

State of
Wisconsin
County of
Iowa

**Draft Minutes of the
ADMINISTRATIVE SERVICES COMMITTEE MEETING
TUESDAY, FEBRUARY 12, 2013 5:30 p.m.
Community Room – Health and Human Services Bldg.
303 West Chapel Street
Dodgeville, Wisconsin**

2013-02

Item		
1)	The Chair called the meeting to order at 6:02 p.m.	Call to Order
2)	<p>a) Consent Agenda</p> <p>b) Roll Call – Members Present at roll call – Carol Anderson, Steven Deal, Curt Peterson, Jim Griffiths and Judy Lindholm. Eric Anderson and Charles Bolduc arrived at 5:58 p.m. John Meyers attended via conference call from 5:57 p.m. to 8:35 p.m. Dave Bauer was excused</p> <p>c) Approval of this Agenda</p> <p>d) Approval of the minutes of the January 8th, 2013 meeting. Motion by Sup Lindholm second by Sup Deal to approve the agenda and minutes. Motion Carried</p> <p><u>Other present:</u> Sup Ed Weaver, Al Brey of Johnson Block & Co Inc., Bud Trader, Personnel Director, Curt Kephart, County Administrator, Roxie Hamilton, Finance Director, Matt Allen, Corporation Counsel, Jolene Millard, County Treasurer, Craig Hardy, Highway Commissioner, Tom Slaney, Director of Social Services, and Steve Michek, Sheriff</p>	Consent Agenda
3)	Report from committee members and an opportunity for members of the audience to address the committee. No reports or comments	Public Comment
4)	2011 Audit Report – Presentation by Johnson Block – Al Brey principal from Johnson Block and Company Inc gave a power point presentation of the 2011 audit results and gave a review of the County's financial position as of 12/31/11. Board members offered few questions and thanked Mr. Brey for his presentation.	Audit Report
5)	<p>Staffing Changes – Discussion/Action</p> <p>a) Clerk of Court Support Staff – 0.5 FTE</p> <p>b) County Administrator Support Staff – 0.5 FTE</p> <p>c) Finance Support Staff – 0.5 FTE</p> <ul style="list-style-type: none"> • Discussed the need to approve the department's staffing plan annually versus approving each new position. The ASC felt departments could move forward and this does not need to go to the full County Board. • The Finance Director explained her desire to merge the 2 half time positions to create one full time position in the Finance Department. Sup. Griffiths and Sup. Anderson expressed the consensus of the ASC to authorize the departments to work together with Administrator to come up with a solution. • The Administrator asked that the ASC should make a formal decision to approve merging the part time Finance Department positions into a fulltime position. • Motion by Sup. Griffiths to authorize the Administrator in concert with appropriate parties to handle the staffing in this situation to benefit all departments Sup. Bolduc seconded – Motion Carried 	Staffing Changes

6)	<p>2014 Budget Process Discussion – Discussion/Action</p> <p>The Administrator is currently working with Division Team leadership and department heads on responding to what budget format the committee is seeking and how to summarize the priorities of their programs. The ASC recommends that the Administrator encourage departments to work with each other on how their programs impact other areas in the County. It is anticipated that there will be revenue reduction in the future so we should plan today for future cuts so we are able to handle those revenue reductions when they come our way.</p> <p>Pursuant to W§ 59.18 the Administrator is working with departments on a one on one basis to develop initial 2014 budgets. Supervisor E Anderson shared that he thinks implications planning is a very good idea and they need to see pros & cons and ripple effects to other departments/areas.</p> <p>Supervisor C Anderson asked the Administrator to include an outcome expectation with the priorities and need to use priorities in budget decisions. . The Committee would like to see more of the process and the template reviewed by the Department Heads at the March meeting.</p>	2014 Budget Process
7)	<p>Discuss and take action on a one-time non-represented employee payment.</p> <p>Supervisor Deal shared a concern that the compensation review process is taking longer than expected. He was also concerned that employees have had limited increases and while the ASC is considering a study with nothing being done and he did not want promises to be made without action. Motion by Supervisor Lindholm seconded by Griffiths to have Finance develop proposed parameters of a one-time payment to non-represented employees who would be eligible, and project the total financial impact and funds available from what source.</p> <p>Motion Carried.</p>	Non-represented Employee Payment

<p>8)</p>	<p>Compensation Study (possible discussion/action on all items)</p> <ul style="list-style-type: none"> a) Who Iowa County want to compare with? Supervisor Griffiths proposed Lafayette, Crawford, Richland and Green – or could use WERC Grant, Green, Lafayette, and Sup. C. Anderson suggested using Vernon County. Sup. C. Anderson wants private sector data included. Sup. Peterson suggested that in reality Iowa County is two entities. The eastern half of the county tends to align with Dane County. The western half of the county has a greater focus on agriculture b) The Committee discussed what kind of payer do we want to be- <ul style="list-style-type: none"> i. High? ii. Low? iii. Middle? <p>After discussion it was concluded that the County would likely be a middle payer.</p> c) How does Iowa County want to give raises - <ul style="list-style-type: none"> i. Across the board? ii. Merit? iii. Pay for performance? <p>A question was raised whether Pay for Performance is the same as Merit Pay. The Administrator explained Merit – if performing adequately then you receive the step increase but pay for performance is more goal related over and above meeting standard performance and then receive an increase. Another concern raised was whether a study is necessary or could the County just consider hard to fill positions. Supervisor Lindholm expressed concern that the Committee does not want to set expectations that employees are going to get a pay raise as a result of the study but use a study to improve procedure such as job descriptions – combining job titles, all job descriptions in same format, and setting standards. Questions were also expressed regarding the value of the study and what is the group of 43 Counties producing?</p> <p>No action at this time</p> 	<p>Compensation Study Options</p>
<p>9)</p>	<p>Review county-wide work rule policy statement. The Administrator drafted a policy statement on Policies/Work Rules and Procedures. The Administrator clarified that the document required refining the terms of policies, procedures, and work rules as it pertains to personnel issues that impact wages.</p> <p>Consensus in the committee was that departments should have such an employee manual and agreed that making one resource accessible to all employees was good policy. Sup Griffiths stated policy and procedures that there is a caveat that Administrator or department can modify as needed to stay current.</p> <p>Sup. E. Anderson noted that in the private sector employees get a handbook then have the employee signs that they received the handbook.</p>	<p>County-wide Work Rule Policy</p>

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10)	MTO Policy interpretation. Discussion/Action – The Finance Director updated the Committee on how the MTO policy was being interpreted for use of MTO increments and the minimum increment allowed. She advised the Committee that the language of the MTO policy allows for use of MTO as a minimum of one hour with anything beyond that considered in increments of 1/10 th (six minutes). The ASC concurred that this practice conforms to their understanding of how the policy should be managed.	MTO Policy Interpretation
11)	Contingency budget allocation for departments and contingency funding- was discussed and it is the consensus of the ASC to incorporate revised contingency proposals in the new budgeting guidelines and process for 2014. There will be further discussion of contingency budgeting during the March 2013 meeting.	Contingency Allocation
12)	<p>Highway Financial Update – Discussion/Action</p> <p>The Highway Commissioner briefed the committee on the accounts receivable status at the Highway Department. Supervisors had several questions and raised the issue of the deficit. The Commissioner recognized that this is an issue but there is no easy way out of the historic deficit he inherited. The County Administrator was asked how we recover the deficit in the highway department. He recommended a progressive budget to work out a roadmap through that process for future projects and future capital purchases. The Commissioner and the Administrator met in the previous week and discussed how to shift priorities in order to change projects. Supervisor Peterson shared his reality is the County is the bank and we can foreclose on highway and write it off. Supervisor Meyers via phone – vast majority happened long ago and can't blame Craig for that. His concern is that the study done to compare County commitment to transportation be forwarded on to the Board so that the full Board could see how we compare.</p> <p>The recommendation of the Chair is that this topic of the finances and budget of the Highway Department be a major topic at next month's meeting providing at least one hour for discussion. The Commissioner was asked to provide figures on cash flow, equity, and fund balance and how did we get where we need to be. The Commissioner will return to provide the ASC additional information at the March meeting.</p>	Highway Financial
13)	December 31, 2012 end of month preliminary financial statement – Discussion/Action. The Committee briefly reviewed the financial statements. The board discussed the need for changes to the monthly review of the interim financial statements that would involve more information from department heads. No action taken.	December 2012 Financial Statement

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14)	<p>Employment Activity Report- Due to the lateness of the hour the committee did not discuss this list.</p> <ul style="list-style-type: none"> i. Sheriff's Dept. Dispatcher/Correctional Officer Vacancy – Interviews completed 1/23. References completed 1/29. Sheriff's Dept. conducting their background check. ii. Register of Deeds Department Assistant – Vacancy created from Feb 1 retirement. Recruitment started 1/23. iii. Highway Office Clerk Vacancy – Vacancy created from resignation. Employee's last day will be February 8. Position being evaluated and modified. iv. Bloomfield Healthcare C.N.A (Jan, Vacancies) New hires started on 1/22 and 1/29. v. Bloomfield Healthcare C.N.A (New Vacancies) 1 FT and 1 PT – 9 applications received as of 1/30. vi. Bloomfield Healthcare Nurses – Interviews conducted on 1/30. vii. Bloomfield Healthcare Dishwasher – Ongoing recruitment. viii. Bloomfield Healthcare Nurse Manager – Job offer to be made 2/1. 2 applications received since 11/6/12. ix. Bloomfield Healthcare part-time Cook- Interviews conducted 1/29. x. Bloomfield Healthcare Activity/Resident Assistant – Recruitment started 1/17. xi. Public Health Officer/Director – Position filled. New hire starts March 1. xii. 4-H Summer Intern – Recruitment started 1-4-13. 	Employment Activity Report
15)	<p>The Administrative Services Committee shall entertain a motion at 8:48 p.m. to go into Executive Closed Session pursuant to W§19.85 (1) (c) consideration of employment, promotion, compensation, and performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; (Sheriff's Correspondence on Compensation). To be included in the closed session County Administrator Kephart, Corporation Counsel Allen, Personnel Director Trader, Finance Director Hamilton & Sheriff Michek to be excused later. Motion carried.</p> <p>Motion by E. Anderson seconded by Bolduc to return to open session at 9:25 p.m. Sup Bolduc second. Carried.</p>	Sheriff Correspondence Possible Closed Session
16)	<p>Take any action in open session on the matter discussed in closed session that is necessary and appropriate. No Action was taken.</p>	Return to Open Session
17)	<p>Motion to adjourn by Peterson seconded by Lindholm. Motion carried. Adjourned at 9:50 p.m. Next meeting date March 12, 2013.</p>	Adjourn