

MINUTES
Iowa County – Administrative Services Committee
November 6, 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, November 6, 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, Dave Bauer, Charles Bolduc, Steve Deal, James Griffiths, Judy Lindholm, John Meyers, and Curt Peterson.
Absent/Excused:
 - b. Also present: Sup Bob Bunker, County Administrator Curt Kephart, Finance Director Roxanne Hamilton, Personnel Director Bud Trader, Iowa County Employees: Craig Hardy, Shelly Schutt, Jim McCaulley, June Meudt, Randy Sudmeier, Mary Wilson, Tom Slaney, Rebecca Wetter, Michelle Klusendorf, John Gardner, Doug Judd, Bernie Casper, Bryan Quinn, and Randy Beerkircher. Public: Members of the Iowa County Fair Board.
3. The Finance Director 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 November 6, 2012 agenda and the minutes from the October 9, 2012 meeting. Motion Carried.
5. Doug Judd asked that the Committee could speak up in order for members of the audience could hear the discussion.
6. **Discussion/Action Agenda:**
Finance/Budget Related Matters:
 - a) Members of the Iowa County Fair Board distributed the business plan for the Iowa County Fair Board. Discussion followed. No action was taken.
 - b)
 1. Highway Commissioner Craig Hardy explained the cash flow information that was included in the agenda and also distributed additional information on the fund balance for the Highway Department. Discussion followed. Mr. Hardy did agree to bring updates back to the Committee in 2013 in February, July and October 2013.
 2. Mr. Hardy gave an update on the progress of the implementation of the New Roads software. They are working through software issues that are being worked on by ACS on the system and also issues created on how the system was set up internally. He has also contacted corporation counsel for legal guidance on the software issues.
 3. Mr. Hardy reported the implementation of an automatic scale at the quarry is moving forward and should be completed in the next few weeks. The upgrades to the fuel delivery system is also moving forward and are in the process of receiving quotes for this project. Administrative staff has decreased from 5 to 3 in the last year.
 - c) The Finance Director reviewed the budget information that was included in the agenda packet. Motion by Sup Meyers seconded by Sup Bauer to decrease the finance department new position from a full time to a .5 FTE. Motion by Sup Bolduc second by Sup Myers to amend the original motion to transfer the funds to the contingency account to fund future wage increases. Motion Carried with Sup E Anderson, Deal and Peterson voting no. Original Motion Carried with Sup E Anderson, Deal, Griffiths and Peterson voting no.
Motion by Sup Meyers seconded by Sup Bauer to request the County Board approve the additional \$49,598 from previous year's unused levy per Wisconsin statute 66.0602(3)(f)2 for the future. Motion Carried with Sup Griffiths voting no.
 - d) Motion by Sup E Anderson seconded by Sup Bolduc to approve the 2013 Budget resolution with the changes and forward to the full County Board. Motion Carried.

Motion by Sup Lindholm seconded by Sup Peterson to approve the Tax Levy Resolution and forward to the full County Board. Motion Carried.

- e) Personnel Director Bud Trader distributed a memo on the recommendation for education related to compensation assessment services. Motion by Sup Griffiths seconded by Sup E Anderson to have staff contact these two firms to give a presentation at the December meeting. Motion Carried.
- f) Finance Director Roxie Hamilton gave an update on the progress of the 2011 audit. She reporting the auditors should receive the last information from Departments this week.

County Administrator Matters:

- g) The Committee discussed draft policies included in the packet. Bud reported the call back/shift/weekend differential pay was not included because it is still a work in process. Motion by Sup Bauer seconded by Sup Lindholm to have the Personnel Director forward to the labor attorney for review and put on the December agenda. Motion Carried.

Personnel Department Matters:

- h) Bud gave an overview of the ADRC proposed wage schedules that were included in the packet. Social Services Director Tom Slaney explained the detail on this information. Motion by E Anderson seconded by Sup Bolduc to approve the wage schedules and to implement the wage increases for staff when eligibility is met. Motion Carried.
- i) Due to the lateness of the hour the Personnel Director did not report on activities related to the provided list of position vacancies on the agenda, but offered to take questions from Committee members.

- 7. Motion by Sup Griffiths seconded by Sup Deal to set the next meeting date for Tuesday December 11, 2012 at 6:00 p.m. and to adjourn the meeting at 8:50 p.m. Motion Carried.

Minutes compiled by Curt Kephart, County Administrator and Roxie Hamilton, Finance Director.
Reviewed and approved on November 10, 2012 by Sup. James Griffiths Elected Committee Secretary.