



**State of Wisconsin  
County of Iowa  
Adopted  
ADMINISTRATIVE SERVICES COMMITTEE MEETING MINUTES**

**2014-07**

<b>COMMITTEE</b>	ADMINISTRATIVE SERVICES	
<b>DATE/TIME</b>	JULY 8 <sup>th</sup> , 2014 6:00 p.m.	
<b>LOCATION</b>	COMMUNITY ROOM – HHS CENTER, 303 WEST CHAPEL STREET, DODGEVILLE, WI	
<b>POSTED ON</b>	<i>Roxie Hamilton and Curt Kephart – Preparers</i>	
<b>#</b>	<b>Action item</b>	<b>Index</b>
1	Meeting called to order by Chair Carol Anderson at 6:00 p.m. and determined a quorum by roll call:	Roll Call to Determine Quorum
2	Supervisors present: Carol Anderson, Ronald Benish, Tom DeLain, Dave Gollon, Jim Griffiths, Curt Peterson, and John Meyers arrived at 6:12 p.m. Supervisors excused: Greg Parman, and Judy Lindholm Others present: Sheriff Steve Michek, Public Health Director Jenny Pritchett, Finance Director Roxie Hamilton, Employee Relations Assistant Allison Leitzinger and County Administrator Curt Kephart.	Members and others Present
3	Motion by Gollon seconded by Benish to approve the July 8, 2014 agenda as presented. Motion adopted.	Approve Agenda
4	Motion by Benish seconded by Griffiths to approve the June 10, 2014 minutes with a note to change item #2 that “Meyers Abstaining” should be removed since Supervisor Meyers was not present. Motion adopted.	Approval of Minutes
5	Report from committee members and an opportunity for members of the audience to address the committee. The Finance Director distributed a summary of the 2014 projected winter maintenance costs from the Highway Department and Transportation Committee. Supervisor Anderson mentioned she would like the August 12, 2014 ASC meeting to cover the compensation study and have a special meeting August 21 or 26 to address 2015 budget. The Sheriff was present to discuss his concerns about filling the newly created position of Jail Administrator as the position is now vacant and he has concerns about managing the Jail until the position is filled. The Committee asked the Employee Relations Department to fast track action on the filling of the position.	Report from Committee Members and Public Comment
6	Employee Relations Assistant Leitzinger gave an update on the Classification and Compensation study – Carlson Dettman has received all of the information from the 13 counties that were selected except the latest information from one of the counties which she will receive today. She explained how the data for each position is weighted from the 13 counties. They met with some of the managers in interviews last week and will meet with the remaining managers tomorrow. Discussion followed. The County Administrator mentioned that there was discussion at Committee on Committees on the how the study results will be funded and it was his desire that the Board implement the findings as soon as possible and presented option on how this be handled in the budget.	Classification Compensation Study

7	<p>The Employee Relations Assistant provided a July 2014 Employment Activity Report:</p> <ul style="list-style-type: none"> <li>▪ Sheriff's Department Patrol Deputy (3) – Background investigations started on two candidates. References started on one candidate.</li> <li>▪ Sheriff's Department Sergeant – internal promotion effective June 25, 2014.</li> <li>▪ Deputy Treasurer – Interviews held on July 3, 2014.</li> <li>▪ Social Services Social Worker – Interviews held on July 3, 2014.</li> <li>▪ Bloomfield Healthcare PRN &amp; FT/PT CNA – New hire started June 25, 2014. On-going recruitment.</li> <li>▪ Bloomfield Healthcare Dietary Aide (3) - First new hire started June 25, 2014, second new hire started on July 7, 2014. Interview held on July 7, 2014.</li> <li>▪ Bloomfield Healthcare Activity Assistant – New hire starts on July 14, 2014.</li> <li>▪ Background investigations are still on going at the Sheriff's Department and it is now 3 positions because of the internal promotion from patrol to sergeant.</li> <li>▪ Deputy Treasurer – confirmed job offer and it is an internal promotion</li> </ul> <p>Supervisor Griffiths asked about the status of the Jail Administrator position and Ms. Leitzinger provided an update of where this process is at for that position.</p>	Employment Report
8	<p>Public Health Director Jenny Pritchett provided a draft of a Social Media Policy as recommended by the Wisconsin Association of Counties. The Committee reviewed the draft and suggested providing a summary at the front for ease of review. Motion by Griffiths seconded by Benish to forward the Iowa County Social Media Policy with the recommendation for approval with the addition of the "at the glance summary" to the policy and a change on section V 4 I. Second by Sup Ron Benish. Motion Carried.</p>	Benefit Discussion
9	<p>The Committee reviewed an updated Resignation policy and discussion followed. Motion by Griffiths seconded by Peterson to forward the updated Iowa County Resignation Policy to the Iowa County Board with recommendation to adopt. Motion adopted.</p>	Updated Resignation Policy
10	<p>The Finance Director presented an addendum to the Carryover Resolution regarding one item missed for automating payroll stub advisories. This was in the Finance Budget but did not get accomplished in 2013 and she asked that the money be carried forward by resolution to the 2014 budget for this purpose.</p> <p>Motion by Jim Griffiths second by Tom DeLain to forward the Resolution Recommending Additional Carryover Accounts from 2013 to 2014 to the County Board recommending approval. Motion adopted.</p>	Resolution Addendum on 2013 Financial End of Year

11	The Finance Director updated the Committee on the status of the Wisconsin Retirement System (WRS) trust funds and contribution rates. Rates are decreasing and that is favorable news for our budget and employees.	WRS Contribution Rates
12	<p>The Administrator distributed an executive summary of a NACO County Health Benefits 2014 survey and discussed how health insurance and benefits may impact the 2015 budget. The committee consensus is that this is a helpful handout and should be distributed to the County Board and employees.</p> <p>The Administrator updated the Committee on the budget process, the need for setting benchmarks and priorities, and identifying available funds for the Classification/Compensation implementation. Meetings with Department Heads will begin at the end of July when first half fiscal data becomes available.</p> <p>He would like the committee to set priorities for the entire county for the 2015 budget so that individual Department goals and priorities can be compared to the County Board goals. Supervisor Gollon expressed his concern that if we are going to make increases to the budget then we need to analyze the payback of those additional costs. He also shared his vacation schedule and he and the Finance Director will meet with Departments after he returns from vacation.</p>	2015 Budget Process
13	Supervisor Meyers shared that he had received communication regarding discussions about Bloomfield at the County Board meeting. Inquiries regarding Bloomfield Healthcare & Rehabilitation Center. He received a request from a realtor concerning the possible marketability of the nursing home and wanted to let the committee know that he received this information and he passed this information onto the committee. He had another company contact him considering a formal letter of interest in the sale or private/government partnership operations. Discussion followed with members of the Committee agreeing that such communication should be shared with the County Board.	Inquiries on Bloomfield
14	The next meeting date is a special meeting July 15 <sup>th</sup> , to address the Sheriff's new position and the next regular meeting is August 12 <sup>th</sup> with a special meeting August 21 <sup>st</sup> .	Next Meeting
15	Motion to adjourn by Gollon seconded by Benish 8:07 p.m. Motion adopted meeting adjourned.	Adjourn