



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

2014-06

**COMMITTEE** ADMINISTRATIVE SERVICES

**DATE/TIME** JUNE 10<sup>th</sup>, 2014 6:00 p.m.

**LOCATION** COMMUNITY ROOM – HHS CENTER, 303 WEST CHAPEL STREET, DODGEVILLE, WI

**POSTED ON** Roxanne Hamilton/Curt Kephart/AG – Preparers

#	Action item	Index
1	Meeting called to order by Chair Carol Anderson at 6:00 p.m. Supervisors attending: Ron Benish, Judy Lindholm, Carol Anderson, Greg Parman, Jim Griffiths, Tom DeLain, and Curt Peterson Excused/Absent: John Meyers and Dave Gollon Others Attending: Allison Leitzinger, Employee Relations Assistant, Roxie Hamilton, Finance Director, Curt Kephart, County Administrator, Shaun Wood, GIS Technician, and Katie McCloskey representing Carlson Dettman.	Call to Order and Roll Call
2	Motion by Peterson, seconded by Parman to approve the Consent Agenda as submitted including this agenda and the minutes of the 05-13-2014, and 05-22-2014 meetings. Motion adopted.	Consent Agenda
3	A time for members and people of the audience to address this committee.	Comments
4	June 2014 Employment Activity Report: <ul style="list-style-type: none"><li>• Sheriff's Dept. Dispatcher/Correctional Officer (1) – New hire starts 06/19.</li><li>• Sheriff's Department Patrol Deputy (2) – Background investigation started. Interviews scheduled for 06/10.</li><li>• Deputy Treasurer – Recruitment started 05/19.</li><li>• Social Services Social Worker – Recruitment started 06/02.</li><li>• Bloomfield Healthcare Employee Relations Assistant PT – New hire starts 06/09.</li><li>• Bloomfield Healthcare PRN &amp; FT/PT CAN - ongoing recruitment.</li><li>• Bloomfield Healthcare Dietary Aide (3) – Interviews held 05/28.</li><li>• Bloomfield Healthcare Activity Assistant – Recruitment started 05/30.</li></ul>	Employment Activity Report

<p>5</p>	<p>Employee Relations Assistant Leitzinger introduced Katie McCloskey from Carlson Dettmann who is the project manager for the Iowa County Compensation Plan. Ms. McCloskey reviewed a power point and gave an overview of the pay plan process and how internal consistency – job evaluation process is completed – she highlighted the key areas. Evaluation of the results – Reviewed the defining the market – What type of pay structure – Will the County embrace performance management pay system?</p> <p><b>Option A</b> – Step Plan, simple to manage, costs predictable and controlled, employees know what to expect Con’s: not flexible, costs fixed (unless steps suspended), every employee treated the same regardless of contribution.</p> <p><b>Option B</b> – open range plan Structure – minimum, control point, and maximum. 50% spread, and no fixed steps. Establish a merit pay matrix to manage progression. Adjust schedule periodically based on market change Pro’s – maximum flexibility to recognize contribution differences, no fixed costs. Con’s – more uncertainty for employees, pressure on administration and Board to fund adequately and stay the course. More work for managers and supervisors</p> <p><b>Option C</b> – Combination Plan. Spread 137% minimum, 87.5% of C/P, Maximum = 120% of C/P Steps over 5 years to Control Point – step 2.5% of C/P Use Merit between Control Point and Maximum, like with open range plan When Increase structure, increases steps Pro’s – less work and known expectations from Minimum to Control Point (market estimate) etc.</p> <p>Final Analysis – play plan makes sense if:</p> <ul style="list-style-type: none"> <li>▪ Plan is internally equitable</li> <li>▪ Pay ranges reasonable reflect what employees can earn in our labor market performing similar duties,</li> <li>▪ Supports employee development</li> <li>▪ Employees have opportunity to make more based upon contribution</li> <li>▪ Can be funded and maintained by the County</li> </ul> <p>Comparables – Discussed which Counties to include in the Comp Plan and arrived at a list. Motion by Benish seconded by Lindholm to adopt the 12 counties proposed by Carlson Dettman plus Dane County for a total of 13 Counties as comparable for the public sector portion of the market analysis. Motion adopted.</p>	<p>Classification Compensation Study</p>
<p>6</p>	<p>The Committee was requested by the EDP Committee to authorize a transfer of funds within budget to cover Courthouse Jail Annex window project expenses. Motion by Benish seconded by Griffiths to transfer \$6,000 from existing maintenance budget to Capital Projects budget for the Courthouse Jail Annex window door project and forward to the County Board for adoption. Motion adopted.</p>	<p>Courthouse Jail Window Door Project</p>

<p>7</p>	<p>The Finance Director presented a draft timeline for 2015 Budget adoption and the Administrator presented guidelines for consideration. Discussion followed with these thoughts summarized:</p> <ul style="list-style-type: none"> <li>▪ Departments should list needs, wants and prioritize to the practical of the funds available.</li> <li>▪ Simple definition is a “need” is mandated by statute and a want is those items that are “non-mandated”.</li> <li>▪ Need to compare our budget and actual to other counties to see if we are different and then determine why we are very different.</li> <li>▪ Have Departments define needs versus wants.</li> <li>▪ Set a fixed levy number for every Department and have the Department defend and justify funding priority requests.</li> <li>▪ Have Departments present written objectives and goals.</li> <li>▪ What kind and level of services do the people want?</li> <li>▪ Departments should be benchmarking services against other Counties Departments with similar functions for cost of delivery analysis.</li> <li>▪ When other funds are at risk, protect levy dollars within that Department.</li> <li>▪ Departments should have conversations with Standing Committees no later than August regarding their 2015 budget priorities and requests.</li> <li>▪ Departments should identify their top two priorities in 2015.</li> <li>▪ Departments must advise the Administrator and Standing Committees when real budget revenue forecasts will be available versus estimates.</li> <li>▪ Adopt the Budget calendar as proposed by Finance and advise Departments.</li> <li>▪ Timeline – add the standing committees – in August committee meetings – department has budget discussion with committees budgets and priorities</li> <li>▪ Add a document to update priorities (evidence) budget items from previous year and what will be added in 2015 budget to the budget packet</li> </ul> <p>Motion by Lindholm seconded by DeLain to adopt the proposed calendar (timeline) with the minor amendments and with additional budget packet information on evidence based budget and the Administrator pass budget points from this meeting onto department heads. Motion adopted Parman and Benish voting no.</p>	<p>2015 Budget Guidelines and Timeline</p>
<p>8</p>	<p>The Committee considered an MTO policy revision to align policy with past practice. The Employee Relations Assistant reported to the committee that 32 employees were off on FMLA last year and of those 32 there were 17 that used disability instead of paid time off. Topic #1: Motion by Griffiths seconded by Parman to revise the MTO policy to option 1 incorporating past practice in policy language. Motion adopted with Peterson voting no. Topic #2: Motion by Lindholm seconded by Benish to change the MTO policy to accrue MTO while using time from the medical leave bank. Motion adopted.</p>	<p>MTO Policy Revision</p>
<p>9</p>	<p>Motion by DeLain seconded by Peterson to adjourn the meeting at 8:07 p.m. Motion adopted.</p>	<p>Adjourn</p>