

**MINUTES**  
**Iowa County – Administrative Services Committee**  
**July 13, 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 Tuesday, July 13, 2010 at 6:00 pm. and was called to order by Sup. Dwayne Hiltbrand.

2. **Roll call was taken.**

Committee members present: Sups. Dave Bauer, James Griffiths, William Grover, Dwayne Hiltbrand, John Meyers, and Curt Peterson.

Absent/Excused: Sups. Carol Anderson and Dan Oleson

Also present: Sups. Dan Curran, Dan Nankee, Ed Weaver, County Administrator Curt Kephart, Finance Director Roxanne Hamilton, Personnel Director Bud Trader, and Highway Commissioner Craig Hardy.

- a. Committee approved the Certification of the meeting.

- b. Motion by Sup. Dave Bauer, seconded by Sup. William Grover to approve the agenda for this July 13, 2010 meeting, and the minutes for the June 7, 2010 meeting, including Sup. Grover's amendment requesting corrections as noted on page 1 and 3 of the June 7, 2010 minutes. Motion Carried.

3. No reports from Committee members or members of the audience.

4. **Department Reports**

**Personnel Department**

- a) Employment Activity Report

Highway Department Construction Crew Lead position – Applicant who previously accepted the position in June withdrew his acceptance the day before his start date. Position has been re-posted and advertised, and applications will be accepted until position is filled.

Sheriff's Department Detective – Written test administered for 3 internal candidates on July 8, scores returned to department management today, with two persons meeting the 70% minimum score.

Sheriff's Department Patrol Officer – Vacancy since last month's resignation. Two current Dispatcher/Correctional Officers have posted for the position. Written test will be administered next Monday.

Director of Court Ordered Programs – As an interim measure, current programs will continue and be supervised by Becky Wetter, Social Work Supervisor in the Social Services Department, with oversight of Department Director Darin Smith. Discussions are ongoing with Lutheran Social Services regarding a possible temporary contract for that agency to run the program, also as an interim measure. A policy that regulates Iowa County volunteers is being developed.

- b) Motion made by Sup. James Griffiths, seconded by Sup. Dave Bauer to enter into Executive Session at 6:20 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 Department Grievance Arbitrations (2), Professional Employee Arbitration, Sheriff's Department Scheduled Arbitrations (2), Sheriff's Department Declaratory Judgment, Future 2011-2012 Labor Contract Negotiations) 6 Yes (Sups. Dave Bauer, James Griffiths, William Grover, Dwayne Hiltbrand, John Meyers, and Curt Peterson) Excused/absent: Carol Anderson and Dan Oleson. 0 No. Motion carried. The following employees were present in all of this particular Executive Session: Bud Trader, Curt Kephart and Roxie Hamilton. Craig Hardy was

present for the highway portion only. The following Supervisors were present during all of the Executive Session: Sups. Dan Nankee, Dan Curran, and Ed Weaver.

- c) Motion by Sup. James Griffiths, seconded by Sup. John Meyers at 7:15 p.m. to return to open session 6 Yes (Sups. Dave Bauer, James Griffiths, William Grover, Dwayne Hiltbrand, John Meyers, and Curt Peterson) Excused/Absent: Sups. Carol Anderson and Dan Oleson. O No. Motion Carried.

### **County Administrator**

- d) County Administrator Curt Kephart distributed his administrator's report. He reviewed the report with the committee and discussion followed. In addition he reported that the Information Systems Department name will be changed to the Information Technology department due to this department handles all technology related areas and not just computer systems.
- e) The meeting calendar was included in your packet and is for informational purposes. It has been updated to correct the schedule of committee meetings in August and an update to the holiday schedules.
- f) The Administrator reviewed the information and form included in the agenda packet. Discussion followed. Based on the consensus of the Committee Curt is to proceed with this process and take this form to department heads for input and then come back to the Committee in the future.
- g) Curt discussed the Long Range Planning Committee Recommendation to establish County Priorities and Timelines with the Committee. The process will take place in the next few months. This will be reviewed with Department Heads next week.
- h) Enclosed in the agenda packet was the recommended records retention policy adopted by the State of Wisconsin which was recommended by the Wisconsin Counties Association. The next step will be to work with departments to determine that the County is in compliance and to discuss the forms that the elected officials are requested to complete. Curt would also like to work with the County Clerk and Corporation Counsel in finalizing the Iowa County record retention ordinance. Sup. James Griffiths would like Tim Helmberger, Corporation Counsel, to come to the August Committee meeting to discuss the policy with the committee.

### **Finance Department**

- i) The Committee reviewed the possible additional cost association with placing a Highway Advisory Referendum Question on the November Ballot. The Committee discussed a referendum versus having County Board pass a resolution that would be forwarded to the WCHA. The cost could be a minimum of \$575.00 and a maximum of \$2,875.00. Motion by James Griffiths seconded by William Grover to send the resolution back to the full County Board without a recommendation and with a message that the Committee does not support spending funds not included in the budget. Yes 3 (Sups. Dwayne Hiltbrand, William Grover, and James Griffiths), No 3 (Sups. Curt Peterson, John Meyers and Dave Bauer). Motion failed. Motion by Sup. Curt Peterson seconded by Sup. James Griffiths to not do a referendum and don't spend the money Yes 4 (Sups. Dwayne Hiltbrand, Curt Peterson, James Griffiths, William Grover) No 2 (Sups. Dave Bauer and John Meyers). Motion Carried.
- j) The Committee reviewed the June 30, 2010 Financial Reports. The Committee liked the format and on future statements would like to see footnotes explained department 36 county insurance, the drug task force program, revolving loan fund program, and the self-funded insurance program.
- k) The Committee reviewed a graph of the delinquent tax collection history and would like to have this updated in October with the tax collections through the end of September. The County did receive the retirement rates for 2011 and the committee reviewed the graph on retirement rates which are on the increase. Roxie Hamilton reported that all departments have received their budget packets. Curt informed the committee that the departmental personnel summary and schedule of services/programs information is for their information and will be the basis of the current and future budget processes, and long range planning.

5. Motion by Sup. John Meyer, seconded by Sup. Dave Bauer to set the next meeting date of Tuesday August 10, 2010 at 6:00 p.m. and to adjourn the meeting at 8:37 p.m. Motion carried.

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