

MINUTES
Iowa County – Administrative Services Committee
March 13, 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, March 13, 2012 at 6:00 pm. and was called to order by Sup. Carol Anderson.

2. **Roll call was taken.**

Committee members present: Sups Carol Anderson, Dave Bauer, Steve Deal, James Griffiths, William Grover, John Meyers, and Dan Oleson.

Absent/Excused: Sups Dwayne Hiltbrand and Curt Peterson.

Also present: Sup Ed Weaver, County Administrator Curt Kephart, Finance Director Roxanne Hamilton, Personnel Director Bud Trader, Register of Deeds Dixie Edge, County Treasurer Jolene Millard, and Information Technology Director Amy Kaup.

3. **Consent Agenda**

(a) – (c) Motion by Sup Dave Bauer seconded by Sup Bill Grover to approve the consent calendar including items a through c. Motion Carried.

d) Sup Carol Anderson mentioned that the document that was included in the Transportation Committee packet on income and unemployment in relationship to economic stability of the State of Wisconsin and each County was good information.

4. **Discussion/Action Agenda:**

Personnel Matters:

a) Finance Director Roxie Hamilton distributed a table that showed a record of recent actions taken during the last 30 days by other Wisconsin counties regarding Elected Officials salaries for the 2013-2016 terms. The Personnel Director, Bud Trader, noted that the majority of counties in the State were still waiting for County Board action on committee proposals included in the data. Roxie Hamilton cited which counties had completed County Board action on this matter. Motion made by Sup. John Meyers seconded by Sup Bill Grover to require that health insurance contributions of the County Clerk, Treasurer, and Register of Deeds would equal contributions set forth each year for management/non-represented staff. Discussion followed regarding the fact that State Statutes dictate that salaries for Elected Officials must be set by County Boards in advance of the date in which candidates may file for their candidacy, but the Statutes do not require that health insurance premium contributions are set in advance of the four year terms. Sup. John Meyers rescinded his motion and Sup Bill Grover rescinded his second to that motion. Committee members asked that the subject of health insurance contributions for Elected Officials be included in April's Committee Agenda.

Motion by Sup Steve Deal seconded by Sup Bill Grover to increase the salaries of the office of Clerk, the office of Treasurer, and the office of Register of Deeds by 2% for each of the four years during the upcoming term. Discussion followed. Motion failed (Sup. Steve Deal. Sups Bill Grover, Carol Anderson, Dave Bauer, Jim Griffiths, Dan Oleson and John Meyers nay).

Motion made by Sup Grover seconded by Dave Bauer to increase the salary of the Register of Deeds and Treasurer by \$1,000 in 2013 and provided 1.5% salary increases in each of the four years of the term. Motion failed (Sups Carol Anderson, Dave Bauer and Bill Grover yes. Sups Jim Griffiths, Dan Oleson, Steve Deal, and John Meyers nay).

Motion by Sup John Meyers seconded by Sup Dan Oleson to increase the annual compensation by \$1,000 for 2013 for Register of Deeds, and Treasurer, and additionally provide 1% annual increases to the salaries of County Clerk, Register of Deeds, and Treasurer; in 2013, 2014, 2015 and 2016. Motion Carried (Sup Dave Bauer, Jim Griffiths, Carol Anderson and John Meyers yes. Sups Steve Deal, Dan Oleson and Bill Grover nay).

Finance Matters:

- b) The Finance Director gave an update on the proposed Regional Revolving Loan Program and reviewed the information that was included in the packet. Discussion followed. County Board Chair Dave Bauer will appoint the County's representative to the study commission.

County Administrator Matters:

- c) The County Administrator reviewed the proposal included in the agenda packet on Performance Compact Budgeting from Devlin/Coryea. Discussion followed. Based on the consensus of the committee this proposal will not be pursued at this time. The Administrator was asked to suggest additional internal controls for budget management strategies for future budgets.

5. Department/Annual Reports:

Information Technology

- 1) The IT department update was included in the agenda packet. Amy Kaup reviewed the report with the committee. It was reported that the Villages of Linden and Barneveld are interest in going on the Visionaire system and further data is being collected at this time.

Finance:

- 2) Roxie Hamilton distributed and reviewed the December 31, 2011 and February 29, 2012 financial statements that were included in the agenda packet. Based on the consensus of the committee the Finance Director is to contact departments those departments who have exceeded their budget for an explanation and departments are to keep the Finance Department aware of situations that would cause them to exceed their budget before it actually occurs.

Personnel:

- 3) Personnel Director Bud Trader asked if Committee members had questions regarding the list of positions included in the previously submitted Employment Activity Report, and also noted that the Highway Department had recently received notice of an employee retirement scheduled to occur April 2, 2012:
- i. Sheriff's Dept. Dispatch/Correctional Officer Vacancy (2 Vacancies) – New hire female D/CO started March 5th. Typing tests and written tests administered in February for remaining male vacancy. 15 males are still qualified for interviews.
 - ii. Highway Department Second Mechanic – New hire started March 5th.
 - iii. Employee Relations Assistant – Interviews were held the week of March 5th.
 - iv. Social Service Department Business Manager – Interviews were held the weeks of February 27th and March 5th.
 - v. 4H Internship – Interviews scheduled week of March 12th.

- 6. Motion by Sup Dave Bauer seconded by Sup Jim Griffiths to set the next meeting date for Tuesday, April 10, 2012 and to adjourn the meeting at 8:37 p.m.**

Minutes compiled by Curt Kephart, County Administrator, Bud Trader, Personnel Director and Roxie Hamilton, Finance Director. *Reviewed and approved on March 19, 2012 by Sup. James Griffiths, Elected Committee Secretary.*