

MINUTES
Iowa County – Administrative Services Committee
August 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, July 8, 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 and Dwayne Hiltbrand. Excused/absent: Peter Berg.

Also present: Sups. Sups. Joe Thomas and Ron Benish. Information Systems Director Amy Kaup, Personnel Director Bud Trader, Finance Director Roxie Hamilton and Randy Terronez, County Administrator.

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

5. **Motion by Sup. Diane McGuire, second by Sup. Eric Anderson to approve the agenda for this August 12, 2008 meeting and the minutes of the July 8, 2008 Administrative Services Committee meeting. Motion carried.**

6. **Open session – Comments from audience /Committee members: None.**

7. **Old Business: None**

8. **New Business**

Information Systems

SUN Computer Request

As a follow up from last month's meeting, the agency needs a replacement computer. The cost estimate of \$266 could be split 50%-50% with Lafayette County. Lafayette County agreed to fund their portion. Additionally, the Health and Human Services Committee recommends the funds. The agency's finances were briefly reviewed. Meal suggested donation is \$3.25 but actual donation is \$3.14. The actual cost/meal is over \$9. The new Family Care program will be cost neutral to the agency. COP program income reimburses the total meal costs but COP meals have been declining.

Motion by Sup. Tom Mueller, second by Sup. Carol Anderson to approve the SUN computer replacement request and cover \$266 out of the County Board's Budget to be transferred to the Information Systems budget. Motion carried.

Personnel Department

Commission on Aging Position Reclassification

Agenda enclosure reviewed. Cost savings would result in the vacant position going from a Pay Range 3 to a Pay Range 7 in the AFSCME wage scale. The Health and Human Services Committee recommends the change. The position has been advertised and per union contract, current union members have 1st right to bid the job. The Planning and Development Office department assistant has been selected and started Monday.

Motion by Sup. Eric Anderson, second by Sup. Tom Mueller to approve the Commission on Aging position reclassification change from Specialists (Pay Grade 3) to a Department Assistant (Pay grade 7) and forward to the full Board. Motion carried.

Planning and Development Department Staff Vacancy/Position Elimination

Due to the pending vacancy in the Planning and Development Department Assistant position, Scott Godfrey has agreed to not replace the position and is requesting a LTE when necessary. Cost savings are estimated at approximately \$44,000.

Motion by Sup. Tom Mueller, second by Sup. Eric Anderson to eliminate the vacant Department assistant, Planning and Development Department and review the LTE request during the 2009 budget process and forward to the full Board. Motion carried.

Emergency Management Coordinator Update

The Committee was informed of Ken Palzkill pending retirement effective 12/31/08. Ken's position is a contract and is paid \$16,000 per year. Various options are being investigated including increasing to full-time, placing the position in the Sheriff's Department, etc. Sup. Joe Thomas noted that a national study last year showed that 70% of the EM Coordinators are a separate department.

Compensation Study Update

The orientation session yesterday went well according to Bud Trader. Nearly all employees covered attended the session. A copy of yesterday's handout was distributed.

Committee discussed the need for more communications to the full Board on the scope of the project, etc.

Randy Terronez suggested a meeting of the Chronicle "editorial Board" to discuss the issue.

Motion by Sup. Eric Anderson, second by Sup. Dwayne Hiltbrand to have the County Administrator give a presentation – update at the August 19 Board meeting. Motion carried.

Recruitment Employment Activities including Highway Commissioner Recruitment Status

Bud Trader distributed summary of activities including:

1. Highway Commissioner – only nine applications received and is an indication of the salary range. Four interviews have been scheduled for Friday, August 15. He reviewed the interview committee composition.
2. Child Support Department Assistant position has been filled. Persons who qualified for this opening may have their application placed in future Department Assistant position openings
3. Economic Development Corporation Executive Director – posted with various media outlets. The EDC Board of Directors will be interviewing the applications and the position is NOT an Iowa County payroll position.

Review of Labor Relations Activity

Bud Trader distributed handout and reviewed the various pending Highway grievance arbitrations were briefly reviewed including the vacation policy and night watch. Bud noted a new grievance on Overtime Call Up.

Closed Session

Motion made by Sup. Eric Anderson seconded by Sup. Diane McGuire to go into Executive Session at 6:58 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, Sheriff's Department Teamsters)

8 Yes (Sups. Dave Bauer, Carol Anderson, Diane McGuire, Tom Mueller, Bill Ehr, Eric Anderson, Dwayne Hiltbrand and Mark Masters. Excused/absent: Peter Berg) 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. Diane McGuire to return to Open Session at 7:03 p.m. 8 Yes (Sups. Dave Bauer, Carol Anderson, Diane McGuire, Tom Mueller, Bill Ehr, Eric Anderson, Dwayne Hiltbrand and Mark Masters. Excused/absent: Peter Berg) 0 No. Motion carried.

Finance Department

Health & Human Services Building – Bond Project Update

Roxie Hamilton reviewed agenda enclosure.

Bloomfield Manor 2008 Compensation Budget Adjustment Resolution

Roxie Hamilton reviewed agenda enclosure.

Motion made by Sup. Carol Anderson seconded by Sup. Eric Anderson to approve the Bloomfield Manor Budget Amendment Resolution that transfers funds from the General Fund to the Bloomfield Manor Fund in order to fund the 2008 pay adjustments. Motion carried.

Sales Tax Monthly Report

Agenda enclosure reviewed.

Revolving Loan Summary

Roxie Hamilton distributed summary and reviewed highlights. Discussion given on Dodge Point Country Club project.

2009 Budget Overview and Scheduling Budget Review Sessions

The Committee agreed to begin the September 9 meeting at 5:30 p.m. and include budget review as part of the regular monthly meeting.

C. County Administrator/Other

Employee Conference – Training Activity Costs

Sup. Ron Benish requested item on agenda and reviewed concerns. He questions why the employer should be responsible for the full costs of attending workshops. Committee members commented on conferences that are mandatory, etc.

Committee requested that department heads be communicated on being prudent when it comes to attending out of office workshops.

Staff noted that the amount of in-house trainings that occur to reduce costs. The Sheriff's Department in particular has staff trained in various areas and are instructors at SW Tech.

Staff will prepare information on costs of conferences, etc. and review as part of the budget review process.

Board Member Per Diem – Mileage Issue from 7-15-08 Board Meeting

This item was raised by Sup. John Lind at the July Board meeting. The legal opinion from Tim Helmsberger was reviewed. The County cannot modify Board per diem – mileage but individual Board members can donate their check back to the County.

Monthly Report

Agenda enclosure reviewed.

Strategic Planning

A headcount of attendees was taken. Sups. Tom Mueller and Bill Ehr will be unable to attend. A questionnaire will be given to Board members who are unable to attend for inclusion in the sessions.

Friday's session will start at 6:00 p.m. and end at approximately 8:30 p.m. Saturday's session will start at 8:00 a.m. and will conclude at approximately 2:30 p.m.

Bid Specification Development/Preparation

Unavailable/Postponed.

Other

1. Committee members were reminded of deadline of tomorrow August 13 for turning in the County Administrator's annual performance evaluation.

10. The next meeting date will be Tuesday, September 9, 2008 at 5:30 p.m.

11. Motion by Sup. Eric Anderson, second by Sup. Dwayne Hiltbrand to adjourn the meeting. Motion carried.

Meeting adjourned at 7:40 p.m.

Minutes by Randy Terronez, County Administrator

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