

**MINUTES**  
**Iowa County – Administrative Services Committee**  
**January 13, 2009**

- 1. The Administrative Services Committee met in the County Board Room of the Iowa County Courthouse in the City of Dodgeville on Tuesday, January 13, 2009 at 6:00 p.m. and was called to order by Sup. Bill Ehr.**
- 2. Roll call was taken.**  
Committee members present: Sups. Dwayne Hiltbrand, Carol Anderson, Diane McGuire, Mark Masters, Eric Anderson, Peter Berg, Bill Ehr, Dave Bauer and Tom Mueller. Absent/Excused: None.  
Also present: Rick Terrien, Rick and Heather Gullickson, Representatives from Cross Plain Bank, Finance Director Roxanne Hamilton, Personnel Director Bud Trader and Randy Terronez, County Administrator.
- 3. Motion by Sup. Eric Anderson, second by Sup. Peter Berg to approve the certification of the meeting. Motion carried.**
- 4. Motion by Sup. Diane McGuire, second by Sup. Eric Anderson to approve the agenda for this January 13, 2009 meeting and the December 11, 2008 minutes. Motion carried.**
- 5. Open session – Comments from audience /Committee members: None.**
- 6. Old Business: None**
- 7. New Business**

**Personnel Department**

**ADRC Staffing Contract with SW WI Workforce Development Board**

Agenda enclosure reviewed. Bud Trader and Randy Terronez updated the Committee on utilizing the Workforce Development agency for staffing the ADRC function. This method of staffing the program was chosen due to various management considerations. It was noted that the department has been contracting with SW Community Action Program for a clerical position for many years.

Motion by Sup. Tom Mueller second by Sup. Eric Anderson to approve the Resolution to utilize SW WI Workforce Development for staffing of the ADRC and forward to the full Board. Motion passed.

**Compensation Study Presentation**

It was noted that a special Administrative Services Committee meeting will be held 6:00 p.m. Monday, January 26 to hear the consultant presentation and that it will be in closed session.

### Revolving Loan Application Request – Rick Gullickson Trucking, LLC

Rick and Heather Gullickson were present to discuss the application for Revolving Loan funding in the amount of \$80,000. Roxie Hamilton noted that the applicant per Committee instructions did forward a list of the equipment and other information. Representatives from the Cross Plain Bank were present and noted that the company has been with the bank for 25 years. The representative noted that the bank does not have a formal proposal from the applicant yet and inquired on the County's conditions, receptiveness, etc. to the proposal. Sup. Dwayne Hiltbrand briefly updated the bank representatives on the County's Revolving Loan Fund program including job creation.

It was noted that the County last month approved the Revolving Loan Fund application review/recommendation process to the Iowa County Economic Development Corporation. The Gullickson application was just being submitted at that time.

Motion made by Sup. Tom Mueller seconded by Sup. Carol Anderson to refer the Gullickson application to the Iowa County Economic Development Corporation for a recommendation. Motion carried.

### Recruitment/Employment/Training/Labor Relations Activities

Bud Trader distributed handout. Highlights included:

1. The Clerk of Court Deputy vacancy attracted 152 applicants. Interviews are scheduled next week.
2. A recap of outstanding Highway union grievance arbitrations:
  - a. Overtime Call Up – hearing held last week.
  - b. Nightwatch Posting – withdrawn due to the County no longer having the scheduled jobs.
  - c. Vacation grievance – Arbitrator's decision pending.
  - d. Lead Posting Grievance – Arbitrator's decision pending.
3. Negotiations continue with Teamsters (Sheriff's Dept.), Highway AFSCME to start soon.
4. Update on AFSCME Courthouse and Professional mediation/arbitration status.

### Closed Session

Motion made by Sup. Tom Mueller seconded by Sup. Diane McGuire to go into Executive Session at 6:43 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, PEHP Plan, Highway Grievances, Nonrepresented Group Compensation)

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

#### Return to Open Session

Motion made by Sup. Tom Mueller seconded by Sup. Eric Anderson to return to Open Session at 7:26 p.m. 9 Yes (Sups., Carol Anderson, Diane McGuire, Dwayne Hiltbrand, Peter Berg, Mark Masters, Dave Bauer, Tom Mueller, Bill Ehr and Eric Anderson. Excused/absent: None.) 0 No. Motion carried.

#### **Finance Department**

##### Sales Tax Monthly Report

Roxie Hamilton distributed latest report that shows the adjusted year to date ahead of 2008.

##### Fund Balance Policy

Roxie Hamilton and Randy Terronez noted that additional work is needed on draft and item will be added to next month's Committee agenda.

##### 2007 Audit Presentation

The County's auditors Johnson and Block, CPA will be giving a presentation at the January 20 Board meeting on the 2007 audit.

#### **County Administrator**

##### Clerk of Court Staffing

Update given.

##### Organizational Chart

Agenda enclosure reviewed. Randy Terronez noted the purpose of an organizational chart is to give the general public as well as staff an understanding of the how different offices/departments are related to each other. The only difference between the two versions is the identification of an administrative layer. The Committee requested discussion at the full County Board.

##### Federal Stimulus Projects

Agenda enclosure reviewed. Given the very short deadline required by WCA, the list represents an outline of the County's possible projects. Follow up discussion has been made with staff from Rep. Steve Hilgenberg office.

Motion made by Sup. Tom Mueller seconded by Sup. Eric Anderson to approve the Federal Stimulus Projects List as requested by the Wisconsin Counties Association for possible consideration for federal funding. Motion carried.

##### Monthly Report

Randy Terronez noted that the County did receive the DOT grant funding for the OWI Intensive Supervision Program.

##### Strategic Plan

Agenda enclosure reviewed and Committee requested item to be held over to next month's Committee meeting.

8. **The next meeting dates will be Monday, January 26 at 6:00 p.m. and Tuesday, February 10, 2009 at 6:00 p.m.**
9. **Motion by Sup. Tom Mueller, second by Sup. Eric Anderson to adjourn the meeting. Motion carried.**

**Meeting adjourned at 7:39 p.m.**

**Minutes by Randy Terronez, County Administrator**

**DRAFT**