

**MINUTES**  
**Iowa County – Administrative Services Committee**  
**September 11, 2012**

1. The Administrative Services Committee met in the Community Room at the Health and Human Services Center in the City of Dodgeville on Tuesday, September 11, 2012 at 6:00 pm. and was called to order by Sup. Carol Anderson.
2. Roll call was taken.
  - a. Committee members present: Sups Carol Anderson, Eric Anderson, Charles Bolduc, Steve Deal, James Griffiths, Judy Lindholm, John Meyers, and Curt Peterson. Absent/Excused: Sup Dave Bauer.
  - b. Also present: Sups Bob Bunker, Phil Mrozinski, and Dan Nankee. County Administrator Curt Kephart, Finance Director Roxanne Hamilton, Personnel Director Bud Trader, Corporation Counsel Matt Allen, Social Services Director Tom Slaney, Land Conservation Director Jim McCaulley, Planning and Development Director Scott Godfrey, Employees on the Benefits Task Group: Nancy Howard and Dixie Edge, and Wendy Doescher. Members of the public: Iowa County Fair Board Members, Seniors United for Nutrition Director Cecile McManus, and Iowa County Humane Society Directors and Employees.
3. The County Administrator certified the meeting had been publicly posted and reported to the press as required by law.
4. Motion by Sup E Anderson seconded by Sup Lindholm to approve the September 11, 2012 agenda and the minutes from the August 14, 2012 meeting. Motion Carried
5. Sup C Anderson asked the group to observe a moment of silence recognizing the victims of the September 11, 2011 tragedy.
6. **Discussion/Action Agenda:**
  - Iowa County Humane Society:
    - a) Sup C Anderson asked the representatives from the Iowa County Humane Society if the statutory authority and duties of the County regarding public safety and health as it relates to stray animals and animal bites are being taken care of in light of the financial crisis of the Humane Society and the representatives stated yes. It was also noted that the Humane Society has received many donations since an article was in the paper outlining the financial concerns of the Society.
    - b) The members of the Committee discussed financial concerns with the Iowa County Humane Society representatives. Motion by Sup Griffiths seconded by Sup E Anderson to have the Iowa County Humane Society bring back a completed business plan and update of the progress of the society's financial situation to the October Justice Committee meeting. Motion Carried.
  - Department Budgets:
    - c) SUN Board has made a 2013 budget request to Iowa County in the amount of \$8,890. Tom Slaney, Cecile McManus, and Sup Dan Nankee answered questions the committee had concerning the SUN organization. Motion by Sup Meyers seconded by Sup Bolduc to table this agenda item to the October committee meeting and to have the SUN program bring back a business plan and the Committee can then see how this request will work into the 2013 budget. Motion Carried.
    - d) The Committee discussed the Iowa County Historical Society and Fair donations and both have been reduced by 10% from the 2012 budget amounts. Representatives of the Fair Board made their case as to why the donation should not be reduced 10%. Motion by Sup Peterson seconded by Sup Deal to include the Iowa County Historical Society donation with a 10% reduction from the in 2012 budget. Motion Carried. The Committee discussed the amount included in the 2013 budget for the Fair with the Fair Board members present. Motion by Sup Meyers second by Sup Peterson to restore the Fair

donation in the 2013 budget to \$26,932 which equals the 2012 budget amount. Motion Carried with Sups E Anderson and Griffiths voting no.

- e) Curt Kephart presented the revised County Administrator's budget as was requested by the Committee restoring health insurance and cell phone expense and increasing the support staff position from a .4 to a .5 position. Motion by Sup Deal seconded by Sup E Anderson to approve and move the revised County Administrator Budget request for 2013 forward. Motion Carried with Sup Griffiths, Lindholm and Bolduc abstaining.
- f) The Committee reviewed the County Board budget in sections. Motion by Sup Griffiths seconded by Sup Bolduc to table the County Board 2013 budget request to the next meeting. Motion Carried.
- g) Motion by Sup Griffiths seconded by Sup E Anderson to table the Finance Department budget to the next meeting. Motion Carried.

County Administrator Matters:

- h) The Committee reviewed the Employee Benefit Task Group (BTG) recommendation # 1 – 4. Recommendation #4 covers job posting, seniority, and the appeal process covering the County's grievance policy. Social Services Director distributed notes from the September Health and Human Services Committee meeting concerning the on-call, overtime and comp time policy. Motion by Sup Griffiths seconded by Sup Meyers to have Administration work out the details on the proposed Managed Time Off policy and bring it back to a future Committee meeting for further consideration. Motion Carried. Motion by Sup Griffiths second by Sup Bolduc to officially name the PTO policy "Managed (Paid) Time Off" Policy. Motion Carried.

Personnel Department Matters:

- a) Personnel Director Bud Trader advised the Committee that it would be necessary for the Committee to make a health insurance recommendation at this meeting and be forwarded to the County Board for their meeting Tuesday, September 18, in order for employees to have sufficient time to enroll in the 2013 health plans. Open enrollment activity period normally begins in late September and the deadline is mid to late October. Additionally, if the County elected to change the particular model of the ETF health plan it administers, a County Board Resolution would need to be completed by October 1. Finance Director Roxie Hamilton distributed to Committee members a variety of premium cost share scenarios based upon 2013 health insurance rates which were received on August 28, 2012. The alternate ETF health plan models for a deductible plan or co-insurance plan were discussed, and corresponding premium rates for those plans were distributed. After a lengthy discussion, Supervisor Jim Griffiths made a Motion, and Supervisor John Myers seconded it, to recommend to the County Board that the County pay for 78% of the average premium cost of the 4 qualified plans, which would result in a projected increase cost to the County of \$80,200.56 over the County's cost in 2012. 5 yes (Sups C Anderson, Bolduc, Griffiths, Lindholm, and Meyers) and 3 No's (Supervisors Peterson, E Anderson, and Deal) Motion carried. The Committee recommended including the 78% and 83% County premium cost share scenarios in County Board Agenda packets.
- i) Due to the lateness of the hour the compensation subject was not covered at this meeting was postponed until September 19 Special ASC meeting.
- j) Personnel Director Bud Trader reported that the Teamsters Business Representative with members of the Sheriff's Department met with the management negotiation team on August 27, 2012. Negotiations did not occur and there is a disagreement between the two parties regarding legality of different employee groups being included in the bargaining unit.
- k) The Personnel Director did not report on activities related to the provided list of vacancies, but offered to take questions from Committee members. Chairperson C Anderson noted that there was a need to allow a salary offer to a Bloomfield Healthcare Director of Nursing (DON) applicant, between the midpoint and the last step of the appropriate grade. Motion by Sup

Griffiths seconded by Sup E Anderson to authorize a salary for a qualified DON candidate between the midpoint and end of the appropriate salary grade. Motion Carried.

Finance Department Matters:

l) Based on the consensus of the Committee the update on the 2013 budget was deferred to the next Committee meeting.

m) Based on the consensus of the Committee the discussion of the August 31, 2012 Financial Statements was deferred to the next Committee meeting.

7. Motion by Sup Griffiths seconded by Sup E Anderson to set the next meeting dates for Wednesday September 19, 2012 at 6:00 p.m. and Tuesday October 9, 2012 at 6:00 p.m. and to adjourn the meeting at 9:54 p.m. Motion Carried.

Minutes compiled by Curt Kephart, County Administrator and Roxie Hamilton, Finance Director.

*Reviewed and approved on*

*by Sup. James Griffiths Elected Committee Secretary.*