

Tuesday April 9th, 2013

State of Wisconsin County of Iowa	APPROVED MINUTES OF THE ADMINISTRATIVE SERVICES COMMITTEE MEETING HELD TUESDAY APRIL 9th, 2013 COMMUNITY ROOM – HEALTH AND HUMAN SERVICES BUILDING DODGEVILLE, WISCONSIN	2013-04
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Item														
#1	The meeting was called to order by Supervisor C. Anderson at 6:00 p.m.	Call to Order												
#2	Consent Agenda a) Roll Call – Members Present b) Approval of Agenda c) Approval of the minutes of the March 12, 2013 meeting. Supervisors present: Curt Peterson, John Meyers, Eric Anderson, Steve Deal, Charles Bolduc, James Griffiths and Carol Anderson. Supervisors J. Lindholm and D. Bauer were excused. Others present – Bud Trader, Personnel Director, Roxanne Hamilton, Finance Director, Curt Kephart, Administrator, Jolene Millard, Treasurer, Deb Slaney, Deputy Treasurer, Tom Slaney, Social Services Director, Scott Godfrey, Planning and Development Director, Matt Allen, Corporation Counsel, and Keith Hurlbert, Emergency Management Director. Motion by Meyers seconded by Griffiths to approve the agenda and minutes as distributed. Motion carried.	Approval of Agenda												
# 3	There were no reports or comments from the Public.	Public Comment												
# 4	The Treasurer stated there is a statutory requirement for the County Board to approve the taking of a tax deed and presented two parcels for consideration. Motion by Meyers seconded by E. Anderson to authorize the County Clerk to issue tax deeds on the two following properties: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">PARCEL NO.</th> <th style="text-align: left;">DISTRICT</th> <th style="text-align: left;">DESCRIPTION</th> <th style="text-align: right;">TAXES OWED</th> </tr> </thead> <tbody> <tr> <td>018-1047.B</td> <td>Town of Mineral Point</td> <td>Lot 1 CSM 196 rec in V 1 CSM P 241 Located in pt NE ¼ of SE ¼ 01-004-002</td> <td style="text-align: right;">\$ 1,033.00</td> </tr> <tr> <td>216-0903</td> <td>City of Dodgeville</td> <td>W 60' of Lot 4 Pearce's Subdivision</td> <td style="text-align: right;">\$ 736.25</td> </tr> </tbody> </table> Motion carried. Supervisor Griffiths asked the Treasurer what happens when proceeds from a tax deed sale exceeds the expense of the tax deed. The Treasurer stated the excess proceeds stay with the County unless in certain circumstances where the property was a homestead property (house where someone has their primary residence in the last 5 years prior to the taking of the tax deed) and in that case the excess proceeds may go back to the landowner. It also depends on the requirements in the statutes.	PARCEL NO.	DISTRICT	DESCRIPTION	TAXES OWED	018-1047.B	Town of Mineral Point	Lot 1 CSM 196 rec in V 1 CSM P 241 Located in pt NE ¼ of SE ¼ 01-004-002	\$ 1,033.00	216-0903	City of Dodgeville	W 60' of Lot 4 Pearce's Subdivision	\$ 736.25	Tax Deed Action
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<p># 5</p>	<p>The Social Services Director provided background information on the 2011 re-structuring plan approved by the County Board that authorized a change in a position from Social Worker II to a Lead Social Worker position. This position was approved in a revised staffing plan presented to the board in October County Board in 2011 when the ADRC transition plan was approved. The Personnel Director gave a history of when the board would have to review & approve. Discussion followed.</p> <p>Motion by E Anderson seconded by Deal to approve a reclassification of a Social Worker II to Lead Social Worker as approved in the 2011 Social Services Restructuring plan. Motion carried.</p>	<p>Social Services Position Re-class</p>
<p># 6</p>	<p>The County Administrator provided an overview of the information included in the packet regarding a proposed classification compensation study.</p> <p>The Departments were to have org charts to division team leads and then to the Personnel Director by Monday. The Director distributed the information that he had received however missing are Coroner, District Attorney, District Judge, Sheriff's Dept., Register in Probate, and surveyor. After position description are updated then the process will start to consolidate jobs through a job inventory assessment.</p> <p>The Administrator reviewed the steps of the job inventory assessment – if we do preliminary work internally this could save cost because a third party would not be paid to complete. Once these are up to date that process might down size the number of job categories. He had a conference call with WIPFLI on Friday April 5th. He distributed an example of management position classifications and non-management position classifications as an illustration of how the process could be streamlined.</p> <p>He identified specifics that the evaluator could use to deliver compensation and position review and assigning, compensation/benefit study report, and defining a process of keeping this current. He reviewed the schedule that Division Team Leads proposed in the document that was included in the packet.</p> <p>A request by Supervisor Griffiths was to put a number on the front page of the org chart – should have the total number of positions by the department name might make it easier to identify department size at a glance. Supervisor Griffiths stated we should include as part of the contract that the evaluator come back in a year to see if we are on track.</p> <p>Supervisor Bolduc stated several of his constituents are not happy about spending \$20,000 for a study – is there an option to saving a portion of this cost in the long run and how do we justify spending tax dollars on this type of study?</p> <p>Supervisor Meyers commented that the public perceives the study was not and has not been implemented.</p>	<p>Class and Comp Study</p>

# 6a (cont.)	<p>Supervisor Griffiths stated we may want to outline what really did happen with the last study and what was implemented. The committee should have a list of talking points of why we are doing a study and to justify why we are doing this.</p> <p>The Administrator shared that when he first started that he was asked to review the Carlson classification compensation study completed in 2008 and he determined the Consultants methodology was sound. However, he observed that possibly clear expectations may not have been set for the consultant, employees or the Board. He shared that the committee needs to provide clear and precise instructions to the evaluator and what exact deliverables should be.</p> <p>Supervisor Griffiths shared that the committee can make a choice of who to include but the consultant should look at the choices and inform the committee if they are good choices or by their judgment other employers (county & private business) should be used instead. Supervisor C Anderson shared that ACT 10 got the County into a very different ball game and we don't have the specific expertise at the County and it could take 5 years to implement a classification study.</p> <p>Supervisor Bolduc shared his view is that as a committee ASC should be prepared to make the tough decision and to educate the public and taxpayers why it is needed.</p> <p>Motion by Sup E Anderson seconded by Supervisor Meyers to approve a classification and compensation process and study included in the agenda packet as developed by the Division Team Leaders and forward to the County Board for approval and funding. Motion carried.</p>	Class and Comp Study (continued)
# 6b	Motion by Meyers seconded Bolduc to approve a classification/compensation work panel of seven members as outlined in the document provided by the Division Team Leadership to oversee a classification study process. Motion carried.	Class and Comp Work Panel
# 6c	Motion by E Anderson Seconded by Meyers to authorize funding a classification/compensation study from 2012 carryover funds not to exceed \$30,000 and forward this recommendation to the full Board. Motion carried.	Class and Comp Study
# 6d	Motion by Peterson seconded by E Anderson to authorize the Work Panel to award a contract to a successful vendor – Motion Carried.	Class Work Panel
# 6e	Motion by Bolduc seconded by Meyers to establish a timeline for study completion and provide all deliverables to ASC by September 1, 2013 as outlined in F, G & H of the Division Leadership Team proposal. Motion carried.	Class and Comp Timeline
# 7	<p>The Personnel Director distributed and reviewed a summary of information on employee voluntary long term care insurance research as requested by the committee.</p> <p>Motion by Bolduc seconded by E Anderson to move forward with the recommendation of Health Choice Insurance Solutions for providing voluntary Long Term Care Insurance options to all qualifying employees. Motion carried with Griffiths voting no.</p>	Long Term Care Voluntary Plan

# 8	<p>Employment Activity Report The Personnel Director provided an update on recruitment and personnel actions. The County Administrator updated the Committee on the status of filling the Public Health Officer recruitment – received very few applications and have advertised twice at a cost of \$2,000 to \$3,000 and he updated the committee on what process we should implement going forward. He advised that this is taking time, costly and the process is slow.</p> <ul style="list-style-type: none"> i. ADRC Elder Benefits Specialist/Prevention Coordinator – First review of applications scheduled for 4/12. ii. Finance Department Accountant Specialist – Recruitment started 4/2, to consider internal applicants and previously received qualified applications. iii. Bloomfield Healthcare C.N.A–. Interviews conducted on 3/26 and 3/27 iv. Bloomfield Healthcare Dishwasher – Ongoing recruitment. v. Public Health Officer/Director – SW WI WDB contacted to lead recruitment. vi. 4H Summer Intern – New hire will start 5/20. vii. Bloomfield Healthcare Registered Nurse (Feb Vacancy) – Interviews conducted on 3/27. viii. Bloomfield Healthcare Director of Nursing – 4 applications received as of 4/4. ix. Bloomfield Healthcare PRN CNA- Recruitment started 4/2 x. Bloomfield Healthcare RN’s- Recruitment started 4/2 	Personnel Actions Report
# 9	<p>The Finance Director provided the preliminary end of year financial report for 12/31/12. Supervisor Griffiths requested adding an additional column of unreported expenditures and provided the updated report to the next meeting.</p>	2012 End of Year Finance Report
# 10	<p>The Finance Director provided the preliminary quarterly financial report for 3/31/13. The Committee briefly reviewed this report and no action was taken.</p>	Quarter Finance Report
# 11	<p>Next week the Administrator plans on starting meeting one on one with departments and discuss the 2014 budget process. Once the departments bring forth a budget then the Administrator and Finance Director will meet with departments and arrive at a proposed 2014 budget recommendation. When all meetings are completed the budgets will be presented to the ASC.</p>	2014 Budget
# 12	<p>Motion by E Anderson seconded by Meyers to adjourn the meeting and set the next meeting date for May 14th. Motion carried and meeting adjourned at 7:54 p.m.</p>	Adjourn