

MINUTES
Iowa County – Administrative Services Committee
October 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 Tuesday, October 12, 2010 at 6:00 pm. and was called to order by Sup. Dwayne Hiltbrand.

2. **Roll call was taken.**

Committee members present: Sups. Carol Anderson, David Bauer, William Grover, Dwayne Hiltbrand, John Meyers, Dan Oleson, Curt Peterson, and Greg Parman.

Absent/Excused: James Griffiths was excused.

Also present: Sups. Ed Weaver, Robert Pilling, Daniel Curran, Daniel Nankee and Ronald Benish. County Administrator Curt Kephart, Finance Director Roxanne Hamilton, Personnel Director Bud Trader, and Information Technology Director Amy Kaup, Land Conservation County Conservationist Jim McCaulley and UW Extension Community Resource Agent Paul Ohlrogge.

- a. Committee approved the Certification of the meeting.

- b. Motion by Sup. David Bauer, seconded by Sup. Carol Anderson to approve the agenda for this October 12, 2010 meeting, and the minutes for the July September 14, 2010 meeting.

3. Sup. Ed Weaver expressed his concerns with the equipment purchasing practices of the Highway Department as they compare to private companies purchasing similar equipment. Sup. John Meyers responded to Sup. Weaver's concerns; Sup. Bill Grover asked about details in a report recently distributed to County Board members describing Wisconsin counties Highway Department finances.

4. **Department Reports**

Personnel Department

- a) Iowa County Volunteer Employee Policy – Committee reviewed the previously distributed proposed Policy and heard reasons for its development. Motion by Sup. Carol Anderson, seconded by Sup. Bill Grover to recommend County Board approval of Iowa County Volunteer Services Policy and Procedure. Motion carried.
- b) Iowa County Cell Phone Guide – Previously distributed National Association of Counties report and proposed Guide was discussed, including questions about cost savings for the County contracting with fewer vendors, IRS tax liability, and implications of phone record auditing procedures. Motion by Sup. Curt Peterson, seconded by Sup. John Meyers to recommend County Board approval of Iowa County Cell Phone Guide. Motion carried.
- c) Employment Activity Report
 - i. Land Conservation Department Assistant – Limited Term. Recruitment work completed but department elected to not schedule a limited term Department Assistant while regular position is vacant.
 - ii. Land Conservation Department Assistant – Regular. 103 applications received, screened by Personnel Director and Land Conservationist, typing tests will be administered internally within the next week, and final candidates will be tested at SW WI Tech after that.

County Administrator:

- d) Update on emergency replacement of Wireless Equipment at Bloomfield.
IT Director Amy Kaup provided a report on her department's recently completed emergency level project at Bloomfield Healthcare, in which the current wireless network created ongoing difficulties for staff dispensing patient medications. Original project cost estimate was \$12,000 but because of additional required hardware replacement costs, the final cost exceeded \$15,000. Discussion included the schedule on which Bloomfield will pay for the cost of this project. Motion by Sup. Curt Peterson, seconded by Sup. John Meyers to require Bloomfield to pay for the full cost of this project within normal billing time frame. Motion carried.
- e) Long Range Planning priority updates. Sup. Carol Anderson reported on the prevailing themes that the Long Range Planning Committee has heard during meetings with Governing Committees. They include 1) Improved use of technology, and 2) increased collaboration with other public agencies and between County departments.
- f) Schedule and Progress of HHS Building. County Administrator Curt Kephart reported on progress with the new Health & Human Services building. Final stages of construction are moving along well. He has been able to reduce spending on furniture below what was originally budgeted. Committee members asked about the expected use of the Community Room in the new building. As the result of some degree of uncertainty about that expected use, Sup. Hiltbrand requested that this particular subject be included in next month's ASC Agenda for discussion.
- g) Annual County Board meeting update. County Administrator Curt Kephart reminded Committee members that the November schedule for Committee meetings and the County Board meeting have been moved up a week. Discussion included the schedule of the release of federal population census data and the possible impact of redistricting. Additional discussion included procedural requirements for the County to make changes to the size of the County Board of Supervisors, and the possible formation of a special Committee to study the issue. County Board Chair David Bauer asked about the County's history of creation of new Board Committees. A possible public hearing could be scheduled at the November County Board meeting.

Finance Department

- h) The Committee reviewed the September 30, 2010 Financial Reports.
- i) Roxie Hamilton distributed an updated budget worksheet with changes from the Transportation and Justice Committees. Discussion followed. Motion by Sup. William Grover seconded by Sup. Curt Peterson to approve the budget presented and forward to the County Board for the October 19, 2010 meeting. Motion Carried.
- j) Roxie Hamilton distributed the 2009 Iowa County Audit Report. Based on the consensus of the Committee the Committee is to review and then discuss at the November 2, 2010 committee meeting with a representative from Johnson Block present at the December meeting.
- k) Roxie Hamilton distributed the summary of the revolving loan fund through September 30, 2010 and also a summary of loans from the start of the program.

5. Motion by Sup. Dave Bauer seconded by Sup. John Meyers to set the next meeting date for Tuesday November 2, 2010 and adjourn the meeting at 8:55 p.m.

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