

**MINUTES**  
**Iowa County – Administrative Services Committee**  
**May 12, 2009**

- 1. The Administrative Services Committee met in the County Board Room of the Iowa County Courthouse in the City of Dodgeville on Tuesday, May 12, 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, Mark Masters, Peter Berg, Eric Anderson, Bill Ehr, Diane McGuire, Tom Mueller and Dave Bauer.  
Absent/Excused: None.  
  
Also present: Sup. John Lind, Personnel Director Bud Trader, Finance Director Roxanne Hamilton, Randy Terronez, County Administrator; Tari Engels (Register In Probate), Darin Smith (Social Services), Amy Kaup (Information Systems), Deb Ivey (UW Extension), Ted Mynyk (Veterans Services), Jim McCaulley (Land Conversation), Scott Godfrey (Planning and Development), Greg Klusendorf (County Clerk), Jolene Millard (County Treasurer), Judy Lindholm (Commission on Aging/ADRC), Craig Hardy and Jeri Grabbert (Highway Department), Barb Linscheid and Mark Vondra (Bloomfield Manor), June Meudt (Health Department), Dixie Edge (Register of Deeds), Carolyn Olson (Clerk of Court), Steve Michek and Jon Pepper (Sheriff's Department), Deb Rosenthal (Child Support), Larry Nelson (District Attorney) and Kevin King (Airport)
- 3. Motion by Sup. Eric Anderson, second by Sup. Peter Berg to approve the certification of the meeting. Motion carried.**
- 4. Motion by Sup. Carol Anderson, second by Sup. Eric Anderson to approve the agenda for this May 12, 2009 meeting. Motion carried.**
- 5. Motion by Sup. Carol Anderson, second by Sup. Eric Anderson to approve the April 14, 2009 minutes. Motion carried.**
- 6. Open session – Comments from audience /Committee members: None.**
- 7. Old Business: None**
- 8. New Business**

**Finance Department**

**Joint Meeting with Department Heads and Elected Officials**

Sup. Bill Ehr opened the discussion asking those present on ideas for addressing the County's budget situation. Various department heads and elected officials responded including the following:

- Deb Ivey/UW Extension – the state will be implementing 8 furlough days effective July 1, 2009 through June 30, 2010 and another 8 furlough days from July 1, 2010 through June 30, 2011. In addition a scheduled 2 % salary adjustment will be withdrawn. The County will realize a savings in the range of \$4,800 to \$6,800;
- Darin Smith discussed the state cuts and the need to increase his estimate; additionally discussed furloughs as a possibility;
- Carolyn Olson noted that the County’s revenue will be impacted through the state furloughs as less state troopers on the road will mean less speeding ticket activity;
- Jim McCaulley commented that furloughs should be looked at as a last resort; cited reductions in Committee meeting expenses and increased federal/state reimbursement;
- Barbara Linscheid commented on the areas of medical/food supply management, energy and alternative energy and revenue potential through expanded outpatient rehabilitation and increased occupancy;
- Scott Godfrey commented on the need for equity of various labor groups, need for flexibility in union agreements, instituting a hard hiring freeze, more efficient office space utilization (e.g. the Board Room could house “14 “ offices), educating the public on a potential staffing reductions and service impacts, reduced mileage reimbursement (noting need for union buy-in), unpaid furloughs and eliminating longevity pay;
- Judy Lindholm commented on possible 32 hour work week (4 day week);
- Bud Trader commented on union issues/flexibility;
- Comments given on other counties such as Crawford going to a 4 day work week and other counties reducing hours;
- Discussion given on number of furlough days needed to cover the +\$800,000 deficit and Randy Terronez stated it would result in approximately 30 furlough days for all positions.
- Amy Kaup commented on phone line cost savings of approximately \$12,000 to \$15,000 as a result of the video conference upgrade, increased phone system capability; potential phone line reductions through line-sharing-reducing fax machines; reductions in printers;
- Ted Mynyk commented on other public sector employers that offer a cash payment in lieu of taking the county’s health insurance; questionable decisions by the County Board in spending \$500,000 on planning a building; need for accountability at the top; reducing the County Board size; other counties contracting for the Veterans Service Officer position; reducing the Veterans Officer position to part time;
- June Meudt noted that the department realizes that reducing hours may be necessary and the staff is willing to work to the best of their abilities; questioned the cost savings of the Highway’s 4 10-hour days;

Sup. Tom Mueller commented on need to implement cost savings in this year.

Sup. Bill Ehr reviewed the need for the County Board to have better information on the department programs and reviewed the Oneida County budget template that was contained in the Committee packet. Darin Smith noted that his staff is preparing the template and will distribute to all county departments. It was the Committee’s consensus to request departments to submit their department information by June 15.

Judy Lindholm asked the Committee for specific direction. Randy Terronez commented that the Committee should be focusing on policy and many of the ideas generated were administrative in

nature and can be undertaken this year. Sup. Carol Anderson commented on the need for more department discussion on long term ideas such as the department mergers/consolidation.

Sup. Peter Berg commented that each department operates differently. Cost savings for one department may not result in cost savings in another department.

Sup. Eric Anderson encouraged department heads and elected officials to keep talking which will result in the rest of the County organization getting involved in addressing the budget issues.

Sup. Bill Ehr commented on the Planning and Zoning Committee's paperless agendas.

Sup. Bill Ehr thanked the department heads and elected officials for their time and participation.

### **Personnel Department**

#### **Sheriff's Department Part Time Detective Proposal**

Larry Nelson was present and gave background on the initial use of the position and results of having this function available to the county. Background was given on the Justice Committee recommendation. Discussion given on the vacant Clerk of Court position. Randy Terronez reviewed agenda enclosure noting the Justice Committee motion implied a prorated amount for the remainder of this year.

Motion by Sup. Tom Mueller, second by Sup. Carol Anderson to concur with the Justice Committee's recommendation and authorize the County Administrator to approve additional hours/funds in the event the District Attorney depletes the \$6,250 amount and forward to the full Board. Motion carried.

#### **Child Support – Social Services Staffing**

Handout distributed updating cost alternatives. Randy Terronez gave the background on the Child Support alternatives. Darin Smith gave background on the Social Services alternatives and noted efficiencies from new phone system pending implementation of new accounting system that can further assist in staff time.

Darin indicated that he would be agreeable to having the 50% clerical side of the position be cross-trained to assist other departments.

Motion by Sup. Eric Anderson, second by Sup. Peter Berg to authorize the Child Support and Social Services Department staff Plan A or Plan B regarding the currently vacant Department Assistant positions that will result in significant cost savings and forward to the full Board. Motion carried.

#### **Highway Vacation Grievance Arbitration Award**

Bud gave background on successful award.

#### **Union Negotiations Cost Savings**

Not reviewed.

Recruitment/Employment/Training/Labor Relations Activities

Bud Trader distributed handout and reviewed highlights with the Committee including recruitment of the Emergency Management Coordinator and IS Tech Support positions.

**Finance Department (Continued)**

2008 Financial Reports:

Roxie Hamilton reviewed agenda enclosure and has been formatted to take into account comments made at the last Committee meeting. The Committee liked this newer version.

Proposed Carryover Funds

Roxie Hamilton distributed updated version and reviewed highlights.

Motion by Sup. Carol Anderson, second by Sup. Peter Berg to approve the Resolution for carryover funds from 2008 to 2009 and forward to the full Board. Motion carried.

Budget Amendments and Transfers – 2008

Roxie Hamilton reviewed agenda enclosure and discussion given on departments that went over budget.

Committee requested County Administrator to obtain a written explanation on overages in the Sheriff's Department.

Motion by Sup. Peter Berg, second by Sup. Diane McGuire to approve the Resolutions that transfer funds in 2008 to account for budget overages and receipt of revenue and forward to the full Board. Motion carried.

Budget Amendments and Transfers - 2009

Roxie Hamilton reviewed agenda enclosure and noted that in the 2009 budget funds were set aside in the Contingency to fill the gap in the Commission on Aging budget caused by the depletion of prior year's carryover funds.

Motion by Sup. Diane McGuire, second by Sup. Peter Berg to approve the Resolution that transfers funds in the 2009 Contingency budget to the Commission on Aging budget and forward to the full Board. Motion carried.

Fund Balance Policy – possible action

Roxie Hamilton distributed updated version. The Committee has already recommended the policy to the full Board at the April 29 meeting.

**Personnel Department (Continued)**

Closed Session

Motion made by Sup. Eric Anderson seconded by Sup. Diane McGuire to go into Executive Session at 8:31 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 Negotiations, Sheriff's Department Chapter 59 Grievances, AFSCME Highway Negotiations, Four 10-hour Workday, Nonrepresented Group Compensation).

9 Yes (Sups. Carol Anderson, Peter Berg, Dwayne Hiltbrand, Bill Ehr, Mark Masters, Eric Anderson, Dave Bauer, Diane McGuire 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. Peter Berg seconded by Sup. Diane McGuire to return to Open Session at 9:11 p.m. 9 Yes (Sups. Carol Anderson, Peter Berg, Dwayne Hiltbrand, Bill Ehr, Mark Masters, Eric Anderson, Dave Bauer, Diane McGuire and Tom Mueller. Excused/absent: None) 0 No. Motion carried.

Motion by Sup. Peter Berg, second by Sup. Diane McGuire to continue with the collective bargaining negotiations strategy. Motion carried with Sup. Tom Mueller voting no.

Motion by Sup. Carol Anderson, second by Sup. Eric Anderson to approve the AFSCME Highway Union Letter of Understanding on the 4 10-hour day and forward to the full County Board. Motion carried with Sup. Dwayne Hiltbrand voting no.

#### County Administrator/Other

##### State Budget Update/AB 149 Interest Rate on Delinquent Tax Properties

Agenda enclosure reviewed and Randy Terronez noted that Iowa County would lose \$109,798 if this legislation passes.

Motion by Sup. Eric Anderson, second by Sup. Tom Mueller to approve the Resolution opposing changes to the interest rate on delinquent tax properties and oppose AB 149 as it would financially impact the County by \$109,798 and forward to the full Board. Motion carried.

- 9. The next meeting date will be Tuesday, June 9, 2009 at 6:00 p.m.**
- 10. Motion by Sup. Eric Anderson, second by Sup. Dave Bauer to adjourn the meeting. Motion carried.**

**Meeting adjourned at 9:14 p.m.**

Minutes by Randy Terronez, County Administrator

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