

**MINUTES**  
**Iowa County – Administrative Services Committee**  
**August 24, 2009**  
**(Minutes subject to review & approval)**

- 1. The Administrative Services Committee met in the County Board Room of the Iowa County Courthouse Annex in the City of Dodgeville on Monday, August 24, 2009 at 5:48 p.m. and was called to order by Sup. Bill Ehr.**
- 2. Roll call was taken.**  
Committee members present: Sups. Carol Anderson, Mark Masters, Eric Anderson, Bill Ehr, Diane McGuire, Dwayne Hiltbrand (arrived at 5:50 p.m.) and Peter Berg (arrived at 6:36 p.m.).  
Absent/Excused: Sups. Dave Bauer and Tom Mueller.  
  
Also present: Sup. Joe Thomas, Personnel Director Bud Trader, Finance Director Roxanne Hamilton, Information Systems Director Amy Kaup, Bob Thomas, and Larry Forseth representing the Dodgeville Fire Department.
- 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 agenda for this August 24, 2009 meeting moving agenda item numbers 3 through 7 ahead of agenda item number 1. Motion Carried. Motion by Sup. Carol Anderson, second by Sup. Eric Anderson to approve the minutes of the June 21, 2009 and August 11, 2009 meetings. Motion carried.**
- 5. Open session – Comments from audience /Committee members: None**
- 6. Old Business: None**
- 7. New Business**

**Personnel Department**

Request for approval to fill vacant Information Systems Technical Support Specialist position  
Amy Kaup reported that the technician that was hired on July 1, 2009 has resigned and is requesting approval to post, advertise and refill this position. There was discussion on the impact to the budget by not filling this position. Amy reported that the information systems department budget for 2010 has absorbed the total cost of this position plus \$50,000 dollars and if the position is not filled then the 2010 budget would require an adjustment to add back consulting cost. There was also discussion of whether this opening would be advertised and posted. Amy did explain that she had made a few changes to the job description. Motion by Sup. Eric Anderson, second by Sup. Mark Masters to approve the request to fill the vacant information systems technical support specialist position and to post and advertise. Motion Carried.

#### Review of Emergency Management Coordinator position

Bud gave an up to date overview of the process of filling this vacant position. Discussion followed. There were a few minor changes made to the job description. Motion by Sup. Eric Anderson, second by Sup. Dwayne Hiltbrand to accept the pay range minimum and maximum for this position as set forth in the adopted compensation study. Motion Carried.

Motion by Sup. Carol Anderson, second by Sup. Diane McGuire to advertise for this position and then proceed with the hiring process. Motion Carried.

There was discussion on the make up of the interview panel and if this should change. The committee will review this at a future meeting.

#### Review of County Administrator vacancy and job description

The committee reviewed the job description and changes were made and approved by section. The job description will be updated tomorrow and forwarded to the County Administrator Recruitment Committee.

Purpose of the Position: Changes were discussed and reviewed. Motion by Sup. Eric Anderson, seconded by Sup. Diane McGuire to approve the recommended changes to the purpose of position section. Motion Carried.

#### Essential Duties and Responsibilities:

Management: Changes were discussed and reviewed. Motion by Sup. Diane McGuire, seconded by Sup. Eric Anderson to approve the recommended changes to the management section. Motion Carried.

Reports and Planning: Changes were discussed and reviewed. Motion by Sup. Peter Berg , seconded by Sup. Diane McGuire to approve the recommended changes to the reports and planning section. Motion Carried.

Budget Preparation, Execution, and Reporting: Changes were discussed and reviewed. Motion by Sup. Eric Anderson, seconded by Sup. Peter Berg to approve the recommended changes to the budget preparation, execution, and reporting section. Motion Carried.

Community and Intergovernmental Relations: Changes were discussed and reviewed. Motion by Diane McGuire, seconded by Sup. Peter Berg to approve the recommended changes to community and intergovernmental relations section. Motion Carried

Personnel: Changes were discussed and reviewed. Motion by Sup. Diane McGuire, seconded by Sup. Eric Anderson to approve the recommended changes to the personnel section. Motion Carried.

Purchasing: Changes were discussed and reviewed. Motion by Sup. Diane McGuire, seconded by Sup. Eric Anderson to approve the recommended changes to the purchasing section. Motion Carried.

Strategic Planning, Service Delivery, Prioritization: Changes were discussed and reviewed. Motion by Sup. Mark Masters, seconded by Sup. Peter Berg to approve the recommended changes to the strategic planning, service delivery, prioritization section. Motion Carried.

Additional Duties and Responsibilities: Changes were discussed and reviewed. Motion by Sup. Eric Anderson, seconded by Sup. Mark Masters to approve the recommended changes to the additional duties and responsibilities section. Motion Carried.

Training (replace this with Education) and Experience Required to Perform Job Functions: Changes to the heading was discussed. Motion by Sup. Mark Masters, seconded by Sup. Diane McGuire to approve the recommended changes to this section title. Motion Carried.

Knowledge, Skills and Abilities Required to Perform Job Functions: Changes were discussed and reviewed. Motion by Sup. Peter Berg, seconded by Sup. Eric Anderson to approve the recommended

changes to the knowledge, skills and abilities required to perform job functions section. Motion Carried.

Additional Qualifications: Changes were discussed and reviewed. Motion by Sup. Mark Masters, seconded by Sup. Eric Anderson to approve the recommended changes to the additional qualifications section. Motion Carried.

## **Finance Department**

### **Independent Contract Agreements**

Roxie updated the committee on the prevailing wage law and reported that these laws do not apply because these contracts are maintenance or service in nature. These contracts will be brought up for review again when more information is available and the contracts are closer to renewal.

### **2010 Budget Planning & Oneida County Template Information**

Roxie handed out a summary of changes to the budget since the August 11<sup>th</sup> meeting. Also handed out was a summary of the amounts in contingency and a list of outside agencies that are funded in the county budget. Sup. Mark Masters requested that Roxie contact the Dodgeville and Mineral Point Chambers of Commerce to have those organizations send a report to the committee explaining what the County's annual contribution is used for and what the impact would be if the county eliminated their annual contribution.

## **Personnel Department**

### **Closed Session**

Motion made by Sup. Eric Anderson, seconded by Sup. Diane McGuire to go into Executive Session at 7:28 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. (Employee Grievance Hearing, Review of Compensation Consultant's Responses to Employee Appeals, AFSCME Courthouse and Professional Arbitration, Sheriff's Department Teamsters Negotiations, Sheriff's Department Chapter 59 Grievances, AFSCME Highway Negotiations, Teamsters WERC Complaint, Voluntary and Mandatory Furlough Plans, Personnel Director Position Evaluation, and Performance Report)

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

### **Return to Open Session**

Motion made by Sup. Eric Anderson, seconded by Sup. Dwayne Hiltbrand to return to Open Session at 8:37 p.m. 7 Yes (Sups. Carol Anderson, Mark Masters, Eric Anderson, Bill Ehr, Diane McGuire, Peter Berg, and Dwayne Hiltbrand. Excused/absent: Sups. Thomas Mueller and Dave Bauer.) 0 No. Motion carried.

Motion by Sup. Mark Masters, seconded by Sup. Diane McGuire to accept the consultant's responses to the appeals filed and forward the responses to the respective employees. Motion Carried.

9. **The next meeting date will be Tuesday, September 8, 2009 at 6:00 p.m.**
10. **Motion by Sup. Eric Anderson, second by Sup. Diane McGuire to adjourn the meeting. Motion carried.**

**Meeting adjourned at 8:49 p.m.**

Minutes by Roxie Hamilton, Finance Director & Bud Trader, Personnel Director

**DRAFT**