

MINUTES
Iowa County – Administrative Services Committee
February 14, 2012
(Minutes subject to review & approval)

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, February 14, 2012 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. Dan Nankee and Ed Weaver, County Administrator Curt Kephart, Finance Director Roxanne Hamilton, Personnel Director Bud Trader, Register of Deeds Dixie Edge, County Treasurer Jolene Millard, County Clerk Greg Klusendorf, and Highway Commissioner Craig Hardy.
3. **Consent Agenda**
 - (a) – (c) Motion by Sup Dave Bauer seconded by Sup Carol Anderson to approve the consent calendar including items a through c. Motion Carried.
 - d) Randy Kitelinger, Highway Department employee, addressed his concern on the Overtime Policy for the Highway Department. He has concerns on the amount that employees are paying for health insurance and retirement and then the impact of the overtime policy it is difficult to make ends meet and he would like the committee to take that into consideration when they are addressing that agenda item. John Gardner, Highway Department employee, asked if the employees could make comments during the agenda item or if they could only make comments during the public comment agenda item. Sup. Dwayne Hiltbrand informed him that the public could only make comments during the public comment period.
4. **Discussion/Action Agenda:**

Personnel Matters:

 - a) The Personnel Director distributed additional research on the elected official's salaries to supplement the information that was included in the agenda packet. The information was reviewed by the committee and discussion followed. Motion by Sup. Jim Griffiths seconded by Sup. Bill Grover to postpone this agenda item to the next meeting for further deliberation. Sup. Carol Anderson commented that she would like the committee to review data from counties comparable in size (i.e., assessed value, population, proximity to a larger urban area, and other relative information). Motion Carried with Sups Curt Peterson and Dave Bauer voting no.
 - b) Currently all qualified employees except for the qualified Highway department hourly staff are eligible to be covered under the County's vision plan. The employee pays 100% of the cost. Motion by Sup John Meyers seconded by Sup Carol Anderson to approve expanding the vision plan coverage to the qualified Highway hourly employees at 100% employee cost. Motion Carried.
 - c) Highway Commissioner Craig Hardy reviewed his proposal for a temporary position upgrade for the Clerk 1 staff to Office Manager and Saturday Nightwatch / Scalesperson to temporary Parts Room Manager. Craig clarified that the upgrade applies to the current Business Manager position and not the former Office Manager position. Discussion followed. Motion Sup Bill Grover seconded by Sup John Meyers to approve the proposal for both positions. Sup Bill Grover revised the motion to include a time limit of 6 months. Sup Carol Anderson asked if this will be included in the staffing plan that Craig is working on and Craig confirmed that it would be and that the staffing chart would be presented to the Transportation Committee in March and that a summary of his entire operations plan would be presented to the Transportation Committee at their April meeting. Sup Bill Grover revised the original

motion which Sup John Meyers accepted to approve the temporary position upgrades to a time period of not longer than 6 months with the increase for the Clerk 1 position to be 8% and for the Nightwatch/Scalesperson to be 2%. Motion failed on a vote of 6 to 3 with Sups Steve Deal, Carol Anderson, Dave Bauer, Curt Peterson, John Meyers and Dwayne Hiltbrand voting no and Sups Dan Oleson, Jim Griffiths and Bill Grover voting yes. Motion by Sup Dave Bauer seconded by Sup Carol Anderson to approve the temporary position upgrades for a time period of no longer than 6 months with the Highway Commission and County Administrator determining the rate of pay increase. Motion Carried.

- d) The Committee discussed the recommendation from the Transportation Committee on rescinding the revised overtime policy. Motion by Sup John Meyers seconded by Sup Dave Bauer to rescind the revised overtime policy and revert back to the procedure in the expired labor contract and send this back to the full Board for consideration. Motion Carried.
- e) The Committee discussed procedures for forming policy with expiring labor contracts. Sup Dave Bauer stated that policies have been and will be set by the Board in the future for the expiring labor contracts and up to last months Committee meeting that Administration staff had not received a directive on how to proceed. With the directive from the Committee last month a benefits task group has been formed and will be working on policies for the Committee and Board approval in the next 6 months.
- f) The Committee discussed the process of the labor contracts from September 2011 to the present.

Finance Matters:

- g) The Committee reviewed and discussed the material weaknesses that were identified in the 2010 audit report. Sup Jim Griffiths would like to see the Committee respond to the findings and have the Finance Director follow up with the Auditors to identify procedures we need to change to resolve material weaknesses. Sup Griffiths would also like Blackhawk Lake to prepare in writing their responses to material weaknesses in Blackhawk's audit report and present those responses to the Administrative Services Committee.

County Administrator Matters:

- h) The County Administrator reviewed the timeline and background information for the Benefits Task Group and he distributed the employee survey results. He is proposing that the task group meet every two weeks and that a proposal will be brought back to the Committee at the August meeting and then forwarded to the full board. Motion by Sup John Meyers seconded by Sup Carol Anderson to approve the benefits task force (group) timeline. Sup Dave Bauer requested that department heads be involved as needed along with the rest of the task group on unique situations that pertain to a particular department(s). Motion Carried.
- i) The County Administrator distributed an outline for the 2013 budget process. He is also asking the Committee to consider next month the approval of training for the management team on performance based budgeting that would be offered by a consulting firm. Based on the consensus of the Committee they would like this firm to attend next months meeting to provide their proposal and an estimated cost.

5. Department/Annual Reports:

Information Technology

- 1) The IT department update was included in the agenda packet. Roxie Hamilton reported Amy Kaup could not attend tonight's meeting because of the Sheriff's Department software "going live" this week and that if you have any questions or comments to either give Amy a call or send her an email. It was reported that the implementation was going very well.

Finance:

- 2) Roxie Hamilton distributed and reviewed the December 31, 2011 and January 31, 2012 financial statements that were included in the agenda packet. Sup Steve Deal had concerns on the Highway Department finances and would like this to be researched further.
- 3) The committee reviewed the Iowa County Fair 2011 annual report that was included in the agenda packet and asked Roxie Hamilton to follow up with the Fair for a detailed list of

what is included in administrative expenses on the report and advise the Committee next month. There was also a comment that the report has a place for a signature which was not complete.

- 4) The Finance Director gave the committee a brief synopsis of the regional revolving loan proposal that the Wisconsin Economic Development Council (WEDC) is promoting. The next meeting will be scheduled by the WEDC in the next month and she will forward the date onto the Committee once it is known.
- 5) The committee discussed the handout that was included in the packet on the Wisconsin Counties Bond Rating Matrix. There was also discussion if any of this information could be used when determining comparables for Iowa County. The Committee would also like the Finance Director to follow up on the schedule of refunding the bonds and if this would be feasible at the current interest rates.

Personnel:

- 6) Personnel Director Bud Trader reported to the Committee that the Health and Human Services Committee approved moving forward with the shared Employee Relations Assistant and the funding from Bloomfield would be from their existing funds/budget.
- 7) Personnel Director Bud Trader reviewed and asked for questions on the following list:
 - i. Sheriff's Dept. Dispatch/Correctional Officer Vacancy (2 Vacancies) – 1 new male vacancy announced January 17th, as a result of an internal Patrol Office promotion. 1 female vacancy remains from the December 10th resignation. Application deadline for most recent vacancy is February 10th.
 - ii. Highway Department Second Mechanic – Interviews completed. Top 2 candidates declined offers, currently working on background check on candidate #3.
 - iii. Highway Department Office Manager vacancy – Position remains vacant. Limited term employee added temporarily to staff.
 - iv. Employee Relations Assistant. Recruitment for Personnel Department/Bloomfield Healthcare and Rehabilitation Center position initiated February 9th.
 - v. Social Service Department Business Manager – Deadline for applications is February 20, 2012.
 - vi. 4H Internship – Deadline for applications is February 17th.

6. Motion by Sup Carol Anderson seconded by Sup Bill Grover to set the next meeting date for Tuesday, March 13, 2012 and to adjourn the meeting at 8:27 p.m.

Minutes compiled by Curt Kephart, County Administrator, Bud Trader, Personnel Director and Roxie Hamilton, Finance Director. *Reviewed and approved on February 21, 2012 by Sup. James Griffiths, Elected Committee Secretary*