

Tuesday, March 11, 2014

State of Wisconsin County of Iowa	APPROVED MINUTES ADMINISTRATIVE SERVICES COMMITTEE MEETING Tuesday, March 11, 2014, 6:00 p.m. Upper Level Conference Room – Courthouse 222 North Iowa Dodgeville, Wisconsin	2014-03
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Item		
1)	Chair Carol Anderson called the meeting to order at 6:00 p.m.	Call to Order
2)	Roll Call – Members Present Supervisors Carol Anderson, Eric Anderson, David Bauer, Steve Deal, James Griffiths, Judy Lindholm, and Curt Peterson. Excused/Absent: John Meyers and Charles Bolduc. Others Present: Roxie Hamilton, Finance Director, Curt Kephart, County Administrator, Allison Leitzinger, Employee Relations Specialist, and Craig Hardy, Highway Commissioner.	Roll Call
3)	Consent Agenda consideration. Motion by Lindholm seconded by Griffiths to approve the agenda and minutes of the February 11, 2014 meeting as presented. Motion adopted.	Consent Agenda
4)	Report from committee members and an opportunity for members of the audience to address the committee. Supervisor C Anderson provided copies of an unsigned letter that was received and it was mentioned at the meeting and made a part of the minutes. She also advised that a staff member from the HHS building stated that the meeting rooms have been busy and sometimes it is difficult to reserve a room.	Public Comment
5)	The committee took up the request of the Treasurer to issue tax deeds on tax delinquent property. Motion by Eric Anderson second by Peterson to approve and forward to the board a resolution ordering the County Clerk to issue Tax Deeds on the designated property. Discussion raised was a concern about other property that might be in need of moving back to the tax rolls. Motion adopted.	Tax Deeds
6)	Annual review of the Highway Department Work Rule was presented to the Committee by the Highway Commissioner. Motion by Curt Peterson to remove the sunset clause from the policy and forward to the board. Motion failed due to lack of a second. Motion by Griffiths seconded by E Anderson to forward to the board approval of continuation of the Highway Department Work Rule related to Shift Differential Pay with no changes. Motion adopted.	Highway Work Rules Continuation

7)	<p>March 2014 Employment Activity Report:</p> <ul style="list-style-type: none"> i. Sheriff's Dept. Dispatcher/Correctional Officer (2) –New Hire starting March 17; external recruitment for 2nd position posted March 3 ii. Sheriff's Department Patrol Deputy (2) – Recruitment started February 26 iii. Highway Accountant Specialist – Recruitment started March 3 iv. Highway Department Equipment Operator – New hire started on February 10 v. Treasurer Department Assistant: Interviews schedule for March 13. vi. 4-H Internship – Intern starts the week of May 19. vii. Bloomfield Healthcare PRN & FT/PT CNA –Interviews conducted February 28 and March 7; ongoing recruitment. viii. Bloomfield Healthcare PT RN/LPN – Interviews conducted February 28 and March 7; ongoing recruitment. <p>Supervisor C Anderson asked how many applications are received for the CNA positions and the Employee Relations Assistant stated that a low number of applicants are being received and they just finished interviews.</p>	Employment Report
8)	<p>The Employee Relations Assistant updated the committee that there are a couple of areas in the MTO policy that we need to clarify on accrual of MTO hours and how MTO is used. It will be taken up at the next meeting.</p>	MTO Policy Review
9)	<p>The County Administrator distributed a memo outlining the study team thoughts on the two finalists for the Classification/Compensation Study. Discussion followed. Motion by E Anderson seconded by Lindholm to agree and support the Administrator's decision on consultant selection to begin no later than April 1st with a plan submitted by July. Motion adopted.</p>	Compensation/ Classification Study Update
10)	<p>The Finance Director presented the December 31, 2013 end of month preliminary financial statement and the Committee reviewed the statements that were enclosed in the packet. Departments still a few entries and column H is close to being final. Motion by Griffiths seconded by E Anderson to forward the preliminary 2013 financial statements to the board for review. Motion adopted.</p>	Financial Statement Update
11)	<p>Motion by Lindholm seconded by Bauer to adjourn the meeting at 7:26 p.m. until the next regularly scheduled meeting April 8, 2014. Motion adopted.</p>	Adjourn