

MINUTES
Iowa County – Administrative Services Committee
October 13, 2009
Approved at the October 29, 2009 Committee Meeting

1. **The Administrative Services Committee met in the County Board Room of the Iowa County Courthouse Annex in the City of Dodgeville on Tuesday, October 13, 2009 at 6:00 p.m. and was called to order by Sup. Bill Ehr.**

- a. **Roll call was taken.**

Committee members present: Sups. Carol Anderson, Eric Anderson, Bill Ehr, Diane McGuire (left at 7:40 p.m.), Dwayne Hiltbrand (arrived at 6:24 p.m.), Mark Masters, Tom Mueller, Peter Berg and Dave Bauer. Absent/Excused:
Also present: Personnel Director Bud Trader, Finance Director Roxanne Hamilton, Highway Commissioner Craig Hardy, Judge Dyke, Jim Griffiths, Lori Cerutti, and Mike Goetz.

- b. **Motion by Sup. Diane McGuire, seconded by Sup. Peter Berg to approve the Certification of the meeting. Motion carried.**

- c. **Motion by Sup. Thomas Mueller, seconded by Sup. Carol Anderson to approve the agenda for this October 13, 2009 meeting agenda. Motion Carried.**

The minutes for the October 12, 2009 were not available and will be approved at the next meeting.

2. There were no reports from committee members or members of the audience.

3. **Department Reports**
Finance Department

1. Recommendation forwarded from the Economic Development, Extension and Property Committee to include the purchase of a portable metal detector at a cost of \$3,000 in the 2010 budget. Discussion followed concerning the need and if possible could it be purchase with 2009 funds. Sup. Bill Ehr stated with the portability it could be used in other locations and for various situations. Judge Dyke spoke in support of purchasing of the unit. Sup. Peter Berg stated it is for both the safety of the employees and the public. Motion by Sup. Tom Mueller, seconded by Sup. Eric Anderson to approve the purchase of a portable metal detector with the funds coming from the 2009 courthouse maintenance account and that this account will be evaluated at year end and funds will be transferred in if needed. Motion Carried.

2. September 30, 2009 Revenue and Expenditure Statements. The statements were included in the agenda packets. Motion by Sup. Tom Mueller, seconded by Sup. Diane McGuire to approve the statements. Motion Carried.

3. Bloomfield Manor Pay Date. Roxie Hamilton explained that all Bloomfield Manor employees are on direct deposit and the effective date of the direct deposits is on payroll Fridays which has always been the practice for direct deposits. When Bloomfield Manor employees received a paper check the date on the checks was payroll Thursday. Roxie

Hamilton asked that the committee considering changing the payroll pay date from Thursday to Friday to be consistent with the direct deposit. Motion by Sup. Tom Mueller, seconded by Sup. Diane McGuire to approve changing the payroll pay date for Bloomfield Manor to Friday from Thursday. Motion Carried.

4. 2010 Budget: Roxie Hamilton reported the only change she had in the budget was a change in health insurance premiums for Planning and Development budget due to an employee changing from family to single health insurance plan. Motion by Sup. Eric Anderson, seconded by Sup. Peter Berg to move the savings from the health insurance in the Planning and Development department to the contingency fund. Motion Carried.

Personnel Department

5. Highway Commissioner requested approval to fill one job vacancy in his Department. Current vacancy is the result of an employee retirement that occurred during the summer. With one employee currently on an extended medical leave, and not expected to return to work in the immediate future, and with another employee who may retire during the winter period, there is concern with available staffing for snow plowing. Motion made by Bauer, seconded by E. Anderson to approve filling a County Helper position. All ayes with the exception of Mueller who voted no.
6. Committee discussed need to evaluate County Board member compensation, which by State Statute must be set by the County Board before December 1, 2009, and reviewed Board action taken in 2001 related to this. Chairman Ehr recommended that the per diem rate be lowered from \$35 per meeting to \$30 as a gesture of good will in support of other actions taken to manage the 2010 County budget. Motion made by Sup. Carol Anderson, seconded by Sup. Mark Masters to reduce the per diem rate for County Board members from \$35 to \$30 per meeting and County Board members who attend committee meetings that they are not a member of will not be paid per diem or mileage and the changes will be effective April 20, 2010, Motion Carried.
7. The Committee reviewed and discussed the Iowa County Resignation Policy that was adopted in June 2007, but has not been applied to Bloomfield Manor employees. The Committee reviewed the Policy's designated Exit Interview form and process utilized by Personnel Director for all County employees, with the exception of Bloomfield Manor, as well as the form and process utilized by Bloomfield Manor since February 2008. Additional discussion included employee response rates of these processes. Recommendations were made to make specific modifications to the County's Exit Interview form, to include Bloomfield Manor in the established County exit interview process, and to require that the Resignation Policy be applied to all Bloomfield Manor employees. Motion made by Sup. Dave Bauer, seconded by Sup. Peter Berg to direct the Personnel Director to make recommended changes to Exit Interview Form, to include the application of the June 2007 Resignation Policy to all Bloomfield Manor employees, and to include Bloomfield Manor employees in the County's existing exit interview process. Motion Carried.
8. The Committee reviewed the County's Nepotism Policy as well as the Nepotism Policy that applied to Bloomfield Manor before that department removed it from their Personnel Handbook. Motion made by Sup. Peter Berg, seconded by Sup. Carol Anderson to direct Personnel Director to develop a new and expanded Nepotism Policy to be reviewed by the Committee at the regular November Committee meeting, which will apply to all

County employees including Bloomfield Manor, with the request that the draft of the Policy be provided to department heads for feedback when it is available, with the expectation that the new Policy be implemented no later than December. Motion Carried.

9. Personnel Director reviewed County's employee drug testing practices as the result of a request made by a County Board member at the last County Administrator Recruitment Committee. Discussion included established DOT-mandated drug testing practices at the Highway Department and Commission on Aging, pre-employment testing at the Sheriff's Department, and general discussion of pre-employment, random, post-accident, and for cause testing. Committee consensus is that the Personnel Director should do additional research, and there should be further discussion of the subject at a future meeting.

10. Personnel Director reported on the following job vacancies:

County Administrator – Position has been posted on most if not all approved web sites. Ads in all approved publications are scheduled to be published in the near future. Deadline for initial review of applications is November 30.

Emergency Management Coordinator – 5 applicants were interviewed for initial interviews on October 2, to be included with 4 initial interviews conducted in May. Final interviews are scheduled for October 14.

Land Conservation Vacancies (2) - Land Conservation Technical Engineer Mark Thomas hired on October 5. Land Conservationist Lucas Conmey hired on October 12.

I.S. Technical Support Specialist – 20 applications received. IS Director and Personnel Director to conduct 10 telephone interviews on October 15 and 16.

Health Department Temporary Flu Vaccination Nurses – 3 applicants interviewed on September 22. All 3 are scheduled to start employment on October 21.

11. Closed Session: Motion made by Sup. Dave Bauer, seconded by Sup. Eric Anderson to go into Executive Session at 7:40 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 Contract Arbitration, Sheriff's Department Chapter 59 Grievances, AFSCME Highway Negotiations, Professional Employee Disciplinary Action Grievance)
8 Yes (Sups. Carol Anderson, Peter Berg, Dave Bauer, Bill Ehr, Dwayne Hiltbrand Tom Mueller, Mark Masters, Eric Anderson. Excused/absent: Sup. Diane McGuire. 0 No. Motion carried. The following individuals were also included in the closed session: Bud Trader, Roxie Hamilton, and Craig Hardy.

12. Return to Open Session: Motion made by Sup. Tom Mueller, seconded by Sup. Eric Anderson to return to Open Session at 8:00 p.m. 8 Yes (Sups. Carol Anderson, Peter Berg, Dave Bauer, Bill Ehr, Dwayne Hiltbrand, Eric Anderson, Mark Masters and Thomas Mueller. Excused/absent: Sup. Diane McGuire) 0 No. Motion carried.

Motion by Sup. Thomas Mueller, seconded by Sup. Eric Anderson to approve the resolutions that recommends ratification of the 2008-2009-2010 AFSCME Courthouse and Profession Union Contract and the 2009 AFSCME Highway Union Contract. Motion Carried.

The next meeting date is Monday November 9, 2009 at 6:00 p.m.

- 4. Motion by Sup. Eric Anderson, seconded by Sup. Dave Bauer to adjourn the meeting. Motion Carried**

Meeting adjourned at 8:02 p.m.

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