

**MINUTES**  
**Iowa County – Administrative Services Committee**  
**April 12, 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, April 12, 2010 at 6:00 pm. 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, Dwayne Hiltbrand, and Peter Berg.

Absent/Excused: Carol Anderson.

Also present: Sup. John Meyers, County Administrator Curt Kephart, Finance Director Roxanne Hamilton, Personnel Director Bud Trader, County Treasurer Jolene Millard, Information Systems Director Amy Kaup, Emergency Government Director Keith Hurlbert, Attorney Bill Morgan, Dan Curran, and Jim Griffiths.

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

- c. **Motion by Sup. Eric Anderson, seconded by Sup. Peter Berg to approve the agenda for this April 12, 2010 meeting agenda. Motion Carried.**

**Motion by Sup. Diane McGuire, seconded by Sup. Tom Mueller to approve the minutes for the March 8, 2010 meeting. Motion Carried.**

2. None

3. **Department Reports**

- County Treasurer**

1. County Treasurer Jolene Millard handed out her 2009 annual report. Discussion followed. She extended an offer to all supervisors to stop in her office if they had questions after they reviewed the report.

- Information Systems**

2. Amy Kaup, Information Systems Director, reviewed the first quarter 2010 report including the summary of projects completed, currently working on and future projects. The Sheriff's Departments encompasses the majority of the projects along with the new building project and moving Bloomfield Health Care & Rehab onto the County's system.

- County Administrator**

3. County Administrator Curt Kephart reviewed his Iowa On Target report for April 2010.

4. Curt Kephart reviewed the payment of approximately \$118,000 that is required for family care. Unified Community Services will issue a check for Iowa County and the Iowa County will issue a check to the State. This year the first payment is due April 30<sup>th</sup> and the second December 31<sup>st</sup>. In 2011 forward, the annual payment will be due at the end of December. Motion by Sup. Peter Berg seconded by Sup. Diane McGuire to authorize the lump sum payments (2 in 2010) and one at year end for each future years. Motion Carried.

### **Finance Department**

4. Motion by Sup. Tom Mueller seconded by Sup. Eric Anderson to approve the resolution setting the Family Action Booklet fee and forward onto the full County Board. Motion Carried.

5. Motion by Sup. Tom Mueller seconded by Sup. Eric Anderson to approve with corrections the Resolution Recommending Budget Amendments and Transfers for 2009. Motion Carried.

6. Motion by Sup. Tom Mueller seconded by Sup. Diane McGuire to approve the Resolution Recommending Transfer of Funds from the Iowa County General Fund to cover expenditures in Excess of Budget and Sup. Mueller would like the Sheriff's Department to work with the County Administrator and the Finance director when calculating the wages in the budget in order for this not to be an issue in the future. Motion Carried.

7. Roxie Hamilton handed out and reviewed a summary of the cost spent on the Health & Human Services Building project.

8. This will be covered at a future meeting.

9. Roxie handed out the updated preliminary financial statement for December 31, 2009 and she reported that most of the revenue and expenses are reported for 2009 at this time.

10. Roxie handed out the March 31, 2010 revenue and expenditure financial report.

### **Personnel Department**

11. County Administrator Curt Kephart reviewed the schedule and Agenda for the April 15 County Board of Supervisors orientation meeting, and reminded Committee members that all County Board members are invited, even though it's primary purpose is to provide education to new County Board members. Personnel Director Bud Trader noted that two executives from the Aegis Corporation will cover the subject of Government Ethics. Supervisor Tom Mueller asked if the subject of "walking quorum" will be covered in this presentation. Curt confirmed that it would be covered.

12. Emergency Management Coordinator Keith Hurlbert reviewed the most recent draft of the Suspension of Government Operations Policy, noting in particular the changes in the previous draft related to potential pay liability that would result from compensation practices originally proposed in the previous draft. Discussion followed. Bud Trader distributed data from neighboring comparable counties that reflect their related policies and practices. Supervisor Dave Bauer stated that he disagrees with the Policy because it does not provide additional compensation for employees in Essential Services who are required to work during a period in which non-Essential employees could be compensated for not working. Motion made by Supervisor Mueller, seconded by Supervisor Eric Anderson to approve recommending this Policy draft to go to the full County Board for approval.

4 Yes (Sups. Eric Anderson, Tom Mueller, Diane McGuire, and Peter Berg) Excused/absent: Sup. Carol Anderson 3 No (Sups. Bauer, Hiltbrand and Ehr). Motion carried.

13. Emergency Management Coordinator Keith Hurlbert reviewed the Proposed AED & CPR Training Policy. Sixty employees expressed interest in attending the training if offered. Potential funding from both Health Services Department and Emergency Management Services Department grants have been identified, for a total of approximately \$2,000. Keith expects that the cost to train and retain employees skills will be in the range of \$1,000 to \$1,500 per year, and the cost of re-certifying employees every two years will be approximately \$3,000. Supervisor Bauer asked if there was any exposure to liability for the County in providing this training to employees and Keith advised him that there was not. Motion made by Supervisor Mueller, seconded by Supervisor Eric Anderson to approve recommending the Policy to the full County Board for approval. Motion carried.

14. Employment Activity Report:

- a. Sheriff's Department Dispatcher/Correctional Officer Update –References on the final candidate interviewed on March 5 were completed on March 10, Sheriff's Department recently completed most of their background check. Physical exam, drug test and psych. evaluation scheduled for April 15.
- b. DSS Social Worker Vacancy – 34 total application received. Initial interviews for 5 applicants scheduled for April 14 and 16.
- c. Limited Term Public Health Nurse Pool – Small number of applications received to date, but position remains posted. Personnel Director and Health Services Director to review this week.

15. Motion made by Supervisor Diane McGuire, seconded by Supervisor Eric Anderson to go into Executive Session at 7:15 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 Arbitrations (2), Professional Employee Arbitration, Sheriff's Department Scheduled Arbitrations (2), Additional Sheriff's Department Arbitration Filing, Sheriff's Department Discipline Case, Scheduled Highway Dept Labor Contract Negotiations) 8 Yes (Sups. Eric Anderson, Bill Ehr, Diane McGuire, Mark Masters, Tom Mueller Peter Berg, Dave Bauer and Dwayne Hiltbrand) Excused/absent: Carol Anderson. 0 No. Motion carried. The following employees were present in all of this particular Executive Session: Bud Trader, Curt Kephart and Roxie Hamilton. Sup. Meyers and Corp Counsel Bill Morgan were also present in the Executive Session.

16. Motion made by Supervisor Mueller, seconded by Supervisor Eric Anderson at 7:25 p.m. to return to Open Session 8 Yes (Sups. Eric Anderson, Bill Ehr, Diane McGuire, Mark Masters, Tom Mueller, Peter Berg, Dave Bauer and Dwayne Hiltbrand) Excused/Absent: Carol Anderson 0 No. Motion carried

## **Finance Department**

17. Motion made by Sup. Peter Berg seconded by Sup. Diane McGuire to go into Executive Session at 7:25 pm. pursuant to Sec. 19.85 (1) (g) Wisconsin Statutes, for the purpose of conferring with legal counsel who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. (To confer with legal counsel concerning ongoing litigation issues with the Health and Human Services Building and responses by the County.) 8 yes (Sups. Eric Anderson, Bill Ehr, Diane McGuire, Mark Masters, Tom Mueller, Peter Berg, Dave Bauer, and Dwayne Hiltbrand) Excused/absent: Sup. Carol Anderson. 0 No. Motion Carried. The following individuals were present in the Executive Session: Curt Kephart, Roxie Hamilton, Attorney Bill Morgan and Sup. John Meyer.

18. Motion by Sup. Eric Anderson seconded by Sup. Dave Bauer at 8:03 p.m to return to Open Session 8 Yes (Sups. Eric Anderson, Bill Ehr, Diane McGuire, Mark Masters, Tom Muller, Peter Berg, Dave Bauer, and Dwayne Hiltbrand) Excused/Absent: Carol Anderson 0 No. Motion Carried. Motion made by Sup. Eric Anderson seconded by Sup. Diane McGuire to postpone action to next Administrative Services committee Meeting. Motion Carried.

**Next Meeting Date: Monday May 10, 2010, 6 pm.**

**4. Motion by Sup. Dave Bauer, second by Sup. Diane McGuire to adjourn the meeting. Motion carried.**

**Meeting adjourned at 8:05 pm.**

Minutes by Curt Kephart, County Administrator, Roxie Hamilton, Finance Director and Bud Trader, Personnel Director