

MINUTES
Iowa County – Administrative Services Committee
June 9, 2009

- 1. The Administrative Services Committee met in the County Board Room of the Iowa County Courthouse in the City of Dodgeville on Tuesday, June 9, 2009 at 6:00 p.m. and was called to order by Sup. Bill Ehr.**
- 2. Roll call was taken.**
Committee members present: Sups. Mark Masters, Peter Berg, Eric Anderson, Bill Ehr, Diane McGuire, Dave Bauer and Carol Anderson (arrived at 6:12 p.m.). Absent/Excused: Dwayne Hiltbrand and Tom Mueller.

Also present: Sup. Bob Bunker, Chief Deputy Jon Pepper, Personnel Director Bud Trader, Finance Director Roxanne Hamilton, Lori Cerutti (Social Services Department and ASFCME Courthouse Union official) and Randy Terronez, County Administrator.
- 3. Motion by Sup. Diane McGuire, second by Sup. Eric Anderson to approve the certification of the meeting. Motion carried.**
- 4. Motion by Sup. Eric Anderson, second by Sup. Diane McGuire to approve the amended agenda for this June 9, 2009 meeting. Motion carried.**
- 5. Motion by Sup. Eric Anderson, second by Sup. Dave Bauer to approve the May 12 and June 4, 2009 minutes. Motion carried.**
- 6. Open session – Comments from audience /Committee members: None.**
- 7. Old Business: None**
- 8. New Business**

Finance Department

Sheriff's Department Budget Overages

Chief Deputy Jon Pepper provided additional background on agenda enclosures. The Department has taken steps to minimize overtime and has engaged the department staff at other cost saving measures including turning vehicles off in winter, etc. Additional issues reviewed included: last summer flooding, Weitzel homicide, increased fuel costs, closing of Boscobel Psychiatric Unit and increased transport costs. Chief Deputy Pepper noted that the type of inmates held at the jail require higher use of medications. Approximately 70% of the inmates are under some type of prescription drug.

Revolving Loan Program Update

Roxie Hamilton reviewed enclosure. In regard to the Yager loan, the individual has agreed to have the milk volume production check to be directly sent to the County.

Sales Tax Report

Roxie Hamilton reviewed agenda enclosure, while still less than last year, it is not as severe as prior months.

Lands' End/Sears Property Tax Court Ruling

Agenda enclosure reviewed. Roxie Hamilton distributed estimate of refunds by taxing jurisdiction, noting slight difference with the City of Dodgeville figure. Sufficient funds are in the County's Contingency budget to make the payments. According to the tax formula, the County can recoup the payments in future years such that there will be no tax base loss.

2009 Highway and Bloomfield Manor Budgets

Agenda enclosures reviewed. In regard to Bloomfield Manor, it was noted that debt service and capital costs are not part of the enclosure. The Committee inquired on the breakdown of the expense category "unassigned expenses" and why the 2009 budget assumed 76 patient census when the prior year patient census was only 67.

2009 Cost Savings

A handout of projected 2009 budget cost savings from several departments was distributed and totaled \$40,000. The Economic Development, Extension and Property Committee will be recommending several Planning and Development permit adjustments for next week's Board meeting. Additional information will be coming from other departments. The Highway Department will be proposing changing the way they charge internal costs to projects

2010 Budget Planning & Oneida County Template Information

Randy Terronez updated the Committee on department's submission of the Oneida County template information. Over half the County departments have submitted the information with the due date being June 15. A diagram of Scott County Minnesota budget was distributed showing departmental programs by mandated/non-mandated areas.

Committee requested that a separate packet of the department programs be distributed in a 3 ring binder prior to the July Administrative Services Committee to allow Committee members to have the opportunity to review the information.

Committee discussed possible use of zip drives for agenda packets and Randy Terronez noted that a pilot process to access agenda packets will be introduced.

Sup. Diane McGuire requested a calendar of meetings be maintained that can sent to Board members.

Mandatory Direct Deposit for Non Represented Employees

Roxie Hamilton noted that the issue was discussed at the past month's department head meeting and there was support for the idea. Cost savings/efficiencies would be realized by this action, particularly the County Treasurer's Office.

Motion by Sup. Peter Berg, second by Sup. Diane McGuire to authorize mandatory direct deposit payroll for the non-represented group. Motion carried.

Mandatory Expense Reimbursements through Payroll in order for expense checks to be direct deposited

Roxie Hamilton noted that the issue was discussed at the past month's department head meeting and there was support for the idea. Cost savings/efficiencies would be realized by this action.

Roxie Hamilton implemented this for County Board members in April of this year. This can be implemented for all employees as it is not impacted by union contract language.

Motion by Sup. Peter Berg, second by Sup. Eric Anderson to authorize the mandatory expense reimbursement through payroll for all employees as a means of reducing costs/improving efficiencies. Motion carried.

Mileage & Meal Reimbursement Policy

Sup. Bill Ehr requested this item on the agenda. Roxie Hamilton reviewed agenda enclosure covering departmental costs. While most costs relate to mileage reimbursement, some department activity included non-mileage (meals, parking, etc.) Sup. Bill Ehr suggested temporarily suspending meal reimbursement for the balance of 2009 and to suspend the mileage reimbursement for County Board members for the balance of 2009. Discussion given on adverse impact on County Board members who live farther away from the Courthouse. Discussion given on County Board members who could voluntarily donate their mileage.

Randy Terronez will forward proposals to department heads and discuss at next month's Committee meeting.

Personnel Department

Resolution Supporting LRB 2371/1 - Funding of Public Sector Pension

Agenda enclosure reviewed. Roxie Hamilton noted that elected officials pay into the state pension system with the Sheriff contributing 1% and the balance of elected officials contributing 0.5%

Motion by Sup. Eric Anderson, second by Sup. Carol Anderson to approve the Resolution that supports LRB 2371/1 regarding re-instating employee contributions for pension benefit and forward to the full Board. Motion carried.

Child Support Staffing Update

Even though the state will not be going to a central call center, Deb Rosenthal is willing to not fill the vacancy provided that if workload increases, she would have access to the funds. The Justice Committee concurred.

Social Services Department Assistant Update

The union was approached on establishing a part-time position with pro-rated benefits and has not responded.

Recruitment/Employment/Training/Labor Relations Activities

Bud Trader distributed handout and reviewed highlights with the Committee including recruitment of the Emergency Management Coordinator (#1 candidate was unable to agree to starting salary and county to go through additional applications) and IS Tech Support position (new hire starts July 1). The Land Conservation Technician position is vacant and alternatives are being investigated.

Compensation Report

Bud Trader distributed draft recommendations from the consultant and discussion given.

Closed Session

Motion made by Sup. Diane McGuire, seconded by Sup. Pete Berg to go into Executive Session at 7:27 p.m. pursuant to go into Executive Session 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 Arbitration, Sheriff's Department Teamsters Negotiations, Sheriff's Department Chapter 59 Grievances, AFSCME Highway Negotiations, Teamsters WERC Complaint) and Sec. 19.85(1)(c)(e) and/or (f), Stats., to discuss specific and comparative employee compensation, in light of evaluation and performance issues, and strategic considerations regarding facilities retention, lease, and/or sale.

7 Yes (Sups. Carol Anderson, Peter Berg, Bill Ehr, Mark Masters, Eric Anderson, Dave Bauer and Diane McGuire. Excused/absent: Dwayne Hiltbrand and Tom Mueller.) 0 No. Motion carried. The following individuals were also included in the closed session: Sup. Bob Bunker, Bud Trader, Roxie Hamilton and Randy Terronez.

Return to Open Session

Motion made by Sup. Eric Anderson seconded by Sup. Dave Bauer to return to Open Session at 8:36 p.m. 7 Yes (Sups. Carol Anderson, Peter Berg, Bill Ehr, Mark Masters, Eric Anderson, Dave Bauer and Diane McGuire. Excused/absent: Dwayne Hiltbrand and Tom Mueller) 0 No. Motion carried.

Motion by Sup. Diane McGuire, second by Sup. Carol Anderson to:

1. Adopt the methodology and pay grades of the Compensation Study Summary Report, accept the minimum and maximum points of the new grades, but without adopting specific

steps in between the minimum and maximum points of the new grades. Place the employees in the recommended pay grade effective January 1, 2010.

2. Eliminate the current pay matrix for the non-represented group effective December 31, 2009 as a result of the new pay plan going into effect on January 1, 2010.
3. Employees whose current rate of pay is below the starting point on the grade of the new proposed scale for which their position has been assigned, will be moved to the starting point on the new pay scale, effective January 1, 2010. (Affects six such employees.)
4. Implement in 2010 a pay for performance plan and apply to all covered employees' prospective step increases.
5. Direct the County Administrator as part of the 2010 budget process to develop an implementation plan for the seven points included as proposed operational changes, listed under the *Executive Summary* portion of the Summary Report:
 - a. Establishing Bloomfield Manor as an independent not-for-profit long term Care facility.
 - b. Sharing the Emergency Management position with another County (e.g., Grant County).
 - c. Create an umbrella human services agency that includes veteran services, Social services, aging, child support, and health.
 - d. Create a public works umbrella department that includes planning and zoning, Highway, conservation, and airport.
 - e. Have all financial services positions report directly to the Finance Director with dotted line reporting within departments to the department head.
 - f. Explore collaborative operational possibilities with surrounding counties to reduce overhead and enhance services adopting the best of each.
 - g. Set a limit on the future growth of compensation. If raises in pay or benefits exceed the limit, then reduce staff appropriately.

Motion carried.

County Administrator/Other

Monthly Report

Will be distributed at next week's County Board meeting.

Benefits Advantage Flex Spending Account Employee Issue

Randy Terronez reviewed employee issue with the County's flex spending account program and Committee agreed to schedule for next month if the employee submits a written request.

9. **The next meeting date will be Tuesday, July 14, 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 8:39 p.m.

Minutes by Randy Terronez, County Administrator

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