

MINUTES

Iowa County – Administrative Services Committee April 12, 2011

(Minutes subject to review & approval)

1. The Administrative Services Committee met in the 2nd Floor Conference Room (previously known as the County Board Room) at the Iowa County Courthouse Annex in the City of Dodgeville on Tuesday, April 12, 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, Dave Bauer, James Griffiths, William Grover, Dwayne Hiltbrand, John Meyers, and Dan Oleson.
Absent/Excused: Sup. Curt Peterson was excused.
Also present: Sups. Ed Weaver, Dan Nankee, Steve Deal, Jeremy Meek, and Bob Pilling.
County Administrator Curt Kephart, Finance Director Roxanne Hamilton, Personnel Director Bud Trader, Highway Commissioner Craig Hardy, Airport Manager Kevin King, Sheriff Steve Michek, and County Clerk Greg Klusendorf.
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. The committee did not have any changes to the amended agenda.
 - c. The committee had no changes or correction to the March 7, 2011 or March 8, 2011 minutes.
 - d. Department/Annual Reports:

County Board Chairman:

 - 1) Sup. Dave Bauer report that he has had five supervisors contact him about serving on the Administrative Services Committee and he will forward his recommendation to next weeks County Board meeting.

County Administrator:

 - 2) The County Administrator distributed a memo summarizing updates on the Budget Repair Bill and the Re-Structuring Proposal and summary of cost of retirements and how

long position would need to be vacant to absorb that cost within the current year's budgets. Staff will continue to monitor both of these items.

Personnel:

- 3) Employment Activity Report.
 - i. Treasurer's Department/Finance Department – Dept. Assistant Karri McCarthy – Hire Date of April 11, 2011. Vacancy created from retirement on January 14, 2011.
 - ii. 4-H Internship Position – Melissa Doyle – Approximate Hire Date of May 23, 2011
 - iii. IT Technical Support Specialist Vacancy – Interviews in process. Vacancy created from resignation on February 22, 2011.
 - iv. Public Health Nurse Vacancy – still collecting applications. Vacancy created from retirement on April 1, 2011.
 - v. UW Extension Department Assistant Vacancy – Placed on hold pending BRB. Vacancy created from transfer to Treasurer/Finance Dept on April 11, 2011.
 - vi. District Attorney Legal Secretary Vacancy – Interviews in Process. Vacancy created from retirement on March 25, 2011.
 - vii. ADRC Director Retirement and Vacancy – In transition. Vacancy created from retirement on April 1, 2011.
 - viii. Economic Support Lead Vacancy – Placed on hold pending BRB. Vacancy created from retirement on March 4, 2011.
 - ix. Sheriff's Department Patrol Officer Vacancy – May be posted internally. Vacancy created from retirement on April 8, 2011.

- e. Supervisor Bob Pilling commented that he would like the restructuring to be placed on hold with all of the unknowns with the budget repair bill and biennial budget. He asked if the County Board would be able to vote on the restructuring because it seems to him that the restructuring has already been started.

Motion by Sup. Carol Anderson seconded by Sup. Dan Oleson to approve the consent agenda items. Motion Carried.

4. Discussion/Action Agenda:

Finance:

- a) County Clerk Greg Klusendorf reported the possibility of a required recount of ballots from the recent election. Current per diem rate of pay for canvassing and recount work is \$35.00 per day. The County Clerk requested that the per diem rate of pay for recount work, but not canvassing, be increased to \$75.00 per day, to be provided to two persons if there is a recount. The recount could take between five to ten days. Motion made by Sup. John Meyers, seconded by Sup. Dan Oleson to increase per diem pay for ballot recount work to \$75.00 per day. Motion Carried.
- b) The Highway Commissioner Craig Hardy and the Finance Director Roxie Hamilton explained for the last five months there have been meetings between them, the IT director and the Highway Dept. Business Manager to research the feasibility of replacing the highway department cost accounting package. At this time the proposal would be to purchase the "New Roads" software module from ACS for highway cost accounting needs with would replace the CHEMS software. The software would be purchased through ACS for a cost of \$26,000. This software will fully integrate to the financial and payroll software packages the County currently has. Craig is also exploring other components to be incorporated in the future, which would complement this program for cost accounting within the Highway Department. The Transportation Committee has approved this purchase. The Committee discussed where the funding would come from for the cost of the software. Motion by Sup. John Meyers seconded by Sup. Bill Grover to purchase this software module from contingency funds within the 2011 budget and the Highway Department will replace these funds by land rent during the next three years. Motion Carried. Roxie Hamilton also reported she has had discussion with the Bloomfield HealthCare Business Manager about replacing Bloomfield financial package by bringing Bloomfield onto the County's general ledger system. This is in the development stage and anticipates that this will be ready for the start of 2012.
- c) Roxie Hamilton explained that she has held monthly group meetings with the Business Managers from Social Services, Bloomfield and the Highway Departments since January. Many items have been discussed including streamlining accounting processes and financial policies for the County.
- d) Sup. Jim Griffiths had concerns on the Report on Internal Controls over Financial Reporting and on Compliance Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards and Notes to Schedules of Expenditures of Federal State Awards from the 2009 Audit. The Finance Director responded to Sup. Griffiths' concerns. She does have an appointment for this Thursday at the Hodan Center to perform the necessary audit procedures on the CDBG monies that were passed through the County to the Hodan Center for the Innovation Kitchen. Sup. Griffiths also asked the Finance Director to get a quote of what the cost would be to have another CPA firm or another division of Johnson Block and Company to prepare the financial statements prior to the audit. The committee also discussed the list of items included in the Communication of Internal Controls Matters and she will be working with departments to put procedures in place to address these items and will have the finance group work on the grant and investment policies. The Committee also made note of the material weaknesses noted in the Blackhawk Lake Audit and the Finance Director will be contacting the

two members from the County Board that are on the Commission and will attend a meeting if necessary to address these issues.

- e) Sup. Carol Anderson distributed an update from the Justice Committee on the radio communication project. She informed the committee that she will bring the financial request, timeline and prioritization of capital projects to the May committee meeting. There were also handouts included in the agenda packet on the capital projects included in the County's 2011 adopted budget.
- f) Duplicate agenda item.
- g) Roxie Hamilton handed out a list of carryover request from 2010 to 2011. Sup. Jim Griffiths would like to see the type of funds that make up the carryover amounts. This will be discussed further at the May meeting.
- h) The budget transfers for 2010 will be discussed at the May 10, 2011 meeting.
- i) The budget amendments for 2010 will be discussed at the May 10, 2011 meeting.

Personnel:

- j) Personnel Director Bud Trader reviewed the internal posting and selection process applied in filling the Veterans Service Officer vacancy. Motion by Sup. John Meyers, second by Sup. Carol Anderson to approve and recommend to the County Board that Jeff Lindeman be confirmed as the County Veteran Services Officer (VSO) effective April 12, 2011; the VSO shall continue as a separate budget though the position may be shared within the Social Services Department without Department Head standing. Position duties shall remain separate and distinct pursuant to the requirements for a County VSO.
- k) Personnel Director Bud Trader reviewed the proposed Recruitment Procedures with the Committee and described differences between County departments in regard to recruitment practices. Motion by Sup. Bill Grover, seconded by Sup. Dan Oleson to recommend and forward the Proposed Position Recruitment Procedures on to the full Board for approval.
- l) The Committee discussed the viability of a strictly applied hiring freeze versus continuing doing a case by case evaluation of each position vacancy as it is created. Included with in the discussion was a review of recent attempts to combine positions and the identification of positions not filled in recent months. Motion by Sup. Jim Griffiths, seconded by Sup. Dave Bauer to support Administrations' continued efforts in judiciously reviewing each job vacancy for potential cost containment outcomes.
- m) Based on the consensus of the committee the closed session was moved to the end of meeting for the purpose of the minutes it was left in the same sequence as the agenda. Motion made by Sup. Carol Anderson, seconded by Sup. Dan Oleson to enter into Executive Session at 9:00 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. (Teamsters filing for mediation/arbitration for 2011-2012

labor contract, AFSCME request to resume 2011-2012 Courthouse-Social Services Employees and Professional Employees labor contracts negotiation, Employee Complaint and Proposed Resolution) 7 Yes (Sups. Dave Bauer, James Griffiths, William Grover, Dwayne Hiltbrand, John Meyers, Dan Oleson, and Carol Anderson) 0 No. Excused/absent: Sup. Curt Peterson. 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. Steve Deal and Ed Weaver.

- n) Motion by Sup. John Meyers, seconded by Sup. Carol Anderson at 9:35 p.m. to return to open session 7 Yes (Sups. Dave Bauer, James Griffiths, William Grover, Dwayne Hiltbrand, John Meyers, Dan Oleson, and Carol Anderson) 0 No. Excused/absent: Sup. Curt Peterson. Motion Carried.

Motion by Sup. Jim Griffiths, seconded by Sup. Dan Oleson, to recommend the Personnel Director or County Administrator research employee assistance plans and providers, and come back to the Administrative Services Committee with a proposal to implement an employee assistance program. Motion Carried.

County Administrator:

- o) The Committee discussed the proposal from Sup. Ron Benish to discontinue the Personnel Director's position and reduce the committee size to five. Sup. Dave Bauer explained that Committee on Committee will discuss committee size as part of the restructuring process. Sup. Dave Bauer also stated it is not appropriate to eliminate the Personnel Director's position especially during this time of budget changes and retirements. Based of the consensus of the committee this proposal has been discussed at this time.
- p) County Administrator report that there has been and will continue to be on going monitoring of the impacts of the budget repair bill and the State biennial budget to the County's budget. This will be brought back to the committee when more information is known.
- q) The Committee discussed the status of County owned property, and reviewed the list of appraised values of properties included in the agenda packet. The EDEP committee will discuss the properties at their May meeting.

5. Motion by Sup. Dave Bauer seconded by Sup. Bill Grover to set the next meeting date for Tuesday May 10, 2011 and to adjourn the meeting at 9:38 p.m.