

Tuesday, December 10, 2013

State of
Wisconsin
County of
Iowa

MINUTES OF THE
ADMINISTRATIVE SERVICES COMMITTEEMEETING
Tuesday, December 10, 2013, 6:00 p.m.
Community Room — Health and Human Services Bldg.
303 West Chapel Street
Dodgeville, Wisconsin

2013-12

Item		
1)	Call the meeting to order at 6:00 p.m. Carol Anderson	Call to Order
2)	a) Consent Agenda b) Roll Call — Members Present Dave Bauer, Curt Peterson, Jim Griffiths, Judy Lindholm, Carol Anderson, Eric Anderson, and Steve Deal Excused — John Meyers, Charles Bolduc c) Approval of this Agenda and Minutes — Motion by Curt Peterson second by J Lindholm to approve the agenda except reversing agenda items number 4 & 5 and to approve the November 5, 2013 minutes. Motion Carried. d) Approval of the minutes of the November 5, 2013 meeting. - Others present: Curt Kephart, Roxie Hamilton and Penny Clary	Consent Agenda
3)	Report from committee members and an opportunity for members of the audience to address the committee: Supervisor Griffiths passed an article around that was published in the Republican Journal newspaper about Lafayette County funding SUN at 100% of the 2014 requested budget amount.	Public Comment
4)	Chair C Anderson would like the committee to discuss establishing a process for fee review and a process for updating fees, Discussion of what the process should be, what committee should review, when does it go to the Board and how would the public be notified and have input on any proposed fee change was shared. Supervisor Griffiths commented that departments should inform their Standing Committee if fees will change but not necessarily request committee approval. Staff will research to see how fees have been set in the past and then present a proposed draft resolution for the January agenda.	Fee Review Process and Update
5)	The MIS Committee forwarded a request for temporary wage adjustment for a staff person who assumed duties as Interim Director of Nursing at Bloomfield. Motion by Griffiths second by E Anderson to approve a temporary wage adjustment in the amount of \$1,500 as a one-time payment for the interim internal Director of Nursing at Bloomfield covering the time period of October 18, 2013 to November 18, 2013, Discussion Followed. Motion adopted — Bauer nav	Temporary Wage Adjustment at Bloomfield
6)	Sup Griffiths requested committees review-quarterly budget updates — first quarter (i.e., March 31) — departments Should inform committees of unusual situations from the first quarter. At end of second quarter (i.e. June 30) — departments should report solid figures to committees on how 2014 will finish and why, if any, deviations exist from proposed budgets and how deviations may impact 2015. At the end of the third quarter (i.e., September 30) - departments should give their Standing Committee a report that includes where the department is at financially and where they expect the department to be at by year-end with notes to explain significant deviation and long term impact of deviation. The information should also be provided ASC. Supervisor Bauer asked clarification on what the ASC and County Beard's role is after a budget has been approved and what the Administrator's role is? Supervisor Peterson expressed concern that unknowns may come up and even if the committee reviews quarterly financials., situations may arise. By statute it is the Administrator's role to review the budget and make Board members aware of any major exceptions, A request was made to have the Administrator summarize this discussion in writing for the January meeting.	2014 Budget Management Process

7)	<p>Supervisor Griffiths stated there has been such a lapse of time since the Classification consultant's presentation to the committee that he thinks the committee or at least the Administrator needs to issue a new REP. Supervisor Lindholm commented that she recalls the presentations earlier in 2013 that there were things the County needs to define on what the County must prepare for the company, define scope of the work and trim which positions will be covered before companies could give the County a proposal, Supervisor Bauer stated that the County needs to consolidate position descriptions before we go forward with consultants. Supervisor Griffiths stated the job descriptions need to be updated and in excellent format before we go further. General consensus of the Committee is that the County cannot go forward with an REP for a classification compensation study until additional information requested by the companies is compiled and job descriptions are consolidated and updated.</p>	Classification/ Comp. Study RFP
8)	<p>Employment Activity Report: December 2013 Employment Activity Report:</p> <ol style="list-style-type: none"> i. Sheriff's Dept. Detective — Resignation effective November 15. Internal posting pending. ii. Highway Department Mechanic — Re-posting of position with modified qualifications on November 27, Interviews previously conducted in September and November. iii. Highway Department Seasonal Employees —4) ^{1st} new hire started on 12/3. Physical exams and drug tests completed and waiting on results for 3 other applicants, iv. Bloomfield HealthCare PRN & FT/PT CNA —New hire started on 11/20; ongoing recruitment v. Bloomfield Healthcare RN/LPN's- New hire started on 11/26. vi. Bloomfield Healthcare Health Unit Coordinator —New hire started on 11/21 <p>The County Administrator informed the Committee of one additional resignation received yesterday from the paving foreman at the Highway Department.</p>	Employment Report
9)	<p>The Committee disbursed a document prepared by the Personnel Director on providing one summary of employee benefit information. The consensus of the Committee was that this summary should be incorporated into an employee handbook and took no further action.</p>	Employee Benefits
10)	<p>The Personnel Director prepared a resolution for the Committee to review and forward to the County Board on compliance requirements of the Affordable Care Act, Motion by Eric Anderson second by Peterson to approve a draft resolution to comply with requirements of the Affordable Care Act and forward to the Board. Motion adopted.</p>	Affordable Healthcare Act
11)	<p>The Committee reviewed information included in the packet regarding transitioning our dental program from self-funded to Delta Dental plans. Motion by Lindholm seconded by Griffiths to migrate Iowa County an insured dental plan through Delta Dental as of January 1, 2014 and the County would pay 100% of single premium for a full-time employee and 85% for family premium with \$300 maximum benefit and employees may increase benefit to \$750 with the difference in increased premium between the \$300 benefit and the \$750 benefit plan and forward to the board, Motion adopted.</p>	Dental Insurance Transition from Self-Funded
12)	<p>The County Administrator reviewed a document that was included in the packet regarding status of negotiations with the Law Enforcement Teamsters and gave the committee an update that the County is going to mediation on Teamsters negotiations. He stated the County will utilize Attorney Kirk Strang to assist through mediation.</p>	Teamsters Negotiations
13)	<p>Motion by Deal second E. Anderson to set the next meeting for January 14, 2014 and adjourn at 8:04 p.m. Motion adopted.</p>	Adjourn