

MINUTES
Iowa County – Administrative Services Committee
May 8, 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, May 8, 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, Eric Anderson, Steve Deal, James Griffiths, Judy Lindholm, John Meyers (arrived at 6:04 p.m.), Curt Peterson and Tom Whitford.

Absent/Excused: Sup Dave Bauer.

Also present: County Administrator Curt Kephart, Finance Director Roxanne Hamilton, Personnel Director Bud Trader, Information Technology Director Amy Kaup, County Treasurer Jolene Millard, Highway Commissioner Craig Hardy, Scott Godfrey, Bernie Casper, Employees on the Benefits Task Group: Keith Hurlbert, Jon Pepper, Randy Sudmeier, Melody Bahr, Nancy Howard, Dixie Edge, John Gardner, and Mary Wilson.
3. The County Administrator certified the meeting had been publicly posted and reported to the press as required by law.
4. Based on the consensus of the committee nominations were taken from the floor to elect the committee vice-chairperson. Motion by Sup Eric Anderson seconded by Sup Deal to nominate Sup Peterson for the position of vice-chairperson. No other nominations were received. Motion by Sup Lindholm seconded by Sup Whitford to close nominations and cast a unanimous ballot for Sup Peterson. Motion Carried (Sup Peterson abstained)
5. Based on the consensus of the committee nominations were taken from the floor to elect the committee secretary. Motion by Sup Peterson, seconded by Sup Eric Anderson to nominate Sup Griffiths as committee secretary. No other nominations were received. Motion by Sup Lindholm seconded by Sup Whitford to close nominations and cast a unanimous ballot for Sup Griffiths as committee secretary. Motion Carried (Sup Griffiths abstained).
6. Motion by Sup Peterson seconded by Sup Whitford to approve the May 8, 2012 agenda and the minutes from the April 10, 2012 meeting. Motion Carried.
7. No reports from Committee members or members of the audience.
8. **Discussion/Action Agenda:**

Revolving Loan Fund Matters:

 - a) Todd Novak, representing the Iowa County Humane Society, addressed the committee with a request to restructure the revolving loan for the Society. Motion by Sup Peterson seconded by Sup Lindholm to extend the loan payments for the revolving loan fund loan to the Iowa County Humane Society an additional five years based upon a twenty year amortization. Motion Carried.

Information Technology Matters:

 - b) IT department update was included in the agenda packet. Amy Kaup, IT Director, reviewed the report with the committee. She reported she is resigning her position on May 18th and taken a position with Wood County. The committee congratulated Amy on her new position and thanked her for her service to Iowa County.

Personnel Matters:

- c) Personnel Director Bud Trader distributed a legal opinion and related research provided by Corporation Counsel Matt Allen, requested by the Committee at their last meeting, related to setting employee health insurance premium contributions for Elected Officials. Mr. Trader provided a synopsis of the distributed material. Committee members were satisfied with the legal review and consistent with a motion provided at the April 2012 Committee meeting asked that the motion be forwarded to the full County Board.
- d) IT Director Kaup reported on her recently submitted resignation. The County Administrator reported that he is appointing Rick Klabough, currently the IT Senior Systems Analyst, as the Interim IT Director while the position is being filled. Mr. Klabough's eligibility for a temporary classification upgrade was discussed. The Administrator will return to the June Committee meeting with a specific temporary upgrade request and an update on the recruitment plan.
- e) The Personnel Director asked if Committee members had questions regarding the list of positions included in the previously submitted Employment Activity Report and also noted that Bloomfield Healthcare's vacancies are not included due to the fact that their positions are now included with other County job openings on the same page of the County's website and Allison Leitzinger, the Personnel/Bloomfield share Employee Relations Assistant is actively involved with Bloomfield's recruitment process.
 - i. Sheriff's Dept. Dispatch/Correctional Officer – New hire starts May 7th
 - ii. Treasurer/Finance Department Assistant – First review of applications was April 27th. 64 applications received as of May 3rd.
 - iii. Sheriff's Dept. Deputy/Patrol Officer Vacancy – Retirement effective May 2nd.
 - iv. Highway Dept. Business Finance Manager – Recruitment began April 20th. 8 applications received as of May 3rd.
 - v. ADRC Information & Assistance Specialist Lead – Vacancy from April 27th resignation. Recruitment began April 16th. 14 applications received as of May 3rd.
 - vi. IT Director – Vacancy from April 20th resignation. Last day of work May 18th.
 - vii. Bloomfield Healthcare part-time Environmental Service/Maintenance Interviews completed.
 - viii. Bloomfield Healthcare C.N.A – Interviews completed.
 - ix. Bloomfield Healthcare Nurses – Interviews in progress.

County Administrator Matters:

- f) Randy Sudmeier presented the summary of the Employee Benefit Task Group Recommendation #1. Discussion followed. Based on the consensus of the committee a special meeting will be set for Tuesday May 29, 2012 covering this topic. The committee members are encouraged to email Mr. Sudmeier any questions they may have by Wednesday May 16th so he can compile a list of questions and take it to the next task group meeting on May 17th.
- g) The Committee discussed the proposed 2013 budget process. Motion by Sup Griffiths seconded by Sup Meyers to setting two budget targets for Departments in the 2013 levy as a 0% and 1.5% increase. Motion Carried with Sup Peterson voting no.
 Motion by Sup Griffiths seconded by Sup Whitford to adopt the proposed calendar for the 2013 budget process that was included in the packet. Motion carried.
 Motion by Sup Griffiths seconded by Sup Eric Anderson to separate the annual budget adoption resolution into two separate resolutions 1) setting the 2013 levy and 2) adopting a 2013 budget control resolution at the November 2012 annual meeting. Motion Carried.

Finance Matters:

- h) Highway Commissioner Craig Hardy reported the progress of the financial reporting process to the Committee. Discussion followed. Motion by Sup Griffiths to ask the Board to authorize the County Administrator to hire necessary assistance to review the financial concerns in Highway and correct them. Motion failed due to lack of a second.
Based on the consensus of the committee the highway will need to address this issue and bring information back to the committee by June 30th.
- i) Motion by Sup Peterson seconded by Sup Eric Anderson to adopt the Resolution Recommending Carryover Account from 2011 to 2012 and forward to the County Board. Motion Carried with Sups Deal and Griffiths voting no.
- j) Motion by Sup Peterson seconded by Sup Lindholm approving Resolution Recommending 2011 Budget Amendments for Various Departments adding a whereas explaining the increase to the revenue and expenditure budgets and forward to the County Board. Motion Carried.
- k) Motion by Sup Eric Anderson seconded by Sup Deal to approve the Resolution Recommending 2011 Budget Amendment – Transfer from UW Extension to Finance Department and forward it to the Board. Motion Carried.
- l) Motion by Sup Peterson seconded by Sup Whitford to approve the Resolution Recommending Transfer of Funds from the Iowa County General Fund to Cover Expenditures in Excess of Budget for 2011 and forward to the Board. Motion Carried.
- m) Motion by Sup Eric Anderson seconded by Sup Whitford to approve the Resolution Recommending Transfer of Funds from the Iowa County Airport Fund Balance (2010 Carryover Funds) to cover Expenditures in Excess of Budget for 2011 and forward to the Board. Motion Carried.
- n) The Finance Director reviewed the March 31, 2012 Financial Statements with the committee.

6. Motion by Sup Meyers seconded by Sup Eric Anderson to set the next meeting dates for Tuesday, May 29, 2012 at 6:00 p.m. and Tuesday June 12, 2012 at 6:00 p.m. and to adjourn the meeting at 9:08 p.m. Motion Carried.

Minutes compiled by Curt Kephart, County Administrator, Bud Trader, Personnel Director and Roxie Hamilton, Finance Director. *Reviewed and approved on May 15, 2012 by Sup. James Griffiths Elected Committee Secretary.*