

TUESDAY, MARCH 12, 2013

State of  
Wisconsin  
County of  
Iowa

**APPROVED MINUTES  
ADMINISTRATIVE SERVICES COMMITTEE MEETING  
TUESDAY, MARCH 12, 2013 6:00 p.m.  
Community Room – Health and Human Services Bldg.  
303 West Chapel Street  
Dodgeville, Wisconsin**

2013-03

Item		
1)	The Chair called the meeting to order at 6:03 p.m.	Call to Order
2)	<p>a) Consent Agenda b) Roll Call – Members Present c) Approval of this Agenda d) Approval of the minutes of the February 12, 2013 meeting.</p> <p>Supervisors present: Eric Anderson, Carol Anderson, Charles Bolduc, Steve Deal, Judy Lindholm, John Meyers, and Curt Peterson. Supervisors excused David Bauer &amp; Jim Griffiths.</p> <p>Others present: Supervisors; Ed Weaver, Greg Parman and Ryan Walmer. Staff present: Bud Trader, Personnel Director, Roxie Hamilton, Finance Director, Curt Kephart, Administrator, Tom Slaney, Social Services Director, Ann Thompson Acting Public Health Director, Kari Bennett, Assistant Public Health Director, Rebecca Wetter, ADRC Director, and Craig Hardy, Highway Commissioner.</p> <p>Motion by Peterson second by E Anderson to approve agenda and the minutes as distributed. Motion Carried</p>	Consent Agenda
3)	<p>Report from committee members and an opportunity for members of the audience to address the committee.</p> <p>Supervisor Ed Weaver – distributed documents on private sector wages &amp; benefit surveys and his calculation of cost of benefits to County. He also distributed a job description example and recommended that the County needs minimal job descriptions and department must determine duties for any position within. He believes that the County should not piecemeal wage &amp; benefits everything should be considered as a whole package. He requests the Administrator be empowered to compile this and finish this in the next 3 to 4 months to have it adopted and put to bed. He recommends the book: Sense of Urgency by John P Kotter.</p> <p>Supervisor C Anderson attended the WCA legislative meeting Monday and shared revenue current commitment kept, added to transportation GTA funds, 911 services on how to fund is up in the air, Mental Health and more regionalization.</p>	Public Comment

<p>4)</p>	<p>Establishment of Highway Department Work Rules and Update – Discussion/Action</p> <ul style="list-style-type: none"> <li>• Work Rules             <ul style="list-style-type: none"> <li>a) Normal Work Hours</li> <li>b) Call Back Pay</li> <li>c) Observed Holiday Pay</li> <li>d) Shift Differential Pay</li> </ul> </li> </ul> <p>The Highway Commissioner distributed a proposed Highway Work Rules summary. He reviewed proposed normal work hours, on call/call back pay, shift differential pay and observed holidays. The Commissioner reviewed the sample calculation for shift differential evaluation purposes: It was determined that a resolution establishing an umbrella policy covering the language of work rules or procedures should be presented at the April meeting. Motion by Meyers seconded by Bolduc to approve the proposed Highway work rules including setting normal work hours, call back pay, observed holiday pay and shift differential pay and moved to the full board:</p> <p>Highway Work Rules –</p> <ul style="list-style-type: none"> <li>a) Normal Work Hours M – F 6:00 a.m. – 4:00 p.m.</li> <li>b) Call Back Pay – Minimum 2 Hours</li> <li>c) Observed Holiday Pay – Nine (9) Observed Holidays</li> <li>d) Shift Differential Pay – Pay at 1½ rate outside normal hours pursuant to productive hours worked and FLSA standards</li> </ul> <p>Lindholm &amp; Deal no – motion carried.</p> <ul style="list-style-type: none"> <li>• Accounts Receivables – The Commissioner reviewed the A/R handout that was included in the packets. Highway will always have A/R at the end of the year due to when invoices are issued. The new ASC new roads software does have an A/R packet that will include an invoicing mechanism. January 2013 invoices were completed through the new roads software.</li> <li>• Financials – Cash Flow – Motion Peterson second by Meyers to ask the County Board to reconcile the cash balance at the highway department to zero by transferring the amount of \$1,968,672.72 at the end of 2012 from the General Fund. Discussion followed with Bolduc moving to amend the motion to spread the transfer over 4 years at 25% each year with the 4<sup>th</sup> year to adjust the balance to zero and adjust the budget accordingly with a plan that shows the opportunistic dollars available. Motion failed due to lack of a second. Motion failed with the following voting No – C Anderson, Bolduc, Lindholm, and Deal.</li> </ul>	<p>Highway Department Work Rules and Update</p>
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5)	<p>Motion by Lindholm seconded by Bolduc to require a plan be developed within ninety (90) days by the Highway Commissioner to rectify the deficit in the Highway Cash Fund, to identify the reasons of the deficit, and detail how these issues have been or will be corrected in the future based upon a remedial action plan. Once the annual Highway budget is in alignment and the process has been corrected then a reconciling transfer may be considered. Motion carried</p> <ul style="list-style-type: none"><li>• ACS Software – The Highway Commissioner updated the Committee on the progress of implementing the ACS Financial Software package. At present not all issues are corrected, but the application is working more effectively.</li></ul>	Highway Department Work Rules and Update (continued)
6)	<p>Temporary Vacancy Fill Resolution Action The Administrator discussed a proposed resolution in the agenda packet to rescind prior resolution # 15 – 0308 addressing temporary promotions and laterals and replace it with a more comprehensive solution that does not create an expectation of work without pay. Motion Bolduc second by Peterson to approve and forward to the full board for action a resolution to rescind Res # 15 – 0308 and replace it with an updated resolution setting the terms and conditions for assigning higher essential duties to a current employee in the absence or vacancy of a position that will be greater than two weeks. Motion Carried</p>	Vacancy Fill Resolution
7)	<p>The County Administrator presented a proposed interim Public Health Director Appointment Process. Motion by Lindholm seconded by Deal to approve the pay and appointment of the interim public health director position as proposed by the Administrator. Ann Thompson will serve as primary interim contact and Kari Bennett will assist in work sharing with both to be paid a stipend during the vacancy of \$200 per week. Motion Carried</p>	Public Health Director
8)	<p>Voluntary Long Term Health Care Plan Option for Employees –Discussion/Action Bud reviewed the research he has done recently on Long Term Health Care Plan options. Motion by Lindholm seconded Bolduc to direct the Personnel Director to pursue further research on a Voluntary Long Term Health Care Plan and report back to the committee. Motion Carried.</p>	Long Term Health Care

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9)	<p><b>Proposed Approach to Job Classification Project – Discussion/Action</b>  The Administrator summarized what this type of project might be like to help the committee decide what the scope of the project should be and how responsibilities might be divided. The product would be a scope of services RFP for classification and compensation services. Meyers suggested that a market study should be on a 50/50 split between public and private. Eric Anderson suggested that a range of 4 to 6 market samples of both private and public but keep the number equal. Motion by Peterson seconded by E Anderson to direct the Administrator to bring a draft RFP for classification and compensation scope of services back to the next meeting (April) with an expectation that the evaluator will provide the deliverables within 90 days upon the contracted being awarded. Motion carried with Sup Bolduc voting no.</p>	Job Classification and Compensation
10)	<p>The Finance Director reviewed the three examples for a one-time payment provided in the packet. Several parameters were discussed including the document outline of three options with discussion centering on option # 2 as a one-time payment to employees normally scheduled to work a certain number of hours per pay period. Motion by Deal seconded by E Anderson to authorize a one-time payment to employees as follows:</p> <ul style="list-style-type: none"> <li>• 2013 employees as of April 1<sup>st</sup> and have been employed since January 1<sup>st</sup>.</li> <li>• \$150 one-time payment for 20 to 34 weekly hours part time &lt;or&gt;</li> <li>• \$300 payment for 35 to 40 weekly hours full time second with the criteria set above and forward to the Board. Motion Carried – with Meyers, Lindholm, and Bolduc voting no</li> </ul>	One Time Payment
11)	<p>The ADRC was considering a staffing plan change when the Social Services Director received a retirement notice from a .8 FTE. The Department would like to increase the position to a 1.0 FTE position – the additional hours will cover prevention type programs that are in demand and this will increase the funding for these programs. By increasing the staff time and maximizing funding there would be a savings realized by the County of approximately \$17,000 annually. The Director believes it is a sustainable with the present funding sources. Motion by Meyers second by Bolduc to approve the proposed staffing plan change at ADRC increasing a position to 1.0 FTE – the additional hours will cover prevention type programs that are in demand and this will increase the funding for these programs. Motion Carried.</p>	ADRC Staffing

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12)	<p>Employment Activity Report and Actions</p> <ul style="list-style-type: none"> <li>i. Sheriff's Dept. Dispatcher/Correctional Officer Vacancy – New Hire 3/5/13</li> <li>ii. Register of Deeds Department Assistant – New hire started 2/25/13.</li> <li>iii. Highway Office Accountant Specialist – New hire to start 3/21/13.</li> <li>iv. Highway Dept. Seasonal Employee – New hire started week of 3/4/13</li> <li>v. Bloomfield Healthcare C.N.A FT and 1 PT – 22 applications received as of 3/4. Interviews conducted on 2/13.</li> <li>vi. Bloomfield Healthcare Nurses – New Hire started 2/26/13</li> <li>vii. Bloomfield Healthcare Dishwasher – Ongoing recruitment.</li> <li>viii. Bloomfield Healthcare Nurse Manager – Internal Promotion, effective TBD</li> <li>ix. Bloomfield Healthcare part-time Cook- New Hire started 3/5/13</li> <li>x. Bloomfield Healthcare Activity/Resident Assistant – New Hire starts 3/12/13</li> <li>xi. Public Health Officer/Director – New hire rescinded accepted job offer. Recruitment resumed week of 2/18. No new applications have been received.</li> </ul> <p>Motion by E Anderson seconded by Bolduc to authorize the Administrator to make a provisional offer of employment for a Public Health Officer/Director that may exceed the midpoint up to the maximum. Motion Carried.</p> <ul style="list-style-type: none"> <li>xii. 4H Summer Intern – Interviews scheduled for 3/11/13.</li> <li>xiii. Bloomfield Healthcare Registered Nurse (Feb Vacancy) – 3 applications received as of 3/4.</li> <li>xiv. Bloomfield Healthcare Director of Nursing – New vacancy as of 3/8/13.</li> </ul> <p>Motion by E Anderson and seconded by Lindholm to authorize the Bloomfield Administrator to make a provisional offer of employment for a Director of Nursing that may exceed the midpoint up to the maximum for this position. Motion Carried.</p>	Employment Actions
13)	<p>The Finance Director outlined Iowa County's participation in Regional Revolving Loan Fund discussions and process.</p> <p>Motion by E Anderson seconded by Lindholm to forward a resolution to the board supporting Iowa County joining the Regional Revolving Loan Fund and supporting the resolution. Motion Carried</p>	Revolving Loan
14)	<p>Preliminary End of Year Financial Report for 12/31/12</p> <p>Distributed the comments from the departments. The committee found this helpful and asked if they should inquire of departments more often than the end of the year. The Finance Director is to thank the Departments on behalf of the Committee.</p>	Financial Report

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15)	<p>2014 Budget Process Discussion – Discussion Action</p> <ul style="list-style-type: none"><li>• Contingency Allocation formula for Departments</li><li>• Budget Guidelines/Priorities</li></ul> <p>The Administrator addressed the committee to ask for a reasonable benchmark in contingency fund balances that will support the Departments when they meet circumstances beyond their control of a reasonable or normal year and advised the Committee that they should consider prevention type programs. He also suggested discussing the size of need for a contingency in the enterprise funds. The General Fund contingency must cover all other departments – that will be included in the 2014 budget process.</p>	2014 Budget
16)	<p>Motion to set next meeting date as April 9<sup>th</sup> and to adjourn by Sup John Meyers second Eric Anderson – carried. 8:59 p.m.</p>	Adjourn