

**MINUTES**  
**Iowa County – Administrative Services Committee**  
**December 14, 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, December 14, 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, James Griffiths, Dwayne Hiltbrand, and Curt Peterson. Sups. John Meyers and Dan Oleson arrived at 6:02 p.m. and Sup. William Grover arrived at 6:04 p.m.  
Absent/Excused: Sup. Greg Parman was excused.  
Also present: Sups. Ed Weaver, and Daniel Nankee. County Administrator Curt Kephart, Finance Director Roxanne Hamilton, Personnel Director Bud Trader, and Information Technology Director Amy Kaup.
3. **Consent Agenda**
  - a. County Administrator Curt Kephart certified the meeting had been publicly posted and reported to the press as required by law.
  - b. Motion by Sup. Carol Anderson, seconded by Sup. James Griffiths to approve the amended agenda for this December 14, 2010 meeting. Motion Carried.
  - c. Motion by Sup. James Griffiths, seconded by Sup. David Bauer to approve the minutes for the November 2, 2010 meeting. Motion Carried.
  - d. Department/Annual Reports:  
Information Technology:
    - 1) Information Technology Director Amy Kaup reported that the Justice Committee approved the Visionaire contract for the Sheriff's Department CAD software. Sup. Carol Anderson made a note of the relative strength's of Visionaire's proposal.  
Personnel:
    - 2) Employment Activity Report.
      - i. Highway Dept. Seasonal Labor Hire – One Seasonal Labor employee hired 12-6-10, Highway Commissioner has made a job offer to another candidate.
      - ii. Highway Dept. Second Mechanic – currently accepting applications. Deadline for applications is December 20<sup>th</sup>.
  - e. Report from the committee members and an opportunity for members of the audience to address the committee. Sup. John Meyers reported on a mishap with a Highway Dept truck during the recent snowstorm. Sup. Carol Anderson reported on recent work of the Long Range Planning Committee and planned future work.
4. **Discussion/Action Agenda:**  
Personnel Department
  - a) Personnel Director Bud Trader reviewed a change in third party administrator for the Iowa County employee dental plan, including lowering administrative fees, use of provider networks, and potential for employee cost reduction.
  - b) Personnel Director Bud Trader reviewed changing the short term and long term disability insurance plan carrier, as well as the introduction of a new voluntary vision plan for non-represented employees.
  - c) Motion made by Sup. Dan Oleson, seconded by Sup. Anderson to enter into Executive Session at 6:32 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. (Sheriff's Dept. Labor Contract Negotiations, Courthouse Employees Labor Contract Negotiations, Professional Employees Labor Contract Negotiations, Proposed Employee Benefit Changes) 8 Yes (Sups. Dave Bauer, James Griffiths, William Grover, Dwayne

Hiltbrand, John Meyers, Dan Oleson, Curt Peterson, and Carol Anderson) 0 No. Excused/absent: Sup. Greg Parman. Motion Carried. The following employees were present in all of this particular Executive Session: Bud Trader, Curt Kephart and Roxie Hamilton. The following Supervisors were present during all of the Executive Session: Sups. Dan Nankee and Ed Weaver.

- d) Motion by Sup. Carol Anderson, seconded by Sup. Dan Oleson at 9:15 p.m. to return to open session 8 Yes (Sups. Dave Bauer, James Griffiths, William Grover, Dwayne Hiltbrand, John Meyers, Dan Oleson, Curt Peterson, and Carol Anderson) 0 No. Excused/absent: Sup. Greg Parman. Motion Carried.

In closed session a motion by Sup. Curt Peterson seconded by Sup. Dave Bauer to increase the annual dental benefit from \$300 to \$500 per year for management and non-represented employees. 4 Yes (Sups. Dave Bauer, William Grover, Dan Oleson, and Curt Peterson) 4 No's (Sups. Carol Anderson, James Griffiths, Dwayne Hiltbrand and John Meyers.

Excused/absent: Sup. Greg Parman. Motion Failed.

Motion made by Sup. Dan Oleson, seconded by Sup. Dave Bauer to recommend County Board approval of proposed changes to the formula and schedule for management/non-represented employees' Longevity Pay. 8 Yes (Sups. Dave Bauer, James Griffiths, William Grover, Dwayne Hiltbrand, John Meyers, Dan Oleson, Curt Peterson, and Carol Anderson) 0 No. Excused/absent: Sup. Greg Parman. Motion Carried.

Motion made by Sup. Dave Bauer, seconded by Sup. John Meyers to recommend County Board approval of the proposed introduction of additional levels of voluntary life insurance for qualified employees. 8 Yes (Sups. Dave Bauer, James Griffiths, William Grover, Dwayne Hiltbrand, John Meyers, Dan Oleson, Curt Peterson, and Carol Anderson) 0 No.

Excused/absent: Sup. Greg Parman. Motion Carried.

Motion made by Sup. Dave Bauer, seconded by Sup. John Meyers to recommend County Board approval of the proposed salary matrix for management/non-represented employees and the accompanying process with which to schedule salary increases. 7 Yes (Sups. Dave Bauer, James Griffiths, William Grover, Dwayne Hiltbrand, John Meyers, Dan Oleson, and Carol Anderson) 1 No (Sup. Curt Peterson. Excused/absent: Sup. Greg Parman. Motion Carried.

#### County Administrator:

- e) County Administrator briefly reviewed the Budgeting for Outcomes model of budgeting and also the proposed 2012-2013 Biennial Budget Calendar. This will be discussed more in depth at the next Committee meeting.
- f) County Administrator would like to recognize the key players in the Health and Human Services Center Opening: Mark Caygill, Kris Spurley, Information Technology Department: Amy Kaup and her crew, Darin Smith, Roxie Hamilton, and Al Ikeler for all of their work on the building and opening of the HHS Center. Sup. Dave Bauer also asked to recognize Curt Kephart and Sup. John Meyers for their roles in the building process and opening. Based on the consensus of the Committee these individuals will be recognized at the Tuesday December 21, 2010 County Board Meeting.
- g) County Administrator reviewed the proposed HHS Center Cleaning Contract with Service Master of Madison with the committee. The contract is fixed for three years and is seven cents per square feet which is 40% less than the current contract with Clean Power who cleans the Courthouse and Highway buildings. Due to the early completion of the HHS Center this item was not budgeted in 2010 but the funds are available in the current budget to cover the cost for December.
- h) County Administrator reviewed the proposed multi-year recycling/waste hauling agreement with Town & Country Sanitation of Boscobel with the Committee. Due to the early completion of the HHS Center this item was not budgeted in 2010 but funds are available in the current budget to cover the cost for December.

Motion made by Sup. Dan Oleson seconded by Sup. Dave Bauer to approve both the cleaning contract with Service Master of Madison and the multi-year recycling/waste hauling agreement with Town and Country Sanitation of Boscobel. Motion Carried.

Finance Department

- i) Roxie Hamilton, Finance Director, briefly went over the Fund Balance Reporting and Governmental Fund Type Definitions (GASB Statement No. 54) with the committee. She reported that the county would not have to take action at this time and this will be evaluated each year during the budget process.
- j) The Committee reviewed the preliminary November 30, 2010 Financial Reports. Sup. Curt Peterson inquired when the December preliminary reports would be complete and Roxie reported she will have a December report for the January meeting and then in February will have a preliminary final report after accounts receivable and payables are received.

5. Motion by Sup. William Grover seconded by Sup. John Meyers to set the next meeting date for Tuesday January 11, 2011 and adjourn the meeting at 9:55 p.m.

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