

MINUTES
Iowa County – Administrative Services Committee
December 13, 2011
(Minutes adopted January 10, 2012)

1. The Administrative Services Committee met in the 2nd Floor Conference Room at the Iowa County Courthouse Annex in the City of Dodgeville on Tuesday, December 13, 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: Sup. Ed Weaver, County Administrator Curt Kephart, Finance Director Roxanne Hamilton, Personnel Director Bud Trader, Information Technology Director Amy Kaup, Highway Commissioner Craig Hardy, Chief Deputy Jon Pepper.

3. **Consent Agenda**

- a) Curt Kephart 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 Jim Griffiths to approve the December 13, 2011 agenda. Motion Carried.
- c) Sup Bill Grover had one correction to the minutes that was to replace in two instances the word "that" with the word "than" in the third sentence of section 5.2. Motion by Sup Jim Griffiths seconded by Sup Dan Oleson to approve the November 8, 2011 minutes with the change that Sup Bill Grover mentioned. Motion Carried.
- d) None.

4. **Discussion/Action Agenda:**

Personnel Matters:

- a) Appointment of Mike Tiber as interim Social Services Director LTE – Motion by Sup Bill Grover, seconded by Sup Steve Deal to approve the County Administrator appointment of Mike Tiber as Interim Social Services Director as described in distributed memo to Health and Human Services Committee. Motion Carried with Sup Dave Bauer abstaining.
- b) Highway Commissioner Craig Hardy described his proposal to not fill the vacant parts person position and to merge the position of parts and shop foreman and add one additional Mechanic position, with no net change in headcount. Motion by Sup Jim Griffiths seconded by Sup. John Meyers to approve merging the position of parts and shop foreman and creating an additional mechanic position. Motion Carried.
- c) Personnel Director Bud Trader distributed a 2010 Resolution that described the last action the County Board took related to Longevity Pay at Iowa County and to assist in explaining the current proposal to apply the same formula for longevity pay to Courthouse and Professional Employees as is applied to all other hourly employee groups. Motion by Sup Curt Peterson seconded by Sup. Carol Anderson to approve the change from longevity pay to experience pay and schedule incremental payouts rather than lump sum payments and forward to the County Board for approval. Motion Carried.
- d) Justice Committee Chair Carol Anderson presented the proposal to increase the hourly rate of part-time/on-call Dispatcher/Correctional Officers from \$12.39/hr to \$17.29/hr, and part-time on-call Patrol Officers from \$12.39/hr to \$18.29/hr. Motion by Sup. Dave Bauer, seconded by Sup. John Meyers to approve the proposal to increase the hourly rate of part-time/on-call Dispatcher/Correctional Officers from \$12.39/hr to \$17.29/hr and part-time on-call Patrol Officers from \$12.39/hr to \$18.29/hr and forward to the County Board for approval. Motion Carried.

Finance Matters:

- e) County Administrator Curt Kephart reviewed the USDA office RFP request that was included in the agenda packet. Motion by Sup Jim Griffiths seconded by Sup John Meyers to send a reply that we do not have that much space available and would be interested in continuing in sharing space with USDA if the cost/benefit to Iowa County met our requirements and for the County Administrator to communicate this to USDA. Motion Carried.
- f) The Committee discussed the Resolution Amending the County Board Rules defining future constraints on County budgeting that was included in the packet. Motion by Sup Jim Griffiths seconded by Sup. Bill Grover to refer the resolution amending County budgeting process to the Committee on Committee for analysis and further research. Motion Carried.
- g) Finance Director Roxie Hamilton informed the Committee that the County is under a contract for the 2011 audit and that contract has an option to extend it for the 2012 and 2013 audits. Based on the consensus of the committee Roxie is to bring back a draft RFP for audit services to the January 2012 meeting for the committee to review in preparation for sending RFP's for future year's audit services.
- h) Roxie Hamilton gave an overview of the Revolving Loan Fund and she reported that she has been in contact with Corporation Counsel Matt Allen and he will have a report for the January meeting on options for the County on recovering delinquent revolving loans.
- i) The W-2 funds were excess funds that were invested in 1999 from the start up of this program in Social Services and the funds were designated to furnish the Health and Human Services Building. The Health and Human Services Committee approved the transfer at their December 7, 2011 meeting. Motion by Sup Carol Anderson seconded by Sup Bill Grover to transfer the W-2 designated Investments to the County HHS Building Fund pursuant to earlier understanding and direction. Motion Carried.

5. Department/Annual Reports:

Information Technology

- 1) Amy Kaup provided a brief synopsis on her department's work activities and reviewed the report that was included in the agenda packet.

Finance:

- 2) Roxie Hamilton distributed and reviewed the November 30, 2011 financial statements that were included in the agenda packet.
- 3) The Finance Director and County Administrator reviewed the letter the County received from the Department of Workforce Development on the Special Assessment the County will be charged in 2012, 2013 and 2014 for the interest that the State of Wisconsin is paying to the Federal Government on money that was borrowed to meet the State's unemployment claims obligation. The Finance Director explained that the County protested the assessment and declined to pay it. This assessment is authorized under State Statutes but the County has never been assessed before. The County currently pays unemployment claims as they are filed and does not pay a pro-rated amount into the fund like other employers. This letter was received after the 2012 budget was adopted and the State has advised the County that this will be collected over the next several years. This has not been budgeted in the 2012 budget. The County also received an assessment in August 2011 and it was paid after the State pressed the issue and research determined that the County did have to pay under existing Statutes.

Personnel:

- 4) Employment Activity Report: In consideration on the duration of the meeting, Bud Trader elected to not read through the current list of openings, but asked for questions, noted that some progress was being made in filling the vacancies, and noted that there were labor cost savings in filling some of the positions.
 - i. Sheriff's Dept. Dispatch/Correctional Officer Vacancy – 4 positions filled November 16th.
 - ii. Clerk of Court Deputy Vacancy – New hire started December 5th.

- iii. Highway Department Seasonal Employees – First hire November 14th. Second hire (rehire) December 5th. Third hire expected to start on or about December 15th.
- iv. Economic Support Specialist interviews December 6th. References underway.
- v. Elderly Benefits Specialist interviews December 6th. References underway.
- vi. Information & Assistance Specialist interviews December 6th. References underway.
- vii. Former contracted ADRC Disability Benefit Specialist and ADRC Information & Assistance Specialist Lead vacancies are currently posted and advertised.
- viii. Social Services Director resignation, last day of employment December 9th. Position is currently posted on numerous websites and advertised in four print publications.
- ix. Highway Department Parts Person – Employee resignation, last day of employment December 2nd. Proposed position replacement with new Mechanic position and restructure of other job duties.
- x. Sheriff's Department Patrol Officer vacancy – resignation received December 7th, last day of employment is January 6, 2012.
- xi. Land Conservation Planner (part-time) position remains vacant – new hire starts December 19th.

6. Motion by Sup Dave Bauer seconded by Sup Bill Grover to set the next meeting date for Tuesday, January 10, 2012 and to adjourn the meeting at 8:19 p.m.

Minutes compiled by Curt Kephart, County Administrator, Bud Trader, Personnel Director and Roxie Hamilton, Finance Director. *Reviewed and approved on December 27, 2011 by Sup. James Griffiths, Elected Committee Secretary*