

**DRAFT MINUTES**  
**ADMINISTRATIVE SERVICES COMMITTEE MEETING**  
**Tuesday, October 8, 2013, 6:00 p.m.**  
**Community Room – Health and Human Services Bldg.**  
**303 West Chapel Street**  
**Dodgeville, Wisconsin**

Item		
1)	Call the meeting to order. Note start time at 6:00 p.m. by Carol Anderson	Call to Order
2)	<p>a) Consent Agenda</p> <p>b) Roll Call – Members Present Dave Bauer, Steve Deal, Carol Anderson, Judy Lindholm, Curt Peterson, Jim Griffiths, John Meyers, Charles Bolduc, excused Eric Anderson</p> <p>c) Approval of this Agenda</p> <p>d) Approval of the minutes of the September 10, 2013 meeting.</p> <p>Motion Griffiths second by Lindholm to accept consent agenda items. Motion Carried</p> <p>Others present: Curt Kephart, Bud Trader, Roxie Hamilton, Bob Bunker, Jim McCaulley, Bob Thomas, Marie Sersch, Cecile McManus, Donna Douglas – Hidden Valley, Twila Thomas, Tom Slaney, Dan Nankee, Scott Godfrey, Greg Klusendorf, Michelle Klusendorf, Rebecca Wetter, Deb Rosenthal, Jim Vandebrook Executive Director of WI Land &amp; Water Conservation Association, Laura Daniels Farm Bureau Vice President, Matt Allen</p>	Consent Agenda
3)	<p>Report from committee members and an opportunity for members of the audience to address the committee.</p> <p>Donna Douglas spoke to the committee concerning the cut of Hidden Valley dues from the 2014 proposed budget. She stated the dues are 6 cents per capita and she gave the committee an overview of who Hidden Valley is and what it entails. She is asking the County to continue their support with restoring the dues in the 2014 budget and to continue to be part of the nine counties. Bob Thomas – Tom’s Campground – spoke in support of Hidden Valleys and stated the 5.5% sales tax that is collected at his campground and he stated that many of the out of area campers mention Hidden Valleys. He stated tourism has an economic impact to the entire region.</p> <p>Bob Bunker asked for permission to speak to the restructuring of LCD and P &amp; D during the budget agenda item and the Chair stated she would allow it. Jim McCaulley, Jim Vandebrook and Deb Rosenthal also requested permission to speak during the budget discussion and the Chair consented.</p> <p>Sup Griffiths reported he had members of Hidden Valley contact him about the funding for Hidden Valley dues and he was not clear if the funding was including in the budget or removed so he instructed them to come to the committee to address this issue.</p>	Public Comment
4)	<p>ADRC staff step increases – Discussion/Possible action</p> <p>Motion by Sup Peterson recommend adoption of proposal number three of the ADRC staff step increases and if a compensation study is completed that will take precedent second by Charles Bolduc and if a compensation study is completed then those results will supersede this wage schedule. Motion Carried.</p>	ADRC Step increases
5)	<p>A recommendation was forwarded by the Planning &amp; Zoning Committee to update Zoning fees for 2014. Motion by Meyers second by Bolduc to approve the Planning and Zoning Committee recommendation updating zoning fees for 2014 and forward to the full Board. Motion Carried.</p>	Fee Changes

6)	<p>The Personnel Director updated the Committee on where the County is at with the action related in Compliance with the Affordable Care Act. The County did alert all employees as required by the October 1, 2013 deadline about the County's health plans and the health insurance exchanges. Also there are requirements that go into effect January 1, 2015 for employees who work an average of 30 hours or more per week in relationship to the affordability of health insurance premiums for a single plan must be at or less than 9.5% of the employee's household income.</p> <p>Moving forward the County needs to consider the impact to the following departments: Bloomfield and will need to consider the change to the waiting period for employees to be eligible for health insurance coverage, and the number of hours worked weekly by employees. Highway – need to analyze the impact to seasonal employees.</p> <p>The Personnel Director has discussed these issues with the managers at Bloomfield and the Highway Department and he will continue discussions with the managers on issues related to the affordable care act.</p> <p>Sup Griffiths asked if this information that was provided to employees was posted on the website and if not he would like to see this posted on the County website.</p>	Affordable Care Act Update
7)	<p>Per the policy requirements the Compensatory Pay Policy must be reviewed annually. The Personnel Director and Finance Director have worked on a proposed addition to clarify the policy on when comp time in excess of 40 hours is paid out. Personnel checked with Bloomfield Healthcare Administrator and the Highway Commissioner and both choose to not make compensatory time available to employees in lieu of overtime pay.</p> <p>Motion by Lindholm second by Bolduc to include clarification changes in the Compensatory policy and forward to the board. Motion Carried.</p>	Compensatory Policy Review
8)	<p>Per the resolution that was adopted in October 2012 the flexible spending plan subsidy is to be reviewed annually. No changes are proposed to this policy. Motion by Meyers seconded by Lindholm to continue the flexible spending plan subsidy as stated in the prior resolution. Motion Carried.</p>	Flexible Spending Plan
9)	<p>The Personnel Director is recommending the committee review the Managed Time Off policy and he suggests the need to clarify if County Administrator has the ability to modify the amount of MTO that is offered to a new hire outside the table included in the MTO policy. Discussion followed. Motion by Griffiths seconded by Bolduc to send it back to personnel, finance and county administrator to work up wording on the hire policy or to this policy and what the language would be to implement a clarification on new hires. Motion carried with 3 no votes (Sup Peterson, Sup Griffiths, and Sup Bauer).</p>	MTO Review
10)	<p>2014 Budget – Discussion/Possible action</p> <ul style="list-style-type: none"> <li>• Review and Recommend proposed revenue assumptions</li> <li>• Review and Recommend proposed staffing changes</li> <li>• Review and Recommend proposed departmental restructuring</li> <li>• Review and Recommend preliminary 2014 Budget</li> <li>• Review and Recommend preliminary 2014 Property Tax Levy</li> </ul> <p>The County Administrator began the 2014 budget discussion by reviewing the budget notes that were included in the agenda packet.</p> <p>The Administrator explained there was an updated handout to replace page 10 of the budget information on staff changes and he reviewed this information with the committee which now includes two positions at Bloomfield scheduled to be abolished.</p> <p>Sup Meyers suggested he would like to see more cross training between departments in order</p>	2014 Budget

for departments to assist other departments during busy times of the year and he would like this to be analyzed to streamline staff and processes. Sup Meyers also suggested Iowa County look at the lean government concept and incorporate this if possible.

The County Administrator requested the Committee vote up or down the administrator's budget proposals for the Highway, Child Support, Land Conservation and Personnel Departments.

Highway Department – Motion by Meyers seconded by Peterson to encourage the Highway department to continue with the restructuring proposal and refer back to the Transportation Committee for a recommendation. Motion Carried.

Child Support – Deb Rosenthal, Child Support Officer & Matt Allen, and Corporation Counsel addressed the committee and said that they have met multiple times with the Administrator and determine that there is no benefit of merging the two departments. The Administrator recommended a monthly update with Justice and after further discussions it is staff understanding that has been resolved to be quarterly report to the Justice Committee.

Motion by Lindholm seconded by Meyers to accept Administrator's recommendations and approve maintaining the Child Support Office as a separate department with regular updates to the standing committee. Motion Carried

Land Conservation – Land Conservation Committee is on record of opposing any merger or moving of this department. The Administrator gave the history of these discussions and he would like to see more collaboration and cooperation between these two departments. He is looking for suggestions on how we can more effectively deliver services and to move forward with the merge of these two departments

Supervisor Bob Bunker – addressed the committee and shared notes related to a merge/move of LCD & PDZ and went on record opposing this merge/move.

Jim Vandebrook, Executive Director of the WI Conservation Association expressed concern in Ag having a diminished voice for agriculture related issues. He also distributed a letter from DATCP to Chair Anderson because they were not available to attend tonight. He is here to support LCD functions statewide. He expressed concern that the title & qualifications can have an impact and what happens to funding and services.

Supervisor Meyers would like to know in which counties it has worked and in which one it has not worked. He would like to see hard numbers of the budget impact of this. He would also like to see staff cross training of clerical staff. He does not like it that there will be a staff demotion.

Sup Peterson commented that under the previous DATCP board under the Doyle Administration this should have been merged by now if DATCP had followed through. The only gain he could see is re-routing the phone calls and the shared department assistant staff position. Sup Peterson doesn't think he can support the change at this time.

Laura Daniels, Vice President of the Iowa County Farm Bureau, stated that the Farm Bureau unanimously opposed this merger and their major concern is the difference between the two departments and the importance of the seamlessness of working with NRCS and Land Conservation and sharing files because there is one file that is used by both agencies. The importance of LCD is assistance and with Zoning it is enforcement and the two may not always be the same. She said that when she visits the LCD/NRCS office, she is not always there to receive a check for payment; she also goes there for the guidance they provide.

Jim McCauley, Land Conservation Director handed out a document titled "Things to Consider" and he pointed out the Committee needs to consider the long term consequences to the customers of these two departments. Customers are becoming more sophisticated and are requiring different technical assistance. He would ask that the committee consider the customers served when they make their decision. Sup Anderson stated one the wildcards is the farm bill is not settled yet and where NRCS and FSA will fall and Jim McCauley said the State is making a commitment for all counties in SW WI to have an office located in each county.

Motion Peterson seconded by Meyers to not support Administrator recommendation to merge the Land Conservation Department with the Planning Department at this time and place on hold moving/merging the office of Land Conservation pending a location decision by the USDA/NRCS/FSA office and place on hold approving a merger of the Land Conservation Department with the Planning and Zoning Department creating a Land Management Department with separate functions but with one Department Head and administration function. Motion carried with Deal, Bauer and Lindholm voting against. Motion Carried

Personnel: The Administrator would like to see the application process streamlined and believes this can be accomplished through application processing software such as NeoGov. This type of software has a variety of application modules.

The Administrator agrees with the Personnel Director in decreasing the budget for labor attorney expense but he suggests moving this expense to the Corporation Counsel budget because Corporation Counsel could monitor any issue that might become litigation. On issues that are not legal but technical related the Administrator recommends contracting with the Southwest Workforce Development Board for assistance. The Administrator would manage the budget and the Employee Relations Assistant and that person would answer personnel related questions. The Administrators recommendation the Personnel Director position be eliminated and he knows that it is a difficult decision and he would like this committee to make a recommendation as this is the governing committee.

Sup Bolduc stated that the SHRM website states that best application software that scores an applicant has only an accuracy rating of 22%.

Sup Deal asked if there were discussion on decreasing the position to part-time instead of eliminating it?

Supervisor Bauer asked if the Personnel Director had any comments and Bud appreciated the recognition and there are questions members should be asking because they don't know how this department operates. He also stated they should understand that application volume is not as much of a problem as it was previously which reduces the benefit from the investment in software, and there is a large volume of the work that follows the application screening that will not be affected by the software purchase as software does not contact the applicants to set up interviews and scheduling or completion of references, drug test and criminal background checks. Bud stated Corporation Counsel is a very competent attorney but he is not a labor attorney/employment and many times Bud can answer the questions without going to the labor attorneys because of his 30 years of institutional knowledge. He stated software does not necessary answer all the questions. The Committee also needs to understand the amount of time that goes into the benefits administration and finding and vetting of employee benefits, not just providing guidance to employees. He thinks there should be more discussion at the Board meeting and the Board need to ask the right questions and more questions.

Sup Meyers would like to have this discussion with the entire board. Motion by Meyers seconded by Lindholm to forward this discussion to the board by recommending the Administrators proposal of creating an Office of Employee Relations under the Administrator and abolishing the position of Personnel Director and authorize moving the labor attorney budget to the District Attorney/Corporation Counsel budget and authorizing purchase of service agreements with regional agencies for technical expertise and support. Motion Carried with Deal, Griffiths and Bolduc voting no.

2014 Budget – Distributed a 2014 budget memorandum – addressing 2014 Contingency Resolution continuing resolution. Motion by Sup Meyers seconded by Sup Bauer to create a resolution on the contingency account. Motion Carried.

	<p>The Administrator provided a budget document on agencies receiving donations and agencies providing joint or mandated services to Iowa County and in the future he would like the County Board to adopt a policy on these payments prior to the 2015 budget process.</p> <p>Motion by Griffiths seconded by Bauer to designate funding from the \$50,000 economic initiative budget that is included in the Planning and Development Budget in the amount of \$1,421 for the Hidden Valley Dues. Motion Carried with Deal voting no.</p> <p>Motion by Bauer seconded by Bolduc to forward the list of agencies receiving donations with the changes to Hidden Valley dues as part of the budget document to the County Board. Motion Carried.</p>	Agency Donations
	<p>Motion by Bauer seconded by Meyers to send to the County Board a list of agencies with the amount of funding that provide joint or mandated services to Iowa County and would like Iowa County Board members serving on the SUN committee to inform Lafayette County Board members to restore funding or Iowa County will be forced to consider other options for providing nutrition programing. Motion Carried.</p> <p>Motion by Lindholm seconded by Peterson to send the Administrator's proposed 2014 budget to the full board with a recommendation to adopt as proposed. Motion Carried.</p> <p>Motion Bauer seconded by Griffiths to approve setting the 2014 tax levy with the recommended increase and send to the Board with a recommendation to approve. Motion Carried.</p>	Joint Agency Funding
11)	<p>Motion by Griffiths seconded by Bauer to direct the Finance Director to advise Departments that they will be asked to generate a 2013 budget exception report and bring forth to the November committee meeting a quarterly exception report with comments from Departments who don't expect to be on budget at the end of the year. Motion Carried</p>	Financials
12)	<p>The Committee reviewed the 2012 Cobb-Highland Recreation Commission (Blackhawk Lake Recreation Area) December 31, 2012 Audited Financial Statements and briefly discussed. No action was taken.</p>	Audited Financial Statements
13)	<p>Motion by Bauer seconded by Lindholm to adjourn the meeting at 9:40 p.m. and set the next meeting for November 5, 2013. Motion Carried.</p>	Adjourn
(DRAFT)		