



**State of Wisconsin
County of Iowa
MEETING MINUTES**

2014-04

COMMITTEE	ADMINISTRATIVE SERVICES
DATE/TIME	MAY 13 th , 2014 6:00 p.m.
LOCATION	COMMUNITY ROOM – HHS CENTER, 303 WEST CHAPEL STREET, DODGEVILLE, WI
POSTED ON	<i>Roxie Hamilton and Curt Kephart – Preparers</i>

#	Action item	Index
1	<p>Call meeting to order and determine a quorum by roll call.</p> <p>a) Call meeting to order and determine a quorum by roll call.</p> <p>b) Called to order by Chair Carol Anderson at 6:00 p.m.</p> <p>c) Roll Call – Members in attendance: Carol Anderson, Ron Benish, Tom DeLain, Dave Gollon, Jim Griffiths, Judy Lindholm, Greg Parman and Curt Peterson, Excused: John Meyers</p> <p>Others in attendance: Curt Kephart, County Administrator, Allison Leitzinger, Employee Relations Assistant, Roxie Hamilton, Finance Director, and Sheriff Steve Michek.</p>	Roll Call to Determine Quorum
2	Consent Agenda: Motion by Peterson seconded by Lindholm to approve the Consent Agenda as presented. Motion adopted, Benish, DeLain, Parman abstained.	Consent Agenda
3	A time for members and people of the audience to address this committee. No comments.	Comment
4	<p>Committee Elections</p> <p>The Office of Chair is determined by County Board Rules.</p> <p>i. Election of Vice Chair Lindholm nominated Curt Peterson Motion by Lindholm to close nominations and cast a unanimous vote for Curt Peterson as Vice Chair. Motion carried with Peterson abstaining</p> <p>ii. Election of Secretary Benish nominated Judy Lindholm Motion by Benish to close the nomination and cast a unanimous ballot for Judy Lindholm as Secretary. Motion carried with Lindholm voting no.</p>	Election of Officers
5	<p>The Chair proposed an additional meeting of this Committee in May with possible choices for 2nd meeting - May 19, 21, 22, 27</p> <p>The Chair would like a second meeting to work on the 2015 budget process and work on items related to the budget and invite all of the department heads to attend.</p> <p>Motion by Benish to schedule a second meeting of the Administrative Services Committee when needed if main meeting exceeds 2.5 hours. Motion failed due to a lack of a second.</p> <p>Discussion followed.</p>	Proposed Additional Committee Meeting

	<p>Peterson would like to discuss - What makes up the departments – statute driven, mandatory versus non mandatory, what project to continue. Many of the numbers we will not have information until later this year.</p> <p>Griffiths shared – Departments should be involved if we are talking about priority based budget.</p> <p>Lindholm shared – any direction we can give them to fulfill this we need to do that because this is a new concept to many of the departments.</p> <p>The Chair expressed a desire to make policy decision and then bring in department heads.</p> <p>The Administrator is concerned – Departments may be advised that doing more with less is no longer working and we must figure out how to continue service at a lower cost and prioritize programs. There may need to be an analysis of how we might be better at what we do – technology, sharing resources, equipment, and regionalization.</p> <p>The goal last year was to assist departments developing evidence based reports with a target of at least two examples for 2014.</p> <p>1st quarter reports on where depts. are at with those goals are included in the binders. Based on a consensus of the committee it was decided to set Thursday May 22nd for a special meeting to discuss this starting at 6:00 p.m.</p> <p>The Chair asked if there is a better night of the week for Administrative Services Committee to meet. Based on the discussion of the committee the meetings will stay on the second Tuesday night of the month at 6:00 p.m.</p>	
6	<p>May 2014 Employment Activity Report:</p> <ul style="list-style-type: none"> i. Sheriff's Dept. Dispatcher/Correctional Officer (1) – Background investigation started. ii. Sheriff's Department Patrol Deputy (2) – Background investigations started. iii. Highway Crew Lead (2) – 1st New hire started 04/25, 2nd – Physical Exam and Drug Screen scheduled. It is confirmed that an offer was accepted and the new hire will be starting Tuesday after Memorial day iv. Bloomfield Healthcare Employee Relations Assistant PT – Interviews held on 05/05 v. Bloomfield Healthcare PRN & FT/PT CNA –New hires starts 05/15; ongoing recruitment. vi. Bloomfield Healthcare PT RN/LPN – New hire starts 05/08 vii. Bloomfield Healthcare Dietary Aide (3) – Recruitment started 04/28. 	Employment Report
7	<p>Discussion of Compensation Plan Update and Decisions to be made</p> <ul style="list-style-type: none"> i. % of Market ii. What Markets (public sector) does Iowa County want to use for comparison iii. What position does Iowa County Want to take in those markets iv. How will Iowa County administer its future Non-Represented pay plan v. Other <p>Katie McCloskey of Carlson/Dettmann will be attending the June ASC meeting to identify key decisions to be made. The Employee Relations Assistant reviewed and expanded on</p>	Compensation Plan and Benefit Discussion

	<p>questions that are listed on the agenda and the information included in the packet and goals must be determined at the June ASC meeting. Discussion Followed – Motion by Lindholm seconded by DeLain that Iowa County will establish a pay plan based on market known as a mid-point payer. Motion carried with Benish abstaining.</p>	
8	<p>The Committee was briefed on a benefit summary update –</p> <ul style="list-style-type: none"> i. Optional vs. Employer paid benefits were discussed in a handout. The Employee Relations Assistant reviewed the Benefit Summary that was included in the agenda packet. ii. MTO Policy Review – The Committee reviewed the MTO policy and possible changes to the language of the policy – The discussion involved past practice versus current language in the policy and one area where the language appears to contradict itself. This will be further discussed at the June ASC meeting. 	Benefit Discussion
9	<p>Request by the Sheriff to re-classify a position to Jail Administrator – Sheriff Michek addressed the Committee and informed them that the current Jail Sergeant is retiring on July 7, 2014 and he would like to change the position to a Jail Administrator which changes the requirements of this position. Under the changes he is proposing it does not add a new position but reclassifies the position with additional responsibility.</p> <p>Motion by Benish seconded by Gollon to approve the request from the Sheriff to create a position of a jail administrator and transition an existing position in the staffing chart to the new description. Motion adopted.</p>	Request by Sheriff to Reclassify Jail Administrator
10	<p>2013 End of Year Budget Reconciliation</p> <ul style="list-style-type: none"> i. Resolution Recommending Carryover Account from 2013 to 2014 – Motion by Peterson seconded by DeLain to approve and send to the Board the resolution recommending carryover account from 2013 to 2014. Motion adopted. ii. Resolution recommending 2013 budget amendments for various Departments. Motion by Griffiths seconded by Peterson to approve and send to the Board a resolution recommending 2013 budget amendments for various Departments. Motion adopted. iii. Resolution recommending transfer of funds from the Iowa County General Fund to cover expenditures in excess of budget for 2013. Motion by Griffiths seconded by Lindholm to approve and forward to the Board a resolution recommending transfer of funds from the Iowa County General Fund to cover expenditures in excess of Budget for 2013. Motion adopted. iv. Resolution Recommending Transfer of Funds for 2013 from the Contingency Fund to the Sheriff’s Department to cover contract settlement for wage and fringe. Motion by Peterson seconded by Parman to approve and send to the board the resolution recommending transfer of funds for 2013 from the Contingency Fund to the Sheriff’s Department to cover 2013 contract settlement costs for wage and fringe. Motion adopted. v. Resolution Recommending Transfer of Funds from the Iowa County Capital Projects Fund to Cover Expenditures in Excess of Budget for 2013 Motion by Lindholm seconded by Griffiths to approve and forward to the Board the resolution recommending transfer of funds from the Iowa County Capital Projects Fund to cover expenditures in excess of budget for 2013. Motion adopted. 	Resolutions on Financial End of Year

	vi. Review and Discuss December 31, 2013 Preliminary Financial Summary and exception report. The committee reviewed. The Finance Director also distributed the Iowa County Working Capital Calculations as it applies to the 2014 budget.	
11	Review and Discuss March 31, 2014 Preliminary Financial Summary and exception report. This will be discussed at the May 22nd meeting.	Quarterly Financial Summary
12	Motion to adjourn the meeting. Motion by Benish seconded by Greg Parman to adjourn the meeting at 8:17 p.m. Motion adopted. Next meeting will be May 22, 2014 at 6:00 p.m. meeting adjourned.	Adjourn

