

State of Wisconsin County of Iowa	Approved minutes of the ADMINISTRATIVE SERVICES COMMITTEEMEETING Tuesday January 28, 2014, 6:00 p.m. Upper Conference Room – County Courthouse 222 North Iowa Street Dodgeville, Wisconsin	2014-01
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Item		
1)	Chair Anderson called the meeting to order at 6:00 p.m.	Call to Order
2)	<p>Members present; Supervisors Carol Anderson, Eric Anderson, David Bauer, Ronald Benish, James Griffiths, John Meyers, Curt Peterson. Absent: Judy Lindholm. Others present: Curt Kephart, County Administrator, Roxie Hamilton, Finance Director, Clerk of Court Lia Gust, County Clerk Greg Klusendorf and Sheriff Steve Michek</p> <p>a) Consent Agenda b) Roll Call – Members Present Carol Anderson, Eric Anderson, Dave Bauer, Charles Bolduc, Steve Deal, James Griffiths, John Meyers, and Curt Peterson Excused: Judy Lindholm c) Approval of this Agenda</p> <p>d) Approval of the minutes of the December 10, 2013 meeting.</p> <p>Motion by Griffiths seconded by Bolduc to approve the Consent Agenda as submitted. Motion adopted.</p> <p>Comments from the public and committee members: Carol Anderson mentioned Blackhawk Lake is working on segregation of financial duties and Roxie was helpful with the staff on setting those procedures so hopefully that comment may be removed from future audit reports. Curt Kephart stated that Department Heads will have training tomorrow on grant writing and board members are welcome to attend.</p>	Consent Agenda
3)	<p>A proposed resolution was presented to establish a process for review of fees for County services. Motion by Peterson, seconded by Bolduc to approve the proposed resolution on establishing a standard process of fee review and forward to the Board. Motion by Deal seconded by Bolduc to amend the resolution to require approval of any proposed fee changes by Standing Committees. Motion to amend adopted. The main motion was adopted.</p>	Fee Review
4)	<p>Chair Anderson updated the Committee on the process of Evidence Based Budgeting and where Departments are at. There was a request to standardize the terminology on EBB rather than Outcome Based, or Performance Based as the use of differing terms may confuse. She indicated that so far Departments are doing a very good job of providing EBB examples.</p>	Evidence Based Programming
5)	<p>County Clerk Klusendorf was present to request differential pay for the Deputy Clerk on elections nights. Specifically he requests that the position be paid 1.5 times pay for after-hours work during an election. There are more reporting requirements than there has been in the past due to State reporting requirements. Estimated cost is \$128 including wage and fringe benefits. Motion by Eric A seconded by Bolduc to create a Deputy County Clerk work rule that authorizes time and one half pay for each hour working in excess of regular scheduled hours when performing required election functions on election night. Motion adopted.</p>	Differential Pay

6)	<p>The Chair distributed an updated schedule of current Clerk of Court, Sheriff and Coroner wages from Counties across the State. Motion by Griffiths seconded by Bolduc to set the Coroner annual salary to remain the same over the next four years. After further discussion the motion was withdrawn by both the mover and seconder. A request was made to have the Coroner provide additional information before the next meeting.</p> <p>The committee reviewed what was done for wage increases for the Clerk of Court during the current term. Clerk of Court Lia Gust mentioned that Waushara is a County similar to the same size as Iowa based on census and court size and that County has 6 full time court staff. The Clerk also stated that the part time staff position has not been filled because the court staff increased to 40 hours per week and she has been in the position only for 3 years she is still assessing the situation and they have been able to absorb the work load with the current staff.</p> <p>The committee discussed followed Motion by Peterson seconded by Meyers to increase the Clerk of Court salary 1.2% each of the next 4 years (term). Discussion followed. Motion by Deal seconded by Meyers to amend the increase to a \$1,500, and 1.5% increase each for years two, three and four. In favor Deal, Bolduc, Meyers, Eric Anderson. Opposed Peterson, Bauer, and Griffiths. Motion to amend adopted. Voting in favor on the original motion as amended C Anderson, Deal, Bolduc, Meyers; opposed Peterson, Bauer, and Griffiths. Motion adopted.</p> <p>Sheriff Salary – Motion by Meyers seconded by Bolduc to set the Sheriff’s annual wages with an increase of 1.5% applied during years 1, 2, 3, and 4. Voting in favor Bolduc, Griffiths, Meyers, Peterson, and Carol A; opposed, E Anderson, Bauer and Deal. Motion adopted.</p>	Elected Officials Salaries
7)	<p>The Administrator reviewed the January employment activity report. Highway hired a mechanic who starts January 29, 2014:</p> <ul style="list-style-type: none"> i. Sheriff’s Dept. Detective – Written examination administered on 12/22. ii. Sheriff’s Dept. Deputy – Vacancy due to resignation. 2 internal Dispatcher/Correctional Officers posted for position. Interviews conducted on 1/10. iii. Sheriff’s Dept. Dispatcher/Correctional Officer –Vacancy pending due to potential promotion of a Dispatcher/Correctional Officer. Interviews conducted 1/9. iv. Highway Department Mechanic – Interviews conducted on 12/23. Physical exam and drug test completed and waiting on results. v. Highway Department Seasonal Employees – (4) 2nd new hire started on 12/12, 3rd new hire started on 12/17. 4th new hire – start date TBD. vi. Bloomfield Healthcare PRN & FT/PT CNA – 2 New hires started on 12/31; 	Employment Report
8)	<p>Roxie provided the December 31, 2013 end of month preliminary financial statement reviewed and advised it is very early and we should have a more complete statement for the next meeting.</p>	Financial Statement
9)	<p>Chair Anderson thought this should come from the staff instead of handing down a directive. Supervisor Meyers indicated he is not sure the County is ready to handle this because it takes a lot of team work. Supervisor Peterson asked the Administrator to bring examples of how this is being done on a regular basis. Supervisor Bauer said maybe SW Tech could be brought in to educate staff on what it is and how it could be implemented.</p>	Lean Government
10)	<p>Motion by Deal seconded by Meyers to adjourn at 7:52 p.m. with the next meeting scheduled for February 11, 2014. Motion adopted.</p>	Adjourn

