

State of
Wisconsin
County of
Iowa

**APPROVED MINUTES OF THE
ADMINISTRATIVE SERVICES COMMITTEEMEETING
Tuesday, August 13, 2013 6:00 p.m.
Community Room – Health and Human Services Bldg.
303 West Chapel Street
Dodgeville, Wisconsin**

2013-08

| Item | | |
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| 1) | Call the meeting to order. | Call to Order |
| 2) | <ul style="list-style-type: none"> a) Consent Agenda b) Roll Call – Members present: Carol Anderson, Eric Anderson, Charles Bolduc, Steve Deal, James Griffiths, Judy Lindholm; Excused Dave Bauer, John Meyers, Curt Peterson. Also present, Supervisor Ronald Benish, Penny Clary, Bloomfield Administrator, Roxanne Hamilton, Finance Director, Scott Godfrey Planning Director, Kari Bennett, Public Health Nurse, Deb Rosenthal, Child Support Officer, John Hess of the Iowa County Historical Society, Bud Trader Personnel Director, Craig Hardy Highway Commissioner, and Curt Kephart, County Administrator. c) Approvals of an Agenda change to remove ICAEDC from agenda at their request and to have John Hess present the Iowa County Historical Society 2014 budget request when he arrives. Motion by Bolduc, seconded by Lindholm to approve the agenda as modified to remove ICAEDC 2014 request and allow John Hess to speak for the Historical Society request when he arrives. Motion carried d) Motion by Lindholm, seconded by Bolduc to approve the minutes of the June 11, 2013 meeting as presented. Motion carried. | Consent Agenda |
| 3) | Report from committee members and an opportunity for members of the audience to address the committee. No public comment. | Public Comment |
| 4) | Request for 2014 funding of the Iowa County Historical Society – discussion & possible action. John Hess, President of the Iowa County Historical Society presented a request for funding in the 2014 budget process. , the question is the history and society is a good use of tax levy dollars and if it is what the appropriate level of funding is. For many years the funding level was \$7,500 and has been decreasing by 10% the last few years – the historical society is not just a Dodgeville entity but considers it a County entity – reaching out to schools and offering historical research resources to anyone. The Society would like to get back to the \$7,500 funding level. | Historical Society |
| 5) | The Iowa County Area Economic Development Corporations asked to be rescheduled. Supervisor Griffiths shared that there is a section in the Comprehensive Plan that addresses Economic Development – this may be a useful for everyone to review. | Economic Development |
| 6) | <p>Proposed 2014 Budget Update –</p> <ul style="list-style-type: none"> i. The Administrator discussed a concern over the lack of an outside agency funding policy. Other Counties have adopted a set of standards for funding outside agencies and he provided a working draft of a proposed resolution to address this. Supervisor Griffiths advised that the section on requiring documentation should be modified to indicate that documentation might be requested but not required up front. Supervisor Deal shared that if the County is going to give organizations money then a County Board member or County representative should sit on those boards and then give the Board a quarterly report. Supervisor C Anderson shared her concern that all agencies should have a business plan. Supervisor E. Anderson | 2014 Proposed Budget Update |

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| | <p>shared that he would like someone from the organization to attend a meeting so they have a chance to ask questions regarding any funding requests. The Administrator advised that a policy is a consideration for the 2015 budget process and could be deferred until the October meeting.</p> <p>ii. The Finance Director distributed an updated summary of the initial funding requests for 2014. Funding requests from Departments and agencies exceeds available present revenue projections by a negative \$1.1 million.</p> <p>iii. The County Administrator updated the Committee on the discussions that have been held on the proposal to restructure a number of departments.</p> <ol style="list-style-type: none"> 1. Highway Commissioner has presented three different structure models to the Transportation Committee for their review. The LTE position may need to be continued due to software issues being unresolved. A revised staffing plan and structure will be implemented in 2014. 2. Child Support is working closely with Corporation Counsel and will provide the Justice Committee periodic updates and reports. The proposed merger of the two Departments is no longer in the current recommendation. 3. Planning and Land Conservation presented a White Paper Analysis of merge/move benefits and concerns. Based upon the present unknown future location of the NRCS/FSA it is recommended that move be placed on hold pending a USDA location decision. The proposal to merge remains supported by the Administrator. 4. The Personnel Director provided a 2014 budget scenario of reducing the Director position to an .8FTE and upgrading the Personnel Assistant position while reducing some contracted expenses. This is under review. | |
| 7) | <p>The Bloomfield Administrator presented a draft policy on employee health insurance contributions as the employee cost is impacted by census and staff requirements. This policy provides Bloomfield with the ability to manage reduced hours due to lower census and not affect the health insurance benefit/employee cost. This allows employees to personally budget better and will help Bloomfield with administrative costs. Motion by Lindholm seconded by Eric Anderson to approve a revised Bloomfield employee health insurance contribution policy and procedure be forwarded to the County Board for the August 20, 2013 meeting. Motion Carried.</p> | Health Insurance |
| 8) | <p>The Personnel Director reviewed the overall history of the traditional and optional ETF health insurance plans. The County could have up to 3 different ETF models reflecting the present system, a deductible plan, or a co-pay office visit plan. The Finance Director shared an example of possible impacts cost under possible plan models. A decision is required by the September County Board meeting to implement any proposed healthcare plan and budget adjustments for the 2014 budget. The Committee will prepare a recommendation so action occurs at the September Board meeting..</p> | Health Insurance |
| 9) | <p>Employment Activity Report:</p> <ol style="list-style-type: none"> i. Sheriff's Dept. Deputy- Vacancy due to resignation. 3 internal Dispatcher/Correctional Officers posted for position. Promotion awarded 8/2/13. Position to be filled when new D/CO is hired to backfill vacancy. ii. Sheriff's Dept. Dispatcher/Correctional Officer – Three current vacancies due to 2 resignations and one promotion. 53 applications received. Typing tests administered with 27 applicants, written examination administered with 22 applicants, 6 interviews conducted on 8/6/13. References being completed on 3 applicants. iii. ADRC Information & Assistance Specialist – Vacancy due to resignation. Previously received ADRC applications were used to fill. New Hire started 7/8/13. iv. Economic Support Specialist Assistant Project Position – Position filled 7/1. New hire started July 15 v. Half Time County Administrator Dept. Assistant – Position filled with LTE Dept. | Employment |

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| | <p>Assistant, started 7/1.</p> <p>vi. Public Health Officer/Director –position remains posted. SW WI WDB continues recruitment. 19 applications received to date, 12 since April.</p> <p>vii. Half Time Treasurer Dept. Assistant –17 applications received to date. No action yet.</p> <p>viii. Highway Dept. Crew Lead – Position posted 7/3/13. 7 applications received to date.</p> <p>ix. ADRC Disability Benefits Specialist – Vacancy due to resignation. Position posted 8/2. Applications from previous ADRC vacancy to be reviewed in addition to those generated from new posting.</p> <p>x. Bloomfield Healthcare Dishwasher – New Hire started 7/2/2013.</p> <p>xi. Bloomfield Healthcare Director of Nursing –Ongoing recruitment.</p> <p>xii. Bloomfield Healthcare PRN & FT/PT CNA- New Hires started on 6/26/2013 and 7/2/2013; ongoing recruitment.</p> <p>xiii. Bloomfield Healthcare RN’s/LPN - New Hires started on 6/5/2013,6/26/2013, 7/9/13 and 7/17/2013; ongoing recruitment.</p> <p>xiv. Bloomfield Healthcare Day Nurse Manager – Internal hire effective 7/22.</p> <p>xv. Bloomfield Healthcare PM Nurse Manager – Recruitment started week of 7/ 29.</p> <p>xvi. Bloomfield Healthcare PT Cook – New Hire started 7/2/2013.</p> <p>xvii. Bloomfield Healthcare Environmental Services Director – position currently being evaluated in response to proposed changes to responsibilities</p> | |
| 10) | The Finance Director distributed the most recent financial information and 2013 current budget actuals. | Financial Report |
| 11) | The Finance Director and Bloomfield Administrator shared highlights of the Bloomfield 2012 Audit Report that was included in the agenda packet. Historically, when the audit reports are completed for Blackhawk Lake, Bloomfield, and the County they are first distributed at the Administrative Services Committee. Supervisors questioned whether the procedure should be to have the standing committees get the report first. A concern was also raised regarding getting quarterly financial updates for each standing committee related to the departments that they oversee. | Bloomfield 2012 Audit |
| 12) | The Committee discussed the Regional Revolving Loan Fund and the process that is being used to create an oversight board. Also discussed was the current balance of the County Revolving Loan Funds and when distribution to the regional fund needs to take place. Concerns were also shared about the regionalization process and a possible need to determine if we can opt out at any future date. What will the local County’s responsibilities be under the new by-laws of the regional fund? | Regional Revolving Loan Program |
| 13) | Date and time for September 2014 meeting. Discussion and Action Need two meetings in the future for budget and health insurance discussions. A proposed date is Thursday August 29 at 3:00 p.m. to focus on budget updates and health insurance decisions. The regular meeting in September will be used to visit with outside agencies over their 2014 budget requests. Motion by Bolduc second by Lindholm to set the next meeting for August 29 at 3:00 p.m. to discuss health insurance rates and possible changes and to review budget updates. Motion Carried | Next Meeting |
| 14) | Motion by Bolduc seconded by Lindholm to adjourn the meeting at 9:25 p.m. Motion carried. | Adjourn |
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