

Tuesday, September 10, 2013

State of
Wisconsin
County of
Iowa

**Approved Meeting Minutes from the
ADMINISTRATIVE SERVICES COMMITTEEMEETING
Tuesday, September 10, 2013, 6:00 p.m.
Community Room – Health and Human Services Bldg.
303 West Chapel Street
Dodgeville, Wisconsin**

2013-09

Item		
1)	Meeting called to order at 6:00 p.m. by Supervisor C. Anderson	Call to Order
2)	a) Consent Agenda b) Roll Call – Members Present Supervisors C. Anderson, E. Anderson, S. Deal, J. Griffiths, C. Bolduc, D. Bauer, J. Meyers and J. Lindholm. Excused – Supervisor C. Peterson Others present: Personnel Director Bud Trader, Finance Director Roxie Hamilton, Bloomfield Administrator Penny Clary, Health and Human Services Director Tom Slaney, IT Director Rick Klabough, Supervisor Ron Benish, SUN Director Cecile McManus, ICEDIC Bill Grover, ICEDIC Phyllis Frisch, ICEDIC Rick Terrien, Iowa County Coroner’s Office Virginia Eisele and Wendell Hamlin, Wendy Doescher, Janet Butteris, Kari Grady, John Gardner, and Rebecca Wetter c) Approval of this Agenda d) Approval of the minutes of the August 29, 2013 meeting. Supervisor Griffiths motion to approve the consent the agenda second by Supervisor E. Anderson. Motioned carried	Consent Agenda
3)	Report from committee members and an opportunity for members of the audience to address the committee. Supervisor C. Anderson noted that Supervisor Bunker called her this afternoon and stated he had a family emergency and would not be attending the meeting for the Fair budget item.	Public Comment
4)	Agency Donation Requests: 2014 funding request -Discussion and possible action a) Iowa County Area Economic Development Corporation (ICEDIC)– Phyllis Frisch, president of the ICEDIC stated that they are a very young organization and it is usually 5 to 10 years to see the full impact of and economic development corporation and she had Mr. Grover and Mr. Terrien to speak to the success for the ICEDIC. Mr. Grover updated the committee on the past 3 years that he has served on the committee and the request for 2014 is \$95,000 – they would like to hire a part-time employee in addition to the full-time staff member. There has also been discussion of the IDEDC having an office in a County building and they think that is a good idea. Mr. Terrien reviewed the handouts on the ICAECDC results and he said that they have had great results. Sup. Griffiths asked if all of the neighboring counties have an area EDC and Ms. Fritsch stated that all counties in the state have an EDC and she stated that the area EDC are funded by the County and Grant county is also funded by the larger Cities in that County. Clarification of the proposed additional staff and that person would be a grant writer and would be part-time – work as needed. Mr. Bolduc asked about interest in additional manufacturing in the area and Mr. Terrien reported most interest is in food processing at various stages. Sup. Deal said when the EDC was originally set up it was to be funded at \$4.00 per resident – funded shared by municipalities and the County. The municipalities have been cutting back due to budget cuts. Discussion of the federal grant money that is available. Sup. Bauer stated that the County is facing basically a zero based budget which is State imposed and the question is in order to fund EDC the board needs to decide if department budgets need to be cut to fund the EDC and the board will need to determine which services are more important than others. Ms. Fritsch understands the budget constraints but would hate to see Iowa County to be the only county without an EDC. Mr. Grover – EDC is a way to build up the tax base to generate additional revenue and the County needs to see this as an investment. Sup. C. Anderson stated the committee is still waiting to receive a	Agency Donation Requests

	<p>business plan from ICAEDC. Mr. Terrien is to email it to the Finance Director and she will send it out to the committee. Sup. C. Anderson stated that the committee will not make a decision tonight and they will meet again next month to make a decision on this item.</p> <p>b) Hidden Valley – Sup. Benish spoke about Hidden Valley and the dues the County pays to participate. He said the dues are minimal (less than \$1,500 per year) and in 2013 Iowa County is the featured County and he feels that this gets Iowa County recognized and helps bring the people to the County and will hopefully increase the sales tax for the County and we won't know what the end of the year will be. He said that about 90,000 are printed and last year they ran out. Hidden Valley reps attended at least 5 sport shows a year and those magazines are distributed. People are really interested in trout streams, snowmobile, ATV trails. Sup. C. Anderson mentioned that they needed to work on updating their websites. 2014 magazines should be available in April. Sup. Benish is challenging Hidden Valley to do away with the feature county fee because Hidden Valley maintains the control on the final has the decision to determine what is featured on each County.</p> <p>c) Dodgeville & Mineral Point Chamber of Commerce – no one was present to represent the Chambers</p> <p>d) Historical Society – The Finance Director distributed updated budget information that John Hess sent to her and Sup. C. Anderson. Mr. Hess also sent a thank you to the committee for having him speak at the August meeting.</p> <p>e) Fair Board – no one was present to represent the Fair Board</p>	
5)	<p>Department Budgets for 2014 and 2014 Budget – Discussion/possible action</p> <p>a) Seniors United Nutrition (SUN) Budget Request – The SUN Director reviewed the information that was included in the agenda packet and the request is for an additional \$10,000 above the 2013 budget amount for a total 2014 request of \$20,640. The committee accepted the information and will consider this in future budget discussions. The Committee also discussed the current services provided by SUN.</p> <p>b) Personnel Budget Request. The Personnel budget information was distributed to the committee. Mr. Trader commented on the evidence based budget information that he submitted. He will be recommending a wage modification for the Employee Relations Assistant staff position if his position as Personnel Director decreases to a .8 FTE. This will result in a small reduction from the \$18,335 savings reported in Administrator's budget memorandum from the August 13, 2013 Administrative Services Committee Meeting. After the Personnel Director submitted his 2014 budget request there was an addition of \$25,000 for a compensation study which results in an overall increase to the 2014 budget from the 2013 budget.</p> <p>c) IT Budget Request – The IT Director was present to field questions on the IT budget request. He discussed the moving of \$124,775 that had been budget in the 2013 Capital Projects fund budget to the IT budget and this would assist for future software and hardware needs and should help level out the future budget amounts. Discussion followed. Sup. Griffiths thanked Mr. Klabough & his staff along with County Clerk Greg Klusendorf on putting the resolutions on the website as he has found this to be very helpful...</p> <p>d) Finance Budget Request – Sup. C. Anderson stated that the Finance Director did a good job on the evidence based information.</p> <p>e) 2014 Budget – Ms. Hamilton mentioned that the actually 2014 tax levy amount is reflected in the budget that was distributed and there was also discussion of the revised 2013 shared revenue numbers that were received last week. Hopefully the 2014 shared revenue numbers will be known by next week.</p>	2014 Budget ASC Department Requests
6)	<p>Health and Human Services Committee recommendation on Bloomfield Strategic Plan and referendum- Discussion & Action</p> <p>The Bloomfield Director discussed the Bloomfield Strategic Plan (cost \$43,000) and this has been discussed twice at the HHS committee and the Long range Planning committee and those committees approved to go forward with hiring consultants to complete a strategic plan followed by a referendum. Sup. C. Anderson mentioned that she received a testimonial today</p>	Bloomfield Strategic Plan

	<p>from an individual about the quality of care that person's mother received at Bloomfield. Ms. Clary mentioned that they have an aging building and need to determine how much money should be put into the building and the strategic plan would assist on this. She stated hopefully the strategic plan would be completed in 6 months. The County will need to determine if the referendum should be on the Spring or Fall election next year. Sup. Bauer would like to see a spring referendum because of the new board that comes in April and also to be able to use the results for the 2015 budget cycle.</p> <p>Motion by Sup. Bauer second by Sup. E. Anderson to send this to the board with the recommendation of contracting an agency to complete a strategic plan with a referendum following with a preference of a spring election. Motion Carried with Sup. Griffiths voting no.</p>	
7)	<p>Health and Human Services Committee recommendation on Environmental Quality Director Reclassification Wage Grade 8 step 2– Discussion/possible Action</p> <p>Ms. Clary reviewed and explained the reclassification wage grade 8 step 2. Motion by Sup. Meyers second by Sup. Deal to approve and send to the board. Motion Carried.</p>	Reclassification
8)	<p>Justice Committee Recommendation for Deputy On-Call coverage and reimbursement - Coroner's Office. - Discussion and action.</p> <p>Motion by Sup. E. Anderson second by Sup. Griffiths to forward to the board. Motion Carried.</p>	Deputy Coroner On-call wage
9)	<p>Health and Human Services Committee recommendation on funding a classification/compensation study – Discussion/possible action</p> <p>Sup. Lindholm stated that the HHS Committee discussed that the ADRC has gone through multiple qualified staff in the last few years and other departments have had issue replacing position and there could be a benefit of going through a wage study at this time. The HHS committee also discussed the disruption of services when there is continuous turnover. Sup. Deal motion to move the recommendation onto the full board with Sup. Meyers seconded with a cost to not to exceed \$23,000 from contingency funds with a target completion date of 4 months. Motion Carried</p>	Classification/ Compensation Study
10)	<p>Employee Trust Fund Health Insurance Plans - Discussion & possible action</p> <p>Discussed the options of 78%, 79%, and 80% of the average of the 4 qualifying plans and the committee decided to not make any changes from the August 29, 2013 committee recommendation.</p>	Health Insurance
11)	<p>Establishing Per Diem Compensation and Mileage for the next Iowa County Board of Supervisors pursuant W§59.10 (3) (F) – Discussion & possible action</p> <p>Motion to Sup. E. Anderson to continue the County Board per diem as is and forward that resolution to the Board second by Sup. Lindholm. Comment from Sup. Bauer who opposes the \$30 per diem as it is too low and there should be additional compensation for the Chair of the Board and Committee Chairs in order to encourage citizens to run for the Board. Discussion followed.</p> <p>Sup. C Anderson allowed Mr. John Gardner, a member of the public, to comment and he said he understands the Board members do a lot as Board members but in his opinion he recommends that the members should not receive an increase until the compensation study is complete. Motion Carried with Sup. Bauer voting no.</p>	Board Compensation
12)	<p>Employment Activity Report:</p> <ol style="list-style-type: none"> i. Sheriff's Dept. Dispatcher/Correctional Officer – Three current vacancies. Waiting for outcome of psychological exams, physical exams and drug tests. ii. ADRC Disability Benefit Specialist – filled. New hire starts 9/16. iii. Sheriff's Dept. Part Time/On-Call Dispatcher/Correctional Officer – Applicant interviewed 9/3. iv. Public Health Officer – filled. New hire starts 9/23 v. Highway Dept. Crew Lead – Position posted 7/3. 7 applications received to date. vi. Highway Dept. Equipment Operator – Vacancy from retirement in March 2013. Position posted 8/29. 	Employment

	<p>vii. Highway Dept. Mechanic – Vacancy from resignation, effective 9/5. Position posted 8/29.</p> <p>viii. Bloomfield Healthcare Director of Nursing –Ongoing recruitment</p> <p>ix. Bloomfield Healthcare PRN & FT/PT CNA- New Hires started on 8/14</p> <p>x. Bloomfield Healthcare RN/LPN’s- New Hire started on 8/27; ongoing recruitment</p> <p>xi. Bloomfield Healthcare PM Nurse Manager – Interviews conducted week of 9/2.</p> <p>xii. Bloomfield Healthcare Environmental Services Director – position going to County Board for approval of salary proposed by compensation consultant.</p> <p>Mr. Trader asked if there were any questions. Sup. C. Anderson did inquiry as to why there was not an ad in the Shopping News for the vacant Bloomfield Healthcare Director of Nursing position and Ms. Clary stated that this position is currently being advertised on websites that have a broader reach.</p>	
13)	<p>July Financial Report - Discussion/possible action</p> <p>Ms. Hamilton distributed the July Financials and she reported at this time there does not appear to be any areas of concern.</p>	Financial Report
14)	<p>Revolving Loan Fund – Discussion/possible action</p> <p>Sup. Griffiths gave an update on the regional RLF and we need to write a manual or determine how Iowa County wants to proceed with RLF. The County could ask staff to how to proceed or maybe we need to contact the other municipal RLF’s in the County and join force to manage an Iowa County regional RLF.</p> <p>Supervisors Deal & Griffiths will work on researching option of how to proceed.</p>	Revolving Loan
15)	<p>Date and time for October 2013 meeting and motion to adjourn.</p> <p>Next meeting will be October 8 and the November meeting will be on November 5th. Motion to adjourn by Sup. Bauer and seconded by Sup. Lindholm at 8:32 p.m. Motion Carried.</p>	Adjourn