

MINUTES
Iowa County – Administrative Services Committee
February 10, 2009

- 1. The Administrative Services Committee met in the County Board Room of the Iowa County Courthouse in the City of Dodgeville on Tuesday, February 10, 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, Bill Ehr, and Tom Mueller. Absent/Excused: Peter Berg and Dave Bauer.
Also present: Sup. Brad Wells, Clerk of Court Carolyn Olson, Register of Deeds Dixie Edge, Finance Director Roxanne Hamilton and Randy Terronez, County Administrator.
- 3. Motion by Sup. Eric Anderson, second by Sup. Tom Mueller to approve the certification of the meeting. Motion carried.**
- 4. Motion by Sup. Eric Anderson, second by Sup. Tom Mueller to approve the agenda for this February 10, 2009 meeting and the January 13, 2008 minutes. Motion carried.**
- 5. Open session – Comments from audience /Committee members: None.**
- 6. Old Business: None**
- 7. New Business**

Personnel Department

Compensation Study Presentation

It was noted that a special Administrative Services Committee meeting will be held at 6:00 p.m. Monday, February 23 to further discuss the preliminary material with the consultant and that it will be in closed session.

Recruitment/Employment/Training/Labor Relations Activities

Randy Terronez distributed handout prepared by Personnel Director Bud Trader who is on vacation.

Highlights included:

1. The Clerk of Court Deputy full-time vacancy was filled and the person started last week.
2. SW Workforce Development is recruiting for the three ADRC staff.
3. Interview is scheduled for next week for the UW Extension 4-H Summer Intern.
4. The County is awaiting the outcome of the three Highway union grievances

5. Negotiations continue with Teamsters (Sheriff's Dept.) and the Highway AFSCME negotiations have begun with the participation of Highway Commissioner Craig Hardy, Office Administrator Jeri Grabbert. The list of Highway employees was also noted.
6. Update on AFSCME Courthouse and Professional mediation/arbitration status to be discussed in further detail in closed session.

The Committee was also informed of the Child Support Office Department Assistant vacancy and Randy Terronez investigating alternatives.

Closed Session

Motion made by Sup. Tom Mueller seconded by Sup. Diane McGuire to go into Executive Session at 7:10 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, AFSCME Highway Negotiations, Highway Grievances - Arbitration, Nonrepresented Group Compensation, Clerk of Court Staffing

7 Yes (Sups. Carol Anderson, Diane McGuire, Dwayne Hiltbrand, Bill Ehr, Mark Masters, Eric Anderson and Tom Mueller. Excused/absent: Peter Berg and Dave Bauer.) 0 No. Motion carried. The following individuals were also included in the closed session: Carolyn Olson and Dixie Edge (for the Clerk of Court staffing issue only), Sup. Brad Wells, Roxie Hamilton and Randy Terronez.

Return to Open Session

Motion made by Sup. Tom Mueller seconded by Sup. Diane McGuire to return to Open Session at 7:56 p.m. 7 Yes (Sups., Carol Anderson, Diane McGuire, Dwayne Hiltbrand, Mark Masters, Tom Mueller, Bill Ehr and Eric Anderson. Excused/absent: Peter Berg and Dave Bauer.) 0 No. Motion carried.

Finance Department

Preliminary 2008 Year End Financial Results

Roxie Hamilton distributed report and reviewed highlights.

Roxie noted that the Highway Department appears approximately \$1.5 million in the red but there are additional receivables yet to post including the flood reimbursement activity. The same holds for the Social Services Department and the Child Support Office.

Sales Tax Monthly Report

Roxie Hamilton distributed latest report that shows the adjusted year to date ahead of 2008. Randy Terronez commented that at the WCA Conference, several other county administrators reported the same results in their counties.

2010 Budget Planning

Sup. Bill Ehr reviewed economic conditions and need to start the budget process for 2010 earlier. He suggested getting department heads involved early on and possibility of having a discussion with the unions. Randy and Roxie will be updating the department heads at next week's monthly department head meeting and will check with Bud Trader on the union meetings. Sup. Carol Anderson suggested incorporating the Strategic Plan into the budget planning activities.

Revolving Loan Application Recommendations from Iowa Co. EDC

Roxie reported on meeting with Rick Terrien and enclosure highlights.

Fund Balance Policy

Roxie Hamilton distributed update draft and highlighted changes. Additional wording to allow for emergency reserve for Bloomfield and Social Services to be included but keep in General Fund. A revised policy will be included in next month's Committee packet.

Roxie informed the Committee that Unified Community Services had a client that needed long term institutionalization in 2008. The County-Unified agreement calls for Unified to cover the 1st \$40,000, the County the next \$50,000 and Unified above. The County paid approximately \$15,000 for this client in 2008. Neil Blackburn will be invited to a future Health and Human Services Committee meeting to discuss this as well as the recent news that the La Crosse based facility will no longer be accepting Unified psychiatric clients.

County Administrator

Committee Restructuring Survey Feedback

Agenda enclosure reviewed. Discussion given on conference meeting space with the conversion of the Veterans Library to ADRC staff office. It was noted that the Law Library is now available and is being scheduled by Kris Spurley.

Federal Stimulus Projects Update

It was noted that the Senate passed the legislation today. The County's Health and Human Services Project may have a chance of being funded.

Monthly Report

Agenda enclosure reviewed and highlights given.

Strategic Planning Issue Report – Adopt Mission Statement - Adopt Top Four Issues

Agenda enclosure reviewed.

Motion by Sup. Tom Mueller, second by Sup. Eric Anderson to approve the Strategic Plan including adoption of the County Mission Statement and forward to the full Board. Motion carried.

Chicago Olympic Bid – Iowa-Dane County Bicycling Events

Randy Terronez distributed draft letter of support on the Chicago Olympic bid and the selection of Dane-Iowa Counties for the bicycle events.

Motion made by Sup. Tom Mueller seconded by Sup. Carol Anderson to approve the Iowa County letter of support – participation in the Chicago Olympic Bid project and forward to the full County Board. Motion carried.

- 8. The next meeting dates will be Monday, February 23 at 6:00 p.m. and Tuesday, March 10, 2009 at 6:00 p.m.**
- 9. Motion by Sup. Dwayne Hiltbrand, second by Sup. Eric Anderson to adjourn the meeting. Motion carried.**

Meeting adjourned at 7:35 p.m.

Minutes by Randy Terronez, County Administrator

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