

MINUTES
Iowa County – Administrative Services Committee
February 8, 2011

1. The Administrative Services Committee met in the former County Board Room of the Iowa County Courthouse Annex in the City of Dodgeville on Tuesday, February 8, 2011 at 6:00 pm. and was called to order by Sup. Dwayne Hiltbrand.

2. **Roll call was taken.**

Committee members present: Sups. Carol Anderson, James Griffiths, William Grover, Dwayne Hiltbrand, John Meyers, Dan Oleson and Curt Peterson.

Absent/Excused: Sups. David Bauer and Greg Parman were excused.

Also present: Sups. Ed Weaver, Jeremy Meek, and Ronald Benish. County Administrator Curt Kephart, Finance Director Roxanne Hamilton, Personnel Director Bud Trader, and Highway Commissioner Craig Hardy.

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. Dan Oleson to approve the agenda for this February 8, 2011 meeting. Motion Carried.

c. Motion by Sup. Bill Grover, seconded by Sup. John Meyers to approve the minutes for the January 11, 2011 meeting with the correction to add Sup. William Grover to the committee members present. Motion Carried.

d. Department/Annual Reports:

Personnel:

1) Employment Activity Report.

i. Highway Department Seasonal Labor Hire – Second of two Seasonal Labor vacancies filled January 24, 2011.

ii. Highway Department Second Mechanic Hire – Vacancy filled January 19, 2011.

iii. 4-H Internship Vacancy – Position posted and advertised last week. Deadline for applications is February 18th.

iv. Treasurer's Department/Finance Department – Dept. Assistant Vacancy – County Treasurer and Finance Director collaborating on qualifications and job responsibilities, to be submitted to Personnel Director for new job description.

2) Unemployment Activity Report – Update on Filed Appeal – Land Conservation Department Head completed electronic petition for review of appeals decision by WI Labor and Industry Review Commission the week of January 31. In response to his letter sent to the new Secretary of Department of Workforce Development (DWD), Personnel Director received a letter from the Acting Division Administrator of DWD Unemployment Insurance Division and a telephone call from the Director of Legal Affairs for that same Division, who is also the Chair of the WI Unemployment Insurance Advisory Council.

e. Report from the committee members and an opportunity for members of the audience to address the committee. Sup. Jeremy Meek asked questions about the proposed biennial budget and whether it would go before the entire County Board. Committee members advised Sup. Meek that it would go before the County Board. Discussion included the expressed need for the Committee to review the 2012 budget as early as possible.

Relative to last month's ASC discussion and action, Sup. Bill Grover requested that a timeline be set for the point in time at which the County Administrator and Personnel Department would intervene with employment and salary problems identified by operating departments.

Sup. Carol Anderson discussed her recent attendance at a seminar related to budgeting held at the State Capitol.

4. **Discussion/Action Agenda:**

Personnel Department

- a) Veterans Service Officer has submitted his formal notice of his intent to retire. His last date of employment will be no later than April 11, 2011. Personnel Director reviewed a proposal to contract with a recently retired and very knowledgeable VSO from a neighboring county to provide staffing relief in anticipation of needed temporary coverage for both the retiring VSO and temporary absence of the VS Specialist. Motion made by Sup. Jim Griffiths, seconded by Sup. Carol Anderson to approve hiring a retired VSO on a temporary basis, at a point when needed, for up to \$4,000 total, and without adding expense beyond what was approved in the 2011 annual budget. All ayes. Motion Carried.
- b) Informal notice of intent of Aging Disability Resource Center Director to retire was received on February 3, 2011. No specific date of retirement has been submitted yet.
- c) Personnel Director explained the requirement by the Employee Trust Fund (ETF) that the County Board must approve any change in the date in which ETF projected the County's expanded life insurance would be implemented. This may be done by a simple motion. Motion made by Sup. Jim Griffiths, seconded by Sup. Dan Oleson to recommend the County Board approve changing the effective date of expanded employee life insurance coverage from April 1 to July 1, 2011. All ayes. Motion Carried.
- d) Discussion of 4 proposals presented that would address compensation levels for those employees included on the current Management & Non-Represented Employees pay Plan Matrix, and how performance appraisals would be completed to support actions taken with the Pay Plan.
Motion made by Sup Jim Griffiths, seconded by Sup. Dan Oleson: For staff below a step and below the midpoint of their grade, round their salary to the next step on that grade, providing that they meet all performance criteria, and to be implemented on the employee's anniversary date. Motion was amended by Sup. Jim Griffiths and the amendment was seconded by Sup. Dan Oleson to require that the described salary action have a budget neutral impact. 6 yes (Sup. Carol Anderson, Jim Griffiths, Bill Grover, Dwayne Hiltbrand, John Meyers, and Dan Oleson) 1 No (Sup. Curt Peterson). Motion Carried.
Motion made by Sup. Jim Griffiths seconded by Sup. John Meyers: For staff below a step and below the midpoint of their grade, round their salary to the next whole step on that grade, providing that they meet all performance criteria, and that the salary action have a budget neutral impact, and to be implemented on the employee's anniversary date. 5 Yes (Sup. Carol Anderson, Jim Griffiths, Bill Grover, John Meyers and Dan Oleson) 2 No (Sup. Curt Peterson and Dwayne Hiltbrand). Motion Carried.
Motion made by Sup. Jim Griffiths, seconded by Sup. Bill Grover, as follows: Regarding performance based pay for staff whose salaries are above the midpoint on their respective grade, the Committee asks the County Administrator to complete additional research related to the cost of this proposal, and bring back the subject to the Committee next month. All ayes. Motion Carried.

County Administrator:

- e) The committee discussed advantages and disadvantages of a biennial budget process. Administrator recommends that the committee set budget guidelines and the targeted tax levy to offer guidance to departments as soon as possible. The Committee discussed holding a special committee meeting to discuss the 2012-2013 budgets. Motion by Sup. John Meyers seconded by Sup. Carol Anderson to hold a special ASC Committee meeting to determine direction on budget process, consider a biennial budget method, and set a direction on the tax levy. This meeting to be held after the Governor gives his budget address and it is to be held at the call of the Committee Chair which will likely be March 7th. Motion Carried.
- f) The County Administrator invited all to attend the Budgeting for Outcomes webinar on Wednesday March 23, 2011 in the Community Room at the H & HS Center. Detail information is included in the budget packet. Please rsvp as lunch will be provided.

Finance Department

- g) Roxie Hamilton reviewed the updated preliminary December 31, 2010 Financial Reports.
- h) Roxie Hamilton reviewed the January 31, 2011 Financial Reports.

5. Motion by Sup. Carol Anderson seconded by Sup. Bill Grover to set the next meeting dates for Monday March 7, 2011 and Tuesday March 8, 2011 and adjourn the meeting at 9:09 p.m.

Minutes compiled by Curt Kephart, County Administrator, Roxie Hamilton, Finance Director and Bud Trader, Personnel Director.
Reviewed and approved on 2/10/11 by Sup. James Griffiths, Elected Committee Secretary