

MINUTES
Iowa County – Administrative Services Committee
April 10, 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, April 10, 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, and Dan Oleson.

Absent/Excused: Sup Curt Peterson.

Also present: Sup Dan Nankee, County Administrator Curt Kephart, Finance Director Roxanne Hamilton, Personnel Director Bud Trader, Information Technology Director Amy Kaup, Emergency Mgmt Director Keith Hurlbert, Sheriff Steve Michek, Chief Deputy Jon Pepper, Public Health Director June Meudt, and Village of Barneveld Police Officer Jeremy Oyen.

3. **Consent Agenda**

(a) – (c) Motion by Sup Griffiths seconded by Sup Anderson to approve the consent calendar including items a through c. Motion Carried.

d) Sup James Griffiths asked that the closing of the 2011 financial be on the committee agenda for the May meeting.

4. **Discussion/Action Agenda:**

Information Technology Matters:

a) Information Technology Director Amy Kaup presented both the proposed County website and the existing website format for the Committee's review. This was presented to Department Heads last month. Discussion followed concerning both website formats, search capabilities, who will host the website and that Bloomfield will now be part of the County website and the necessity of a data retention policy for the website in the near future. Motion by Sup Anderson seconded by Sup Grover to direct information technology department to get the new County website format on line as soon as possible. Motion Carried.

b) Steve Michek, Jon Pepper and Amy Kaup reported to the committee that the County has been approached by the Villages of Linden and Barneveld to come onto the County's law enforcement software. A memorandum of understanding and a fee structure would have to be developed if the County decides to allow the Villages onto the County's software and servers for their mobile units. Amy handed out an example of both. Discussion followed. Motion by Sup Grover seconded by Sup Griffiths to refer this topic to next months Justice Committee meeting and to analyze the total cost and present to the Administrative Services Committee for further discussion/action. Motion Carried.

Personnel Matters:

c) Public Health Director June Meudt presented the Committee with a request to increase the Health Department assistant staff hours from 35 to 40 hours per week which will create consistency in the Health Department and Health and Human Services Building. The Health Department had a one to two day a week contracted Health Educator. This person recently resigned. The contracted position will not be replaced and the five hours added to the current Department Assistant to complete the workload the contracted staff was performing. The Director reported there are currently grant funds available to pay for this and the County will not levy additional tax levy dollars for this. Motion by Sup Bauer seconded by Sup Meyers to recommend the increase of Public Health assistant hours with a reduction in staffing and forward a new staffing plan to the County Board. Motion Carried.

- d) The Committee reviewed the topic of health insurance premium contributions for elected officials for 2013. Bud Trader reported the percentage elected officials currently pay and the current structure for non-represented staff. Motion by Sup Griffiths seconded by Sup Grover that beginning with 2013 health insurance premiums, the Register of Deeds, County Treasurer, and County Clerk elected officials health insurance premium contributions be the same formula as the other non-represented employees effective January of 2013 and forward this to the full County Board once legal counsel has reviewed that the proposed change can be made for these three elected positions and not the Clerk of Court and Sheriff elected officials. Motion Carried.

Finance Matters:

- e) The Finance Director reported the final cost of the Health and Human Services Construction project to the committee. Motion by Sup Griffiths seconded by Sup Meyers to report the project financial close out of the HHS building to the County Board. Motion Carried.

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. She reported the monthly webinar trainings that the Sheriff's Department software provider has and how beneficial that has been. Other larger projects that the department is working on is the going live on the new County website, upgrading the email server, Register of Deeds Redaction project, research upgrading the phone system at Bloomfield, and installation of an automatic scale at the Highway Department's quarry.

Finance:

- 2) The Finance Director reviewed the revolving loan schedule that was included in the packet and pointed out two loans were paid off in March.

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 Treasurer/Finance Departments had recently received notice of an employee resignation scheduled to occur April 20, 2012:
- i. Sheriff's Dept. Dispatch/Correctional Officer – Final interviews completed on April 5, 2012.
 - ii. Highway Department – Temporary Accounting Clerk hired through a temporary agency, started April 4, 2012.
 - iii. Employee Relations Assistant – New hire started April 2, 2012.
 - iv. Social Service Department Business Manager – New hire started April 2, 2012.
 - v. 4H Internship – New hire to start last week in May.

6. Motion by Sup Oleson seconded by Sup Deal to set the next meeting date for Tuesday, May 8, 2012 and to adjourn the meeting at 7:44 p.m. Motion Carried.

Minutes compiled by Curt Kephart, County Administrator, Bud Trader, Personnel Director and Roxie Hamilton, Finance Director. *Reviewed and approved on April 13, 2012 by Sup. James Griffiths Elected Committee Secretary.*