

**MINUTES**  
**Iowa County – Administrative Services Committee**  
**December 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, December 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, Dave Bauer, Charles Bolduc, Steve Deal, James Griffiths, John Meyers, and Curt Peterson-arrived at 6:15 p.m.  
Absent/Excused: Sup. Judy Lindholm
  - b. Also present: Sup. Dan Nankee, County Administrator Curt Kephart, Finance Director Roxanne Hamilton, Personnel Director Bud Trader and County Employees: Tim Pittz, Bernie Casper, Bryan Quinn, John Gardner, Tammy Colsch Vigen, Melissa Doescher, Jeff Lindeman, Tim Collins, Janet Butteris, Becky Wetter, Tom Slaney, Michelle Klusendorf, Greg Klusendorf, Scott Godfrey, Jim McCaulley, Penny Clary, Mary Wilson, Tracy Vanden Huevel, Shelly Reukauf, Gerald Olson, and Craig Hardy.
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 Meyers to approve the December 11, 2012 agenda and the minutes from the November 6, 2012 meeting. Sup C Anderson made a friendly amendment to move item M under item B. Motion Carried.
5. Report from Committee members and an opportunity for members of the audience to address the committee.  
Sup Bauer attended SWWRPC where there was discussion on the assessed value on farm land that is purchased as an investment and it continues to be assessed as farmland and not investment property. He thinks if the property is purchased as investment property then it should be assessed and tax as such.

**6. Discussion/Action Agenda:**

County Clerk Related Matters:

- a) Greg Klusendorf reviewed the Resolution Supporting Memoranda of Understanding between Iowa County and any Municipalities requesting a resource sharing relationship for use of the Statewide Voter Registration System that was included in the packet with the Committee and he stated it is reviewed every three years and was originally mandated by federal law. The County is the provider for 23 municipalities located in Iowa County and the current memorandum of understanding expires at the end of this year. Motion by Sup Griffiths seconded by Sup Bolduc to approve the Resolution Supporting Memoranda of Understanding between Iowa County and any Municipalities requesting a resource sharing relationship for use of the Statewide Voter Registration System and forward to full board. Motion Carried.

County Administrator Related Matters:

- b) The Committee reviewed the Employee Benefit Draft Policies that were included in the packets.
  1. Motion by Sup E Anderson to approve the Overtime Policy and forward to the full board, seconded by Sup Deal. Sup Meyers commented that overtime would be paid in excess of 40 productive hours worked. Motion Carried.
  2. The committee discussed the Compensatory Pay policy in lieu of overtime pay for approval of time off. Motion by Sup E Anderson seconded by Sup Bolduc to approve the Compensatory Pay Policy and forward to Board. Motion Carried forward with Sup Peterson abstaining.

3. The committee discussed the Call Back/Shift/Weekend Differential Pay Policy that the Personnel Director distributed. The Personnel Director's goal is to have standard policies to meet the need of all departments but with the difference in the nature of the business of various departments this may be difficult to achieve. Mr. Trader recommended two larger departments to have their own department policy on these issues and have available for the County Board meeting. Motion by Sup Meyers seconded by Sup Bolduc to allow Craig Hardy, Highway Commissioner, Penny Clary, Bloomfield Administrator, and Tom Slaney, Social Services Director to address the committee concerning the Call Back/Shift/Weekend Differential Pay. Motion Carried.

Tom Slaney expressed his belief on why the on call system works because of legal requirements. Mr. Slaney distributed a cooperative agreement between management and staff at DSS and the on-call state statute requirements and the current system. He explained the cost of doing business since 1980, as comp time versus overtime on these hours. Staff wants to do it so it is efficient and all staff are required to do it at least once per year, so it may be so unique that a one size fits all does not work in this situation. Penny Clary agreed that it is unique and what we are doing currently works. Craig Hardy commented that we are all unique and it is all unplanned. Private industry does provide same services and they are required to pay OT for Saturday and Sunday work plus certain holidays per the prevailing wage laws. Mr. Hardy would not recommend change in fairness to employees.

Motion by Sup Bauer seconded by Sup E Anderson to have the department heads for Highway, Bloomfield and Social Services departments work with the County Administrator and Personnel Director to develop work rules related to compensation for their departments and to come back to the Committee in January and that current work rules stay in place until then. Motion Carried.

4. The Committee discussed in depth the Managed Time Off policy that was included in the packet. Motion by Sup Meyers seconded Sup Bauer to approve and forward the Managed Time Off Policy to County Board. Motion Carried.
- c) Curt Kephart circulated a memo regarding the annual review of the Bloomfield Administrator asking for an exception of the norm to go from step 1 to step 3 on the grid. Motion by Sup Meyers seconded by Sup Peterson to approve the Bloomfield Administrator pay increase from step 1 to step 3 on the pay matrix. Motion Carried.
- d) The Highway Commissioner was available to answer any questions the Committee had on the 2008 – 2012 Highway Department Revenue and Expenses Summary. Sup Bolduc questioned the revenue from the State for drug and alcohol testing and Craig Hardy commented that it has not been received yet. Curt Kephart explained difference in cash balance and fund balance and this is an ongoing discussion with the Transportation Committee. Sup Griffiths would like cash flow and accounts receivable to show outstanding clients, and an explanation of increase in accounts receivable. The Commissioner will have additional information and an updated cash flow for meeting in February. Based on the consensus of the committee the contingency allocation to departments and contingency funding will be added to a future agenda.
- e) Motion by Sup E Anderson seconded by Sup Bolduc to approve the proposed 2013 Committee Calendar and recommend adoption to the County Board. Motion Carried.

Finance Related Matters:

- f) The Committee reviewed the 2013 budget process in preparation for the 2014 budget process. Curt Kephart mentioned 59.18 statutes stating County Administrator is charged to work with departments and bring forth a budget to the committee and that should be the first change. Curt will work with departments and division teams on how Departments might collaborate more in programs. Sup Bauer recommends following the statutes. Based on the consensus of the committee Sup C Anderson and Mr. Kephart will sit down and bring information back to the committee next month.

- g) Roxie Hamilton distributed the 2011 Audit Report. Sup C Anderson will ask at the County Board meeting if the Board wants the audit to do a presentation as ASC or at the full County Board in January.
- h) The committee discussed extending the current contract with the Johnson Block Inc or to send out request for proposals. Motion by Sup Peterson seconded by Sup E Anderson to extend contract for two 2 years. Motion by Sup Griffiths second by Sup Bolduc to amended the original motion to a one year at a time extension of audit contract. Motion Carried with Sup Peterson voting no. Vote on main motion to extend for one year. Motion Carried.
- i) Jim McCaulley covered information included in the packet and has been passed by EDEP Committee regarding a late filing fee. Motion by Sup Griffiths second by Sup Bolduc to approve a late filing fee in Land Conservation and forward to County Board. Motion Carried.
- j) After much discussion regarding a proposed revision directed by the State on the Revolving Loan Fund Manual it was determined that the County had little option but to approve it. Motion by Sup Meyers seconded by Sup E Anderson to approve the Revised Revolving Loan Manual and send to County Board. Motion Carried.
- k) The Committee discussed the November 30, 2012 end of month preliminary financial statement that was included in the packet.

Personnel Department Matters:

- l) Bloomfield Healthcare Administrator Penny Clary discussed her request for Committee approval for offering a salary beyond midpoint but under grade maximum of Grade 9 for a prospective candidate for the Nurse Manager vacancy. Discussion followed, including acknowledgement by Ms. Clary that this salary request will be budget neutral. Motion by Sup Meyers seconded by Sup Bolduc to allow hiring a Nurse Manager at Bloomfield at a wage above the midpoint based on the Administrator's discretion with Personnel Director assistance. Motion Carried.
- m) No action taken on the proposed conversion of Social Worker On-Call Pay.
- n) Committee members asked during the November 2012 meeting that the subject of Compensation Process for 2013 be included on the December 2012 Committee Agenda. Discussion Followed. County Administrator stated that he is recommending a raise at this point in time. In response the Committee members asked the Finance Director the amount that is available in the contingency fund for general employee wages and she report approximately \$80,000. Motion by Sup Griffiths seconded by Sup Peterson to ask the Finance Director to return to the January Committee meeting with financial calculations that will show what a \$ .25 /hour wage increase will cost for non-represented employees as well as a couple of higher and lower figures. Motion Carried with Sup Bauer voting no.
- o) Personnel Director Bud Trader requested guidance from Committee members on what format they prefer is followed at the January 8, 2013 Committee meeting, related to the presentations provided by the two Compensation Assessment Representatives previously invited to attend that meeting. Committee members recommended that each representative keep their presentations limited to 15 minutes, and to allow for questions and answers from both parties together following the presentations. Committee members also directed Mr. Trader to request background material from the representatives which will provide Committee members an opportunity to review in advance of the meeting and as soon as possible.
- p) Bud Trader provided a brief review of research completed to date by Highway Commissioner Craig Hardy and himself on a contingency staffing plan, in response to a concern that the Highway Department may not have an adequate number of trained staff to respond to snow-related emergencies. To date, two local companies from the road construction industry have been contacted. These companies have employees with CDL's, are currently on or near layoff for the winter, and have a desire to work during the winter season.
- q) Bud Trader provided a brief review of employee benefit administration projects that his department has been involved with during the last six weeks.
- r) Bud Trader reported that management met on December 3 with the Teamsters Sheriff's Department labor contract bargaining team, which was the second meeting between the parties.

Also noted was the recently reported arbitrator's decision on the Sauk County Sheriff's Department labor contract, which settled in favor of management.

- s) Due to the lateness of the hour, Bud Trader did not report on activities related to the provided list of position vacancies on the agenda, but offered to take questions from Committee members. Sup Peterson asked if there were any structural changes being made to the New Public Health Director position vacancy. County Administrator Kephart noted that the position will report under the Social Services Department.
  - i. Sheriff's Dept., Dispatcher/Correctional Officer Vacancy (From Promotion) – Deadline for applications 12/3/12 and 41 new applications were received.
  - ii. Bloomfield Healthcare C.N.A. – Still actively recruiting for part-time PRN.
  - iii. Bloomfield Healthcare Nurses – New hire started 11/20/12. Still actively recruiting.
  - iv. Bloomfield Healthcare Dining Room Aide – Internal promotion starts 1/1/13.
  - v. Bloomfield Healthcare Dishwasher – Currently posted and advertised.
  - vi. Bloomfield Healthcare Nurse Manager – Posted and advertised 11/6/12 and one application received as of 12/7/12.
  - vii. Land Conservation Department Assistant – New hire started 11/26/12.
  - viii. Land Conservation Tech – Planner Position – 16 applications were received. Initial interviews completed week of 12/3/12. Final interviews scheduled week of 12/7/12.
  - ix. Highway Department Seasonal Employees – two employees hired week of 12/3/12. Third to start week of 12/17/12.
  - x. Public Health Officer/Director – Retirement to become effective in March, 2013. Recruitment began 12/5/12. Sup Peterson asked about changes to that position/department. Curt Kephart has met with Sup C Anderson and Phil about merging with Health and Human Services.

- 7. Motion to set the next meeting date for Tuesday, January 8, 2013 and adjourn. Motion to adjourn by Sup Meyers seconded by Sup Bauer. Motion Carried at 8:56 p.m.

Minutes compiled by Bud Trader, Personnel Director, Curt Kephart, County Administrator and Roxie Hamilton, Finance Director. Reviewed and approved on January 4, 2013 by Sup James Griffiths Elected Committee Secretary.