

**MINUTES**  
**Iowa County – Administrative Services Committee**  
**February 8, 2010**  
**(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, February 8, 2010 at 6:00 p.m. and was called to order by Sup. Bill Ehr.**

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

Committee members present: Sups. Eric Anderson, Bill Ehr, Diane McGuire, Mark Masters, Tom Mueller, Dave Bauer (left at 6:40 p.m.), Dwayne Hiltbrand and Carol Anderson. Absent/Excused: Sup. Peter Berg.

Also present: Finance Director Roxanne Hamilton, Personnel Director Bud Trader, County Clerk Greg Klusendorf, Attorney Bill Morgan and Dan Curran.

- b. **Motion by Sup. Dave Bauer, seconded by Sup. Eric Anderson to approve the Certification of the meeting. Motion carried.**

- c. **Motion by Sup. Diane McGuire, seconded by Sup. Dave Bauer to approve the agenda for this February 8, 2010 meeting agenda. Motion Carried.**

**Motion by Sup. Carol Anderson, seconded by Sup. Diane McGuire to approve the minutes for the January 12, 2010 meeting. Motion Carried.**

2. **None**

3. **Department Reports**

- County Clerk**

1. County Clerk Greg Klusendorf informed the committee that his office is continuing to implement centralized purchased for office supplies and that departments are still ordering items that are unique to their departments. He did mention that a couple of issues have come up. For example there was a department that ordered post it notes that are made for the post it holders but these are more expensive than basic post its and he wasn't sure if the committees intent was to find the cheapest price on the item the departments want or if he has authority to substitute with an less expensive item. Based on the consensus of the committee their intent was to standardize office supplies as much as possible with the least expense items even if departments do not receive exactly what they requested as long as the supplies will still allow them to do their jobs. Sup. Carol Anderson suggested if at all possible for the supplies to be delivered to the various departments so that those departments do not have to come in to pick up their supplies.

- Finance Department**

2. The resolution recommending budget amendments for wage/salary changes for 2008 will be discussed at the March committee meeting.

3. The resolution recommending budget amendments for wage/salary changes for 2009 will be discussed at the March committee meeting.
4. Roxie Hamilton handed out the resolution recommending budget transfers from contingency to various departments for 2009. These are contingency/2008 carryovers items that are held in the county board expense accounts until year end and this is to transfer these amounts to the departments that they relate to. Motion by Sup. Eric Anderson seconded by Sup. Diane McGuire to approve this resolution and forward it to the full County Board. Motion Carried.
5. Attorney Bill Morgan informed the committee that he had a February 5, 2010 teleconference concerning his filing to dismiss the court case concerning the validity of the authorization resolution from October 2009 with Judge Leineweber and Attorney Dean. Attorney Dean has until February 12, 2010 to file his response and then Attorney Morgan will have until February 18<sup>th</sup> to file his response to Attorney Dean's response. Judge Leineweber will hear the motion to dismiss on February 26, 2010. If the case is dismissed then this is done if not Attorney Dean has indicated he will request an injunction and then there will be future court dates. If this case is not dismissed and proceeds further then the County will need to make decisions concerning alternative methods of financing the health and human services building. If the case is dismissed then the bonds will be schedule for sale on March 16, 2010 with a closing date of April 1, 2010. Sup. Tom Mueller asked how much the delay in the bonding is costing Iowa County and Attorney Morgan stated the financial advisors have projected about a .25% increase in interest rates which equates to additional interest of just over \$50,000. Sup. Tom Mueller asked if the county could file a counter suit to recover this additional cost and Attorney Morgan said it is a possibility but he has to research this further. Sup. Tom Mueller stated he did not want this matter dropped and wants the county to pursue the recovery of the additional cost if it is at all possible.
6. Roxie handed out a summary of the cost spent on the health and human services building project and she informed the committee of the invoices she has to pay in her office. Sup. Eric Anderson informed the committee that 90% of the footings are poured and about 50% of the foundation.
7. Roxie handed out the preliminary financial statement for December 31, 2009 and she reported that there is still some revenue from grants to be received. She did convey to the committee that she is concerned about the grants for Commission on Aging being filed timely. She has contacted Judy Lindholm with her concerns and the grants are due this Friday. Discussion followed. Motion by Sup. Eric Anderson seconded by Sup. Dwayne Hiltbrand to convey to Judy Lindholm Commission on Aging/ADRC Director to get the 2009 reports finished and that these reports are to be filed monthly from this point forward. Motion Carried.

### **Personnel Department**

8. The Committee reviewed actions taken by the Committee in June and December 2009 related to compensation package changes made for non-represented employees in 2010. The unintended result of the sequence in which the 2009 and 2010 cost of living raises were provided to all non-represented employees and the adjustment made to 6 particular employees' salaries in response to variations with market data, was the dilution of that adjustment made to the 6 employees' salaries. Motion made by Sup. C. Anderson, seconded by Sup. Hiltbrand to change the minimum and maximum steps on the non-represented pay plan matrix by the 1% COLA implemented for 2010 in order that the scheduled market based adjustment for the 6 employees is added to the cost of living raises of 2009 and 2010. Motion carried.

9. The Committee reviewed and discussed the proposed *Suspension of Non-Essential Government Operations Policy*, recently approved by the Justice Committee. Motion made by Sup. Tom Mueller, seconded by Sup. Diane McGuire to recommend County Board approval of Policy. Motion carried.

10. The Committee reviewed compensation data from related internal and external sources for the County Sheriff, County Clerk of Court and County Coroner positions. Motion made by Sup. Tom Mueller, seconded by Sup. Eric Anderson to recommend approval of recommended salaries for these 3 Elected Officials positions for the 2011-2014 years, as noted in proposed Resolution. Motion carried.

11. The Committee reviewed the County's *Harassment, Discrimination and Retaliation Policy* from 1999 and variations made to that Policy in Bloomfield Manor's current corresponding policy. Motion made by Sup. Tom Mueller, seconded by Sup. Eric Anderson to re-adopt Resolution No. 1-0699, *Iowa County Harassment, Discrimination and Retaliation Policy* and apply it to all Iowa County Departments. Motion Carried.

12. The Committee reviewed and discussed the proposed new County Nepotism Policy. Motion made by Sup. Tom Mueller, seconded by Sup. Dwayne Hiltbrand to recommend County Board approval of the ***February 2010 Iowa County Nepotism and Fraternization Policy for all Iowa County non-represented employees.*** Motion carried.

13. The Personnel Director reviewed the following employment activity:

- a. Public Health Nurse Hire – Interviews completed last week, new hire starts February 24
- b. Social Work Supervisor vacancy – Initial interviews started Feb 8 and will continue Feb. 10
- c. Dispatcher/Correctional Officer employment testing progress – 25 typing tests completed on Jan 25. 15 written examinations administered on Feb 2. Currently waiting for test score results
- d. Sup. Carol Anderson, Chair of County Administrator Recruitment Committee provided an update on that Committee's progress. Committee meets again Feb 10

14. Motion made by Sup. E. Anderson, seconded by Sup. McGuire to go into Executive Session at 7:35 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. (Highway Dept 4/10 summer schedule proposal, reports on: AFSCME Professional employee grievance, Sheriff's Department grievances, Chapter 59 Grievances, AFSCME Highway employee grievances) 7 Yes (Sups. Carol Anderson, Eric Anderson, Bill Ehr, Diane McGuire, Mark Masters, Tom Mueller and Dwayne Hiltbrand) Excused/absent: Sups. Peter Berg and Dave Bauer. 0 No. Motion carried. The following employees were included in all of or part of the Executive Session: Bud Trader and Roxie Hamilton.

15. Return to Open Session

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

**Next Meeting Date: Monday March 8, 2010, 6 p.m.**

- 4. Motion by Sup. Tom Mueller, second by Sup. Diane McGuire to adjourn the meeting.  
Motion carried.**

**Meeting adjourned at 7:55 p.m.**

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