

State of Wisconsin County of Iowa	APPROVED MEETING MINUTES OF THE ADMINISTRATIVE SERVICES COMMITTEEMEETING Tuesday, April 8, 2014 – 6:00 p.m. Community Room – Health and Human Services 303 W. Chapel Street Dodgeville, Wisconsin	2014-04
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Item		
1)	Call the meeting to order at 6:00 p.m. by Chair C Anderson	Call to Order
2)	Roll Call – Members Present Carol Anderson, Eric Anderson, Dave Bauer, Steve Deal, Jim Griffiths, Curt Peterson, and Judy Lindholm Excused/Absent: John Meyers and Charles Bolduc. Others Present: Highway Commissioner Craig Hardy, County Administrator Curt Kephart, Sheriff Steve Michek, Employee Relations Assistant Allison Leitzinger, Finance Director Roxie Hamilton also present Supervisors Dan Nankee, and Ronald Benish	Roll Call
3)	Motion to approve the consent agenda by Peterson second by Deal including, a) Approval of this Agenda b) Approval of the minutes of the March 11, 2014 meeting. Motion adopted	Consent Agenda
4)	Report from committee members and an opportunity for members of the audience to address the committee. Supervisor Bauer mentioned the County Board Orientation and the start time.	Public Comment
5)	Highway Commissioner Hardy distributed and explained the highway dept. position classification matrix consolidation from 2009-2014, the IC Hwy Dept. Employee equipment and machinery operation certification matrix and proposed organization chart. He proposed a restructuring of the Department which would result in a consolidation and updating of position descriptions and titles. The County Administrator clarified that because this is a change in the staffing plan the process has been that the ASC consider approving and implementing this for the 2015 budget year. New positions would have to reviewed by Carlson Dettmann, the Classification/Compensation consultants. Discussion followed. Motion by Griffiths by Lindholm that the ASC concurs with the Committee on Transportation decision and to approve the restructured staffing plan for the Highway Department as proposed by the Highway Commissioner and recommended by the Transportation Committee and forward to the County Board for adoption. Motion adopted.	Highway Staffing
6)	Documents were distributed that included the Tentative Agreement with the Sheriff’s Department Teamsters # 695 Bargaining Group for a proposed 2013-2015 labor agreement as recommended by the Management Bargaining Committee. An estimated wage and fringe cost and the tentative wage schedule was prepared and distributed by the Finance Director. The County Administrator reviewed the negotiation process and it was unanimous from the County bargaining team to accept this tentative agreement. Discussion Followed. Motion by Eric Anderson seconded by Lindholm to approve the Tentative Agreement with the Sheriff’s Department Teamsters # 695 Bargaining Group for a proposed 2013-2015 labor agreement as recommended by the Management Bargaining Committee and forward to the County Board for ratification. Motion adopted.	Teamsters Tentative Agreement

7)	<p>Employee Relations presented the April 2014 Employment Activity Report:</p> <ul style="list-style-type: none"> i. Sheriff's Dept. Dispatcher/Correctional Officer (1) – Written Exam administered on 03/27 ii. Sheriff's Department Patrol Deputy (2) – Written Exam administered on 03/27 iii. Highway Accountant Specialist – New hire starts April 7 iv. Treasurer Department Assistant: New hire started March 24. v. Highway Crew Lead (2) – Recruitment started 03/18 vi. Bloomfield Healthcare Employee Relations Assistant PT – Recruitment started 03/17 vii. Bloomfield Healthcare PRN & FT/PT CNA –New hires started 04/01; ongoing recruitment. viii. Bloomfield Healthcare PT RN/LPN – New hire started 04/01; ongoing recruitment. <p>Employee Relations stated that the list of open positions is included in the agenda. She also reported that the Sheriff's department interviews for open positions are being held next week. The County Administrator commended Ms. Leitzinger for the consolidated ads that she has designed for publication making these ads more distinctive and less costly. Finance and Employee Relations will coordinate billing the appropriate Departments as required.</p>	Employment Report
8)	<p>Employee Relations informed the committee that on April 10 & 17th there will be Job Description Questionnaire (JDQ) training/orientation sessions and the employees will then have 3 weeks to complete their forms and the department supervisors will have a week to review. Each employee will be asked to fill out a JDQ and we hope to consolidate where possible to limit the expense of review by the Consultant. The County Administrator stated that they are finalizing the calendar for the entire process with the consultant.</p>	Compensation/ classification Study Update
9)	<p>The Finance Director and Employee Relations Assistant reviewed areas of the MTO policy that requires clarification in Section 1, B, 1, b and the options of changing the language. Discussion followed. Motion Lindholm seconded by Bauer to change the policy to agree with the current practice of applying time off accrual to employees on a qualified FMLA leave (option 1). Yes- Lindholm, C Anderson & Bauer. No - Peterson, Deal, Eric Anderson and Griffiths. Motion Failed.</p> <p>Motion by Peterson seconded by Griffiths to comply with current policy and not allow time off to accrue to employees on a FMLA in a non-pay status (option 3) Motion Failed Yes-Griffiths and Peterson. No – Lindholm, Eric Anderson, Steve Deal, Carol Anderson and Bauer. Motion failed.</p> <p>Motion by Griffiths seconded by Deal to forward to the County Board to review the recommended MTO policy revisions at the Board level without a recommendation from ASC. Motion failed – Yes – Eric Anderson, Deal, and Griffiths. No – Bauer, Carol Anderson, Peterson, & Lindholm. Motion failed.</p> <p>Motion by Eric Anderson seconded by Griffiths to table the MTO policy discussion of section 1 (b) (1b) to the next ASC meeting. Motion Carried Yes – Lindholm, Griffiths, Eric Anderson, Deal, & Peterson. No-Bauer & Carol Anderson.</p> <p>MTO Topic 2 – Motion by Griffiths seconded by Deal to table to the next ASC meeting the discussion of MTO Policy section II (c) (2). Motion Carried. Yes – Griffiths, Eric Anderson, Deal, & Peterson. No – Lindholm, Bauer & Carol Anderson.</p> <p>MTO Topic 3 – Motion by Lindholm seconded by Griffiths to accept the clarification to the MTO Policy section 1.2 (e) and revise to the following language “Use of MTO in combination with hours worked shall not exceed the number of hours an employee is scheduled to work for that day.” Motion adopted.</p>	MTO Policy

10)	The Finance Director reviewed the results of the County's IRS periodic audit and indicated that the results were positive. The Finance Director was commended by the Committee on the positive results and outcome of the audit.	IRS Periodic Audit
11)	The Finance distributed the financial statements of December 31, 2013 and March 31, 2014 preliminary end of month financial statements and it was noted that a number of Departments appeared to be ending the year in a more positive financial position.	Preliminary Financial Statements
12)	The Finance Director addressed an agenda item on Request for Proposals for audit services for 2014. There was interest expressed in the separation of compilation of the Financial Statement and audit process and it was requested that she forward the committee two proposals – one for typical audit function & the second which would include the normal audit function and also compilation of the financial statements. As the Finance office is currently busy completing the 2013 audit the current audit will be the first priority at this time.	Audit Services and Financial Statement
13)	The next meeting of ASC is the second Tuesday in May if under the same schedule. Motion to adjourn by Eric Anderson seconded by Deal at 8:03 pm. Motion adopted.	Adjourn