

MINUTES
Iowa County – Administrative Services Committee
May 29, 2012
(Minutes subject to review & approval)

1. The Administrative Services Committee met in the Community Room at the Health and Human Services Center in the City of Dodgeville on Tuesday, May 29, 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, Curt Peterson and Tom Whitford.
Absent/Excused: Sup Dave Bauer.

Also present: Sup Ed Weaver, County Administrator Curt Kephart, Finance Director Roxanne Hamilton, Personnel Director Bud Trader, Highway Commissioner Craig Hardy, Planning & Development Director Scott Godfrey, Land Conservationist Jim McCaulley, Highway employee Bryan Quinn and Employees on the Benefits Task Group: Keith Hurlbert, Randy Sudmeier, Melody Bahr, Nancy Howard, Dixie Edge, John Gardner, Jeff Lindeman, June Meudt, Randy Kitelinger, and Mary Wilson.
3. The County Administrator certified the meeting had been publicly posted and reported to the press as required by law.
4. Motion by Sup Griffiths seconded by Sup E Anderson to approve the May 29, 2012 agenda and the minutes from the May 8, 2012 meeting. Motion Carried.
5. Chair Carol Anderson announced that Roberts Rules of Orders would be followed in that only members of the committee, members of the Task Group, and others already invited to the table would be allowed to participate in the task group discussion agenda item. Anyone other than these individuals should speak now during the period for public comment. Sup Griffiths asked if that rule applied to County Board members present but not on the committee and Chair Carol Anderson responded that it did.
6. **Discussion/Action Agenda:**

County Administrator Matters:

 - a) Sup C Anderson clarified that she had requested the Personnel Director to include in the packet the Federal and State regulations and she hoped the committee members had a chance to review them. The County Administrator distributed a memo recommending principles for a sustainable compensation plan.

Overtime: this topic was discussed to a great extent. Sup C Anderson summarized that with the discussion between the Committee and the Task Group members that there is enough information to draft an overtime policy and she outlined the following points that are to be included in a draft overtime policy: a) the policy should start with what the Federal and State regulations allow, b) management flexibility should be considered, c) determination of when overtime is paid – over 40 hours per week or 8 hours per day, d) allow for a flexible work schedules (for example a 4-10 schedule at the highway department), e) address pay for hours worked on holidays, reference in job descriptions, build in the use of flex time versus overtime pay, and f) address the differences in overtime pay between a 35 hour per week position and a 40 hour per week position.

Comp time: this topic was discussed and the Task Group proposes a maximum amount allowed to be accrued at the end of any given payroll to be 40 hours per employee. The Task Group is to research what the current balances are for those employees who are currently eligible to accrue comp time in lieu of overtime pay and establish a grace period to reduce balances that are over 40 hours.

Longevity or experience pay: after much discussion it was decided to leave the current program as is with the clarification that it is now called “Experience Pay” which reflects that long term employees add value through experience.

On call/Standby Pay: Was not discussed at this time.

Future Wages: there was discussion on the need for a wage study and if it should be completed in house or hiring a consultant. Sup C Anderson summarized that it appeared that there is little interest in hiring a consultant but there is interest in wage analysis so the question is who would perform the analysis and how would the information be compiled. The Administrator pointed out that his memo indicated costs would be incurred by the County whether done in house or with a consultant, and the present staffing level for Administration could not accomplish a study in a timely way unless priorities were changed. After further discussion it was determined that the County Administrator and the Personnel Director would bring information on hiring a consultant to complete a wage study analysis to the June 12th committee meeting.

Current Wages: were not discussed at this time and will be a topic on the June 12, 2012 committee meeting.

7. Motion by Sup Meyers seconded by Sup Griffiths to set the next meeting dates for and Tuesday June 12, 2012 at 6:00 p.m. in the HHS Community Room and to adjourn the meeting at 8:05 p.m. Motion Carried.

Minutes compiled by Curt Kephart, County Administrator, Bud Trader, Personnel Director and Roxie Hamilton, Finance Director. *Reviewed and approved on May30, 2012 by Sup. James Griffiths Elected Committee Secretary.*

DRAFT