

MINUTES
Iowa County – Administrative Services Committee
July 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, July 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, Steve Deal, James Griffiths, William Grover, Dwayne Hiltbrand, John Meyers, Dan Oleson, and Curt Peterson.
Absent/Excused: None.
Also present: Sups. Ed Weaver and Dan Curran. County Administrator Curt Kephart, Finance Director Roxanne Hamilton, Personnel Director Bud Trader, Information Technology Director Amy Kaup, Wendy Doescher.
3. **Consent Agenda**
 - a) Roxie Hamilton certified that 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 July 12, 2011 agenda with a change of moving agenda items 4a through 4d ahead of items e.2 through e.4. Motion Carried.
 - c) Motion by Sup Dave Bauer seconded by Sup Bill Grover to approve the June 14, 2011 minutes. Motion Carried.
 - d) Report from committee members and an opportunity for members of the audience to address the committee. Sup. Dave Bauer reported that while engaged in his normal work assignment, he received a complement about Amy Kaup's performance from a fellow department head.
 - e) Department/Annual Reports:
 - Information Technology
 - 1) Amy Kaup provided a brief synopsis on her department's work activities, including an update on the ongoing training for the Sheriff's Department new software.
 - Finance:
 - 2) Roxie Hamilton reviewed the June 30, 2011 Financial Statements with the committee. Sup. Jim Griffith's would like to see footnotes added to the financial statements and also have the departments summarized by division.
 - 3) The committee was given an update on the 2011 Law Library expense and the Judge reported that he does not expect to increase the budget for this area and that 2010 had unusually significant expenses that caused the expense to exceed the budget.
 - 4) Reviewed the County Sales Tax Revenue chart that was included in the agenda packet. The County has seen increased revenues in 2011 over the same period in 2010.
 - Personnel:
 - 3) Employment Activity Report.
 - i. Highway Department Office Vacancy – Application deadline is July 15th. 64 applications received to date.
 - ii. Bloomfield Nursing Home Administrator Vacancy – Recruitment of regular NHS has not begun yet. Interim NHA started July 6th.
 - iii. Sheriff's Department Dispatcher/Correctional Officer Vacancy – Total of 73 applications received.
4. **Discussion/Action Agenda:**
 - Personnel:
 - a) Motion made by Sup. Carol Anderson, seconded by Sup. Dan Oleson to enter into Executive Session at 6:40 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. (Tentative

Agreements with Sheriff's Department Teamsters Bargaining Group for 2011-2012 labor contract). 9 yes (Sups. Dave Bauer, James Griffiths, William Grover, Dwayne Hiltbrand, John Meyers, Dan Oleson, Curt Peterson, Carol Anderson, and Steve Deal) 0 No. 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 Curran and Ed Weaver.

- b) Motion by Sup. Steve Deal, seconded by Sup. Curt Peterson to return to open session at 6:56 pm. 9 yes (Sups. Dave Bauer, James Griffiths, William Grover, Dwayne Hiltbrand, John Meyers, Dan Oleson, Curt Peterson, Carol Anderson, and Steve Deal) 0 No. Motion Carried
Motion made by Sup. Curt Peterson, seconded by Sup. Carol Anderson to recommend County Board approval of the Tentative Agreements with Sheriff's Department Teamsters Bargaining Group for the 2011 – 2012 labor contracts, as agreed to by the Bargaining Committee. 9 yes (Dave Bauer, James Griffiths, William Grover, Dwayne Hiltbrand, John Meyers, Dan Oleson, Curt Peterson, Carol Anderson, and Steve Deal) 0 No
- c) Motion made by Sup. Bill Grover, seconded by Sup. John Meyers to recommend County Board approval of extending Voluntary Flexible Spending Plan, Voluntary Deferred Compensation Plan, and Voluntary Vision Care Plans to members of Courthouse Employees and Professional Employees Unions. Motion Carried.
- d) Personnel Director Bud Trader highlighted County Administrator Curt Kephart's recent memo sent to all employees regarding recent changes and upcoming changes that are the result of the BRB/Biennial Budget, including WRS contributions and related beneficial income tax treatment, health insurance premium changes, and discontinuation of union dues for some union employees.

County Administrator, County Clerk, Finance, Information Technology, Personnel, and Treasurer:

- e) County Administrator asked for direction from the committee on how they would like to proceed with the review and prioritization of department program and services at the August meeting and if they would like to have a special meeting to discuss this. Based on the consensus of the committee this will be reviewed with departments at the August committee meeting with 15 minutes for each department. The Finance Director will scan the program and services summary for each department and email it to the committee members before the meeting.

Finance:

- f) Sup. Carol Anderson reported that the Long Range Planning Committee completed a document on the capital reserve fund. Discussion followed. Based on the consensus of the committee this should be set by a resolution as guidance for future board and management use. Motion by Sup. Jim Griffiths seconded by Sup. Bill Grover to ask the Administrator along with the Long Range Planning Committee Chair to draft a resolution excluding the 2nd bullet point under funding the accounts and bring back to next months meeting. 4 Yes (Sup. Bill Grover, Jim Griffiths, Steve Deal and Dwayne Hiltbrand) 4 No (Sups. Dan Oleson, Carol Anderson, Curt Peterson, and John Meyers) 1 Abstain Sup. Dave Bauer. Motion failed on a 4-4 tie.
Motion by Sup. John Meyers seconded by Sup. Jim Griffiths to send back to the Long Range Planning Committee with recommendation to compile a resolution that this will be used as a capital fund only. Motion Carried.
- g) Sup. Carol Anderson handed out list of capital priorities from the Long Range Planning Committee review of capital projects from the four standing committees and found most items are budget related items and only a couple would be from the proposed capital reserve funds. Curt Kephart gave the committee an update on the courthouse related projects. The tuck pointing for the "old" jail building that is attached to the courthouse is funded in the current year's budget and the process has been started to receive quotes on the windows and doors for that building. Two bids have been received for replacing the concrete steps at the Courthouse on Iowa Street
- h) Sup. Dwayne Hiltbrand asked Curt Kephart for an overview on what the appropriate balance would be in the fund balance, capital fund and emergency fund. Curt reported it depends on where the County Board is comfortable with, make sure the reported numbers are up to date and accurate and what the amount County Board deems reasonable and necessary. Developing a Financial crisis management team in the event of a Federal meltdown and what decisions are to be made were discussed by the committee. The committee discussed these topics.

- i) Roxie Hamilton reported that the departments should receive budget information by the end of this week. The Committee discussed recommendations for the departments for the 2012 budget. Motion by Sup. John Meyers seconded by Sup. Jim Griffiths to have departments submit two budgets #1 with a 0% increase and #2 with a -3% decrease to the tax levy and for the departments to submit the impact to services under both scenarios and if their budgets could have a larger decrease. Motion Carried.
- j) The Committee discussed the need for additional approval during the year for expenses that were approved in the budget process. If an item is included in the approved budget then the committee is not required to approve this expense again however the Committee could develop policy guidelines on how the program is managed.

5. Motion by Sup John Meyers seconded by Sup Dave Bauer to set the next meeting date for Tuesday August 9, 2011 and to adjourn the meeting at 9:02 p.m.

Minutes compiled by Curt Kephart, County Administrator, Bud Trader, Personnel Director and Roxie Hamilton, Finance Director.
Reviewed and approved on July 28, 2011 by. James Griffiths, Elected Committee Secretary