

MINUTES
Iowa County – Administrative Services Committee
October 14, 2008

1. **The Administrative Services Committee met in the County Board Room of the Iowa County Courthouse in the City of Dodgeville on Tuesday, October 14, 2008 at 5:00 p.m. and was called to order by Sup. Bill Ehr.**
2. **Roll call was taken.**
Committee members present: Sups. Dave Bauer, Dwayne Hiltbrand, Carol Anderson, Diane McGuire, Tom Mueller (arrived at 5:25 p.m.), Mark Masters (arrived at 6:28 p.m.), Eric Anderson, Peter Berg (arrived at 7:11 p.m.) and Bill Ehr. Absent/Excused: none.
Also present: Sups. Joe Thomas and John Lind, Sheriff Steve Michek, Arena Fire Chief Eric Drachenberg, Information Systems Director Amy Kaup, Personnel Director Bud Trader 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.**
4. **Motion by Sup. Diane McGuire, second by Sup. Dwayne Hiltbrand to approve the agenda for this October 14, 2008 meeting and the minutes of the September 9, 2008 meeting. Motion carried.**
5. **Open session – Comments from audience /Committee members:**
Eric Drachenberg, Arena Fire Chief, distributed letter requesting the County to reconsider a Sheriff's Department communication project that would provide more reliable radio transmission. According to Sheriff Steve Michek, one of the several projects requested (but not recommended by the County Administrator) by the Sheriff's Department included adding a law enforcement and fire/ems frequencies/equipment to the Spring Green site (i.e. co-locating at the Sauk County Tower). The project is estimated at \$33,000. (Note - refer to 2009 Budget item for additional discussion.)
6. **Old Business: None**
7. **New Business**

Personnel Department

Compensation Study Update and Request to Add Emergency Management Coordinator and Bloomfield Manor Maintenance Supervisor

Bud Trader reviewed status of project noting that on-site interviews will held this week with the consultant and another individual of the firm. Follow up interviews will be held next week.

Randy Terronez reviewed the request to add the Bloomfield Maintenance Supervisor and the Emergency Management Coordinator positions to the job study. Discussion given on the Bloomfield position.

Committee members stated that their understanding of the Bloomfield Manor position was that it did not involve supervisory responsibilities. Discussion given on the county's nepotism policy which did not apply to Bloomfield Manor, the facility not going through Personnel for recruitment/interview, exit interview process, etc.

Motion by Sup. Dave Bauer, second by Sup. Carol Anderson to approve the addition of the Emergency Management Coordinator position to the job study with funds in the amount of \$250 to come from the County Administrator's budget. Motion carried.

De-Escalation Training Follow Up

Bud Trader reviewed results-evaluation feedback. The training sponsored by the County's liability insurance carrier Wisconsin Mutual went very well. Sups. Bill Ehr and Diane McGuire reported that they received very positive feedback from employees.

Recruitment/Employment Activities

Bud Trader highlighted the following:

1. Highway Mechanic position still on hold.
2. Highway Commissioner – still waiting for employment offer to be returned.

Alternative Work Schedule Discussion

This item was requested to be brought back to the Committee as a result of extending the Highway Department 4-10 hour day work week. Item to be forwarded to future Committee meeting.

Employee Profile – Internal Employee Survey Participation

Agenda enclosure briefly reviewed. The participation in the employee survey as part of the strategic planning process is close to the actual county employment data. Item to be discussed at future Committee meeting.

Review of Labor Relations Activity

Bud Trader indicated that he would hold comments for Closed Session.

Closed Session

Motion made by Sup. Diane McGuire seconded by Sup. Carol Anderson to go into Executive Session at 5:28 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/Arbitration Process, Sheriff's Department Teamsters, Highway Grievances).

7 Yes (Sups. Dave Bauer, Carol Anderson, Diane McGuire, Dwayne Hiltbrand, Tom Mueller, Bill Ehr and Eric Anderson. Excused/absent: Sups. Peter Berg and Mark Masters.) 0 No. Motion carried. The following

individuals were also included in the closed session: Sup. John Lind, Bud Trader, Roxie Hamilton and Randy Terronez.

Return to Open Session

Motion made by Sup. Carol Anderson seconded by Sup. Diane McGuire to return to Open Session at 5:49 p.m. 7 Yes (Sups. Dave Bauer, Carol Anderson, Diane McGuire, Dwayne Hiltbrand, Tom Mueller, Bill Ehr and Eric Anderson. Excused/absent: Sups. Peter Berg and Mark Masters.) 0 No. Motion carried.

Motion by Sup. Tom Mueller second by Sup. Carol Anderson to concur with the County Administrator's recommendation to add to the Section 125 Flexible Spending benefits plan - child care and medical expense reimbursement to the Nonrepresented group provided that the participating employee pay the approximately \$5/month for the cost of the administrative expense and recommend to the full Board. Motion carried.

Finance Department

SUN Computer Fund Budget Adjustment Transfer Resolution

Agenda enclosure reviewed.

Motion by Sup. Tom Mueller second by Sup. Carol Anderson to approve Resolution on SUN Computer Fund Budget Adjustment Transfer in the amount of \$366.24 and forward to the full Board. Motion carried.

Health & Human Services Building Project Costs

Agenda enclosure reviewed. It was noted that a meeting with Corporation Counsel will be held in the next few days to provide sufficient notice to the architect and the construction management firm on ht project status.

While year-to-date costs are in the area of \$500,000, an additional approximately \$250,000 is still outstanding. Item to be brought back to the next Committee meeting.

Surveys from Other Counties Regarding Use of Reserves, Budget Highlights, Highway Construction Bonding

Agenda enclosure reviewed. Roxie Hamilton reviewed highlights. It was noted that several counties bond for highway projects.

Revolving Loan Summary and Update on Dodge Point Country Club

Roxie Hamilton reviewed agenda enclosure. Discussion given on Dodge Point Country Club and Harvest Market.

Sales Tax Monthly Report

Roxie Hamilton reviewed agenda enclosure.

Sup. John Lind left meeting.

9-30-08 Budget Status Report

Roxie Hamilton reviewed agenda enclosure. In regard to the Highway Department budget, the supplemental funding has not been transferred and is the reason why the percent available is so low. With the exception of the Highway Department, the budgets are in-line.

2009 Budget Review - possible action

a. Information Systems

Amy Kaup was present and reviewed the capital projects list and the new position request. In regard to the network upgrade, Amy noted that the Social Services Department was not included in the project costs as it was assumed that the new building project would cover the department. It appears that the Social Services network

can last another year. Discussion given on projects not recommended including a disaster recovery system (\$98,000) and additional in-car computers for Sheriff's Department vehicles (\$10,300 each; \$155,550 total). Reverse 9-1-1 (\$60,000) and County Board laptops (\$31,000)

Discussion given on recommended IS position which will be discussed a next Committee meeting under closed session.

Motion by Sup. Tom Mueller second by Sup. Dave Bauer to approve the Information Systems Department recommended capital projects and new position request. Motion carried.

b. Updated Revenue and Expense Estimates/Corrections

Roxie Hamilton reviewed agenda enclosures and distributed additional budget worksheets.

All the other standing Committees have recommended the budgets under their areas of responsibility.

Sup. Bill Ehr inquired on Bloomfield Manor fund balance that is in excess of \$1.3 million (after reducing the approximately \$250,000 transfer for the Highway budget deficit).

Discussion given on need for establishing written policy on fund balances. Staff will develop proposal for next month's Committee meeting.

Motion by Sup. Dwayne Hiltbrand second by Sup. Eric Anderson to replace the \$77,721 of Tax Levy monies for the Bloomfield Manor operational budget with Fund Balance of the Bloomfield Manor fund. Motion passed with 1 nay (Sup. Carol Anderson).

In regard to the Sheriff Department budget, discussion given on the Arena Fire Department communication issue. Fire Chief Drachenberg noted that the area had better reception prior to the radio system upgrade that added more sites/repeaters throughout the County approximately 3 years ago. It was noted that Mineral Point had a similar problem recently and funded the remedy themselves.

When the radio project was undertaken approximately 3 years ago (using Homeland Security Grant funds), the vendor showed that the Arena area would be provided increased coverage.

Motion by Sup. Dave Bauer second by Sup. Diane McGuire to:

1. request corporate counsel to send letter to vendor on remedying problem,
2. set aside in the Contingency budget (from the freed up Bloomfield tax levy monies) \$50,000 that covers conducting a communications study and project monies to remedy the problem.
3. Refer item back to the Justice Committee for follow-up.

Motion passed.

Sup. Bill Ehr reviewed the Human Society location. This year, \$25,000 was budgeted and the Sheriff's Department request was for \$20,000 in 2009 taking into account the donation of a county vehicle, etc. He noted that the services being provided by the organization for the County are not covered by the county allocation.

Sup. Carol Anderson noted that the Justice Committee is sending a letter to the Humane Society recommending development of a uniform schedule for requesting funds from local units of government.

Motion by Sup. Dwayne Hiltbrand second by Sup. Dave Bauer to increase the Humane Society appropriation from \$20,000 to \$25,000 with funds to come from freed up Bloomfield Tax Levy monies and to concur with the Justice Committee's letter on establishing a uniform fee for local government contributions. Motion passed.

Committee requested information on the Highway paint program for the next Committee meeting.

County Administrator

Health Department Tobacco Grant Contract Follow Up

Agenda enclosure reviewed and it was noted that the change from 2 days/week to 3 days/week is funded by grant funds.

Monthly Report

Agenda enclosure reviewed.

Strategic Planning

Paul Olhrogge will be contacting the Board members who agreed to serve on the issue teams but meetings probably won't be held until the 2nd or 3rd week of November.

8. **The next meeting date will be Tuesday, November 4, 2008 at 5:00 p.m. (in order to continue review of the County Budget)**
9. **Motion by Sup. Peter Berg, second by Sup. Diane McGuire to adjourn the meeting. Motion carried.**

Meeting adjourned at 7:50 p.m.

Minutes by Randy Terronez, County Administrator