried.

Strategic Planning

Randy Terronez reviewed agenda enclosure. Additional discussion given on the purpose and need for a strategic plan that will involve a Saturday time commitment sometime in the August. Paul Ohlrogge has agreed to facilitate the process.

Bid Specification Development

Randy Terronez outlined various aspects of the County's purchasing practices. Discussion given on sole source bidding whereby it is agreed up front that only one vendor can provide the requested item. Sup. Tom Mueller raised concern on county bid specifications being too narrow that it inhibits the County from obtaining the best cost. Sup. Muller also raised concern on ethical and other issues. Discussion ensued. The Committee requested staff to come back with a proposal on issues raised such as including in bid specifications – the County' Ethics Policy and development of a disclosure policy.

Other

Brief update given on flooding situation, meetings.

10. The next meeting date will be Tuesday, July 8, 2008 at 6:00 p.m.

11. Motion by Sup. Dave Bauer, second by Sup. Peter Berg to adjourn the meeting. Motion carried.

Meeting adjourned at 8:22 p.m.

Minutes by Randy Terronez, County Administrator

DRAFT