

MINUTES
Iowa County – Administrative Services Committee
December 10, 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 Thursday, December 10, 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, Mark Masters, Peter Berg, Tom Mueller and Dwayne Hiltbrand (arrived at 6:08 and left at 7:27). Absent/Excused: Sup. Dave Bauer.

- Also present: Finance Director Roxanne Hamilton, Personnel Director Bud Trader, County Clerk Greg Klusendorf, Health Director June Meudt, Social Services Director Darin Smith, Highway Commissioner Craig Hardy, Chief Deputy Jon Pepper, Land Conservationist Jim McCaulley, Lori Cerutti, and Jim Griffiths.

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

- c. Motion by Sup. Tom Mueller, seconded by Sup. Eric Anderson to approve the agenda for this December 10, 2009 meeting agenda. Motion Carried.**

- Motion by Sup. Carol Anderson, seconded by Sup. Peter Berg to approve the minutes for the November 9, 2009 meeting. Motion Carried.**

- 2. Jim Griffiths asked permission to address the committee during item #5.**

- 3. Department Reports**

- Treasurer**

1. Roxie Hamilton briefly reviewed the information included in the agenda packet about the proposed county wide assessing of property and informed the committee that County Treasurer Jolene Millard would have more information at the January committee meeting. The committee discussed the enclosed information.

- Finance Department**

2. County Clerk Greg Klusendorf asked the committee for direction on centralized purchasing that the committee would like the County Clerk's office to manage beginning in 2010. There was a question on whether the new County Administrator, once hired would take over this responsibility. and how much time Greg should spend on it. Consensus of Committee was that it was uncertain whether the central purchasing responsibilities would need to be transitioned to the new County Administrator. Sup. Tom Mueller recommended that the County require

regular bidding for large volume supplies, in order to lock in prices for periods of time, e.g. three months. The need for a standardized purchasing process was also discussed. Sup. Peter Berg asked Greg if he was comfortable setting up the centralized purchasing and if this will conflict with his normal workload and Greg responded that he was comfortable with it and it would not conflict with his normal workload. He did mention that during election time that it could be an issue. Motion by Sup. Eric Anderson seconded by Sup. Carol Anderson to start the process and it can be reviewed in the future. Motion Carried.

3. The Committee discussed concerns that Ted Mynyk, Veteran Service Officer expressed in an email to Roxie Hamilton that was included in the agenda packet. The committee reviewed various options of work schedule flexibility and how holidays would be paid. Motion by Sup Tom Mueller second by Sup. Eric Anderson that 1) Holiday pay be prorated based upon half-time status, and this pro-ration formula should be applied as a standard for all non-represented management employees working less than 40 hours, 2) Personnel Director can take responsibility for Veteran's Department Assistant timesheets at the end of pay periods if the VSO is not available, and 3) part-time VSO hours would be monitored by pay period with a minimum of 15 hours per week and a maximum of 40 hours paid per pay period, and requested variations to that standard can be reviewed and approved if necessary by the Acting County Administrator. Motion Carried.
4. Sup. Dwayne Hiltbrand updated the committee on the financial stability of the Southwest Family Care Alliance who handles the Family Care Program. Sup. Hiltbrand reported that SW Family Care Alliance is in a risk sharing agreement with the State of Wisconsin and if they were not they would be out of funds by the end of this year. He reported that the reserves that were to be built have not happen yet. He also stated that the State is committed to making this work. SW Family Care Alliance are reworking contracts with providers to be as efficient as possible. He said the financial situation is a combination of the decapitation rates paid by the State of Wisconsin is not adequate and the contracts with providers are not as efficient as they should be. The downside to the County if SW Family Care Alliance would fail is that the County would have to contract with another agency to provide the service.
5. Roxie Hamilton handed out the audit report for the County. She briefly reviewed it. Jim Griffiths asked about the donor restricted funds in the Bloomfield audit and asked if those

funds could be reported in a separate column. Roxie Hamilton did explain information on those funds are summarized and sent to Bloomfield monthly. Motion by Sup. Peter Berg seconded by Sup. Carol Anderson to have the auditors come to a future County Board meeting to review the audit with the full board. Motion Carried.

6. Motion by Sup. Peter Berg second by Sup. Eric Anderson to go out for bids on the audit contract. Motion Carried.
7. Motion by Sup. Peter Berg seconded by Sup. Diane McGuire to have the property insurance claim be paid by the insurance department and have this account rectified at year end if necessary. Motion Carried.

Personnel Department

8. The Committee discussed the process of who appoints the Highway Commissioner and it was determined from review of State Statutes that the County Administrator or Acting County Administrator may appoint the Highway Commissioner and the County Board may confirm that appointment. Motion made by Sup. Tom Mueller, seconded by Sup. Eric Anderson to instruct County Board Chair to place subject of Highway Commissioner term on an amended County Board Agenda for next week's meeting.
9. Motion by Sup. Diane McGuire seconded by Sup. Carol Anderson to approve the request to fill Social Services Supervisor vacancy. Motion Carried.
10. Motion by Sup. Carol Anderson seconded by Sup. Peter Berg to approve the request to fill the Public Health Nurse Vacancy. Motion Carried.
11. Motion by Sup. Eric Anderson second by Sup. Carol Anderson to approve the request to fill a Dispatcher/Correctional Officer vacancy in the Sheriff's Department. Motion Carried.
12. Bud Trader and Roxie Hamilton reviewed the information with the Committee on the Management and Non-Represented Employee's Compensation Package for 2009 and 2010. Motion by Sup. Tom Mueller seconded by Sup. Peter Berg to recommend the pay increase of 2% for 2009, 1% for 2010 plus beginning January 1, 2010 the health insurance contributions will be 8% for a family plan and 3% for a single plan of the least expensive qualified plan and add language that notes that Bloomfield Manor Personnel are included in the application of the terms of the Resolution. Motion Carried.
13. Motion by Sup. Peter Berg seconded by Sup. Tom Mueller to add the procedural requirement to the County Resignation Policy, that department heads notify the Personnel Director,, or the Finance Director in the absence of the Personnel Director, of an employee's resignation notice within 48 hours of the receipt of that notice . Motion Carried.
14. Review and Update Current Vacancies – Possible Action

Highway Department County Helper - 115 applications received, 15 initial interviews completed, 5 second interviews completed, background work being completed on a final candidate.

Health Department Temporary Employees for Flu Vaccinations – One additional Nurse hired last week.

County Administrator - Sup. Carol Anderson provided an update. 41 applications accepted to date, and at the upcoming meeting, the Recruitment Committee will finalize details for interviews.

15. The Emergency Management Coordinator position has the requirement that the employee must successfully complete an Associate Emergency Management Program within three years of hire. EMC Keith Hurlbert completed research and determined that the training/classes are offered at Fort McCoy at no cost to the County. Motion By Sup. Diane McGuire seconded by Sup. Eric Anderson to allow Keith to complete the necessary training at Fort McCoy with the County paying for mileage and other related expenses from the Department's normal annual training budget. Motion Carried.
16. This agenda subject was discussed and recorded under agenda item number three.
17. Based on the consensus of the committee they decline to take action now but may review this proposal to upgrade a Department Assistant position at a future date.
18. The committee discussed the request to change the position title of Social Services Administrative Assistant. Motion by Sup. Peter Berg seconded by Sup. Eric Anderson to change the titles for the Highway Office Administrator, Social Services Administrative Assistant, and Bloomfield Manor Administrative Assistant to Business Manager. Motion Carried.
19. Motion made by Sup. Tom Mueller, seconded by Sup. Peter Berg to go into Executive Session at 8:10 pm 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. (Highway Dept Grievance Hearing Discussion, Professional Employee Disciplinary Action Grievance Hearing) 7 Yes (Sups. Carol Anderson, Eric Anderson, Peter Berg, Bill Ehr, Diane McGuire, Mark Masters, and Tom Mueller) Excused/absent: Sups Dave Bauer and Dwayne Hiltbrand.. 0 No. Motion carried. The following employees were included in all of or part of the Executive Session: Jim McCaulley, Craig Hardy, and Bud Trader.
20. Return to Open Session
Motion made by Sup. Eric Anderson, seconded by Sup. Peter Berg to return to Open Session. 7 Yes (Sups. Carol Anderson, Eric Anderson, Peter Berg, Bill Ehr, Diane McGuire, Mark Masters, and Tom Mueller) Excused/absent: Sups Dave Bauer and Dwayne Hiltbrand..

0 No. Motion carried.

Motion made by Sup. Eric Anderson, seconded by Sup. Diane McGuire to deny Professional Employee disciplinary action grievance. Motion carried.

The next meeting date is Tuesday January 12, 2010 at 6:00 p.m.

- 4. Motion by Sup. Tom Mueller, seconded by Sup. Peter Berg to adjourn the meeting.
Motion Carried**

Meeting adjourned at 9:25 p.m.

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