

MINUTES
Iowa County – Administrative Services Committee
May 10, 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, May 10, 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, Dan Oleson Curt Peterson and Bob Zinck.

Absent/Excused: Sup. John Meyers was excused.

Also present: Sups. Ed Weaver and Steve Deal. County Administrator Curt Kephart, Finance Director Roxanne Hamilton, Personnel Director Bud Trader, Sheriff Steve Michek, and Emergency Management Director Keith Hurlbert.

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 Dan Oleson seconded by Sup Carol Anderson to approve the May 10, 2011 agenda. Motion Carried.
- c) Motion by Sup Bill Grover seconded by Sup Dave Bauer to approve the April 12, 2011 minutes. Motion Carried.
- d) Curt Kephart handed out his monthly report to the committee. He also handed out a letter from the County Treasurer on the tax deed process and stated this would be on next month's committee agenda.
- e) Department/Annual Reports:

Finance:

- 1) Roxie Hamilton reviewed the March 31, 2011 financial statements with the committee.

Personnel:

- 2) Employment Activity Report.
 - i. IT Technical Support Specialist – Hire date of April 29, 2011.
 - ii. Public Health Nurse Vacancy – Hire date of June 1, 2011. New hire is a previously employed Iowa County Public Health Nurse. Position filled through outside competitive recruitment.
 - iii. District Attorney Legal Secretary – Inter-department hire from Social Services Economic Support Unit. Transfer date of May 9, 2011.
 - iv. Economic Support Lead Vacancy – Internally posted week of April 25, 2011. Currently recruiting externally. This represents one of two current vacancies in Economic Support unit. Second position remains unfilled.
 - v. Sheriff's Department Patrol Officer Vacancy – Approved for posting internally the week of April 25, 2011. Internal posting occurred May 4, 2011.

4. **Discussion/Action Agenda:**

Personnel:

- a) Proposed Employee Assistance Program (EAP) Contract: Bud Trader reviewed the Family Service Madison proposal for an EAP annual contract. Included in the discussion was background information on alternative vendors and service models, client references, pricing options, and the County's current needs for an EAP program. Contract for current year will be paid for with currently budgeted Personnel Department funds. Motion by Sup Jim Griffiths, seconded by Sup Dan Oleson to move forward with this project. 7 yes (Sups. Carol Anderson, Dave Bauer, James Griffiths, William Grover, Dan Oleson, Curt Peterson and Bob Zinck. 1 No (Sup. Dwayne Hiltbrand) Motion Carried.

Finance:

- b) The Committee reviewed and discussed the Public Safety Communications project scope and funding. Sup. Carol Anderson explained that the project cost are from solid figures and states there is an urgency to move forward with this project while the \$800,000 OJA grant is still available. The project funding is currently \$480,000 short and Roxie Hamilton reported that the Department of Social Services is returning over \$900,000 to the general fund as of December 31, 2010. The Justice Committee at their May 3, 2011 meeting passed a motion recommending using \$480,000 of these funds to fund the public safety communication project. Motion by Sup Bill Grover seconded by Sup Curt Peterson to transfer \$480,000 from the general fund to the Capital Projects Fund – Public Safety Communication Project. 7 yes (Sups. Carol Anderson, Dave Bauer, Bill Grover, Dwayne Hiltbrand, Dan Oleson, and Bob Zinck. 1 no (Sup Jim Griffiths). Motion Carried.
 - c) Roxie Hamilton reviewed the budget amendments for 2010 with the Committee. Motion by Sup. Dave Bauer, seconded by Sup. Carol Anderson to accept the Resolution on Budget Amendments and forward to the board. Motion Carried.
 - d) Roxie Hamilton reviewed the two resolutions on budget transfers/amendments with the Committee. Motion by Sup. Curt Peterson seconded by Sup Dan Oleson to approve the Resolution on Budget Amendments for 2010 and forward to the County Board. Motion Carried. The committee also reviewed the resolution recommending budget amendments for wage/salary changes for 2010. Motion by Sup Curt Peterson seconded by Sup Bill Grover to approve the Resolution Recommending Budget Amendments for Wage/Salary Changes for 2010 and forward to the County Board. Motion Carried.
 - e) Roxie Hamilton reviewed the resolution recommending carryover accounts from 2010 to 2011 with the Committee. Discussion followed. Motion by Sup Carol Anderson seconded by Sup Jim Griffiths to approve the resolution recommending carryover accounts from 2010 to 2011 and forward to the County Board. Motion Carried.
 - f) Curt Kephart gave the committee the history on the current policy of departments writing off uncollectible receivables and the state contract that was included in the committee packet. Discussion followed on the pros and cons of turning uncollectible receivables over to a collection agency. Motion by Sup. Curt Peterson seconded by Sup. Dave Bauer to proceed with a review by Corporation Counsel and the Judge on potential pitfalls of using a collection agency and to proceed with the process of entering into the state contract with procedures outlined by Departments. Yes (Sups. Carol Anderson, Dave Bauer, Dan Oleson, and Bob Zinck) No (Sups. Jim Griffiths, Bill Grover and Dwayne Hiltbrand) Motion Carried.
 - g) Motion by Sup Dave Bauer, seconded by Sup Bob Zinck to request the Long Range Planning Committee establish procedures and priorities for a three year Capital Outlay Plan and recommend priorities and bring back to the committee for County Board in July 2011. Motion Carried.
 - h) The committee reviewed and discussed the Resolution Recommending the Creation of a Capital Projects Reserve Fund by the Sale of Capital Assets for the Improvement or Purchase of Capital Assets (from Transportation Committee). Motion by Sup Jim Griffiths seconded by Sup Dave Bauer to forward this to the Long Range Planning Committee for consideration and to bring a recommendation back to the July meeting. Motion Carried.
5. Motion by Sup Bob Zinck seconded by Sup Dave Bauer to set the next meeting date for Tuesday June 14, 2011 and to adjourn the meeting at 8:08 p.m.

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

Reviewed and approved on 5/12/11 by. James Griffiths, Elected Committee Secretary