

MINUTES
Iowa County — Administrative Services Committee
January 8, 2013

1. The Administrative Services Committee met in the Community Room at the Health and Human Services Center in the City of Dodgeville on Tuesday, January 8, 2013 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, Dave Bauer, Charles Bolduc, Steve Deal, James Griffiths, and Judy Lindholm.
Absent/Excused: Sups. Eric Anderson, John Meyers and Curt Peterson.
 - b. Also present: Sup Ed Weaver, County Administrator Curt Kephart, Finance Director Roxanne Hamilton, Personnel Director Bud Trader and County Employees: Michelle Klusendorf, Jon Pepper, Allison Leitzinger, Penny Clary. Compensation Assessment Representatives: Julia Johnson of Wipfli LLP and Charlie Carlson of Carlson Dettman Consulting.
3. The Finance Director certified the meeting had been publicly posted and reported to the press as required by law.
4. Motion by Sup Bauer seconded by Sup Griffiths to approve the January 8, 2013 agenda and the minutes from the December 11, 2012 meeting. Motion Carried.
5. Report from Committee members and an opportunity for members of the audience to address the committee.

Sup C Anderson mentioned that depending of the outcome of tonight's meeting the January County Board meeting may be cancelled due to lack of items for that agenda. Sup C Anderson stated that she is requesting a closed session meeting in February to respond to the Sheriff's recent complaint regarding his WRS contributions. She requested documentation from the Sheriff and the County be made available to members at the session.

6. Discussion/Action Agenda:

- a) Julia Johnson, Wipfli LLP and Charlie Carlson of Carlson Dettman Consulting provided individual presentations to the Committee regarding their company's compensation consulting practices and strategies, pricing formulas, and reported on current work they are doing for Wisconsin public sector clients. Committee members participated in a questions and answers session with both consultants following the presentations. Some of the primary subjects discussed included: the role of Committees in a compensation study process, including County Board Committees, the role and value of private sector compensation data vs public sector compensation data, the relationship between internal and external equity, the relationship of employee benefits to income in a compensation strategy, and how to establish a relationship between performance and compensation increases. Both consultants mentioned that the committees of the board have a major working role in the compensation process. Sup Griffiths asked the consultants who would staff the teams that do "all the work" and the consultants responded it would be the County Board of Supervisors. The consultants mentioned three county teams they would work with: a) a project team, b) an evaluation team, and c) a compensation team. Following the departure of the two consultants, the Committee discussed the question of how to fund a compensation study as well as how to fund an across the board wage increase. Discussion followed. Sup C Anderson stated she would like the following three items on the February ASC agenda: Further discussion on compensation for the employees, prepare ideas of what should be presented to the County Board on a compensation study, and determine if the County should hire a consultant and which consultant is recommended.

- b) The Committee reviewed and discussed a "Draft — Process for Establishing Work Rules" document distributed in the agenda packets. A document that summarized Bloomfield Healthcare's work rules related to pay differential, call-back rules and on-call rules was distributed. Bloomfield Administrator Penny Clary was directed to take the document to the Health and Human Services Committee. Social Work Supervisor Michelle Klusendorf distributed a proposed Work Rule related to Social Services on-call procedures and compensation. Motion by Sup Bauer second by Sup Bolduc to seek a legal opinion to determine whether the County needs County Board approval to authorize decisions related to employee compensation and have that legal opinion ready for the February Administrative Services Committee meeting. Motion Carried.
 - C) The Committee discussed their initial thoughts of how the 2014 budget process should proceed. The County Administrator is to discuss the process with department heads and the division teams and bring more information back to the February Committee meeting.
 - d) The Finance Director distributed the year end information on the revolving loan balances and the program to date information. The Director stated she had received a call from a person who is in the process of purchasing the Dodgeville Truck Stop and he was wondering what it would take to make the County whole on the previous loan that was issued to Beta Corporation for the Truck Stop. Motion by Sup Griffiths second by Sup Bauer_ to require payment of the principal and waive the interest to fully satisfy the previous loan that was issued to Beta Corporation for the Dodgeville Truck Stop. Motion Carried.
Based on the consensus of the Committee Ms. Hamilton is to contact Mike Eppley of Midwest Poultry and Ratite for an update on their revolving loan project.
Based on the consensus of the Committee once the Regional Revolving Loan Fund is established that organization would take over all of Iowa County's existing revolving loans.
 - e) The Committee discussed the December 30, 2012 end of the month preliminary financial statement that was included in the agenda packet.
 - f) Due to the lateness of the hour, the Personnel Director did not report on activities related to position vacancies on the agenda, but offered to take questions from the Committee members.
7. Motion by Sup Deal seconded by Sup Bolduc to adjourn the meeting at 9:42 p.m. and set the next meeting date for Tuesday, February 12, 2013: Motion Carried.

Minutes compiled by Bud Trader, Personnel Director, Curt Kephart, County Administrator and Roxie Hamilton, Finance Director. Reviewed and approved on January 25, 2013 by Sup James Griffiths Elected Committee Secretary.