

**State of Wisconsin
County of Iowa
Adopted**

**Iowa
County
Wisconsin**

ADMINISTRATIVE SERVICES COMMITTEE MEETING MINUTES

COMMITTEE ADMINISTRATIVE SERVICES
DATE/TIME JULY 15th, 2014 6:00 p.m.
LOCATION CONFERENCE ROOM 1001 – HHS CENTER, 303 WEST CHAPEL STREET, DODGEVILLE, WI
POSTED ON *Roxie Hamilton and Curt Kephart – Preparers*

#	Action item	Index
1	Call to order. Chair Carol Anderson called the meeting to order at 6:30 p.m.	Meeting Called to Order
2	Supervisors present: Carol Anderson, Ron Benish, Tom DeLain, Dave Gollon, James Griffiths, Judy Lindholm, John Meyers, Greg Parman and Curt Peterson. Others Present: Employee Relations Assistant Allison Leitzinger, Public Health Director Jenny Pritchett, County Administrator Curt Kephart, Finance Director Roxie Hamilton, and Sheriff Steve Michek.	Members and others Present
3	Motion by Parman seconded by Lindholm to approve the July 15, 2014 agenda. Motion adopted.	Approve Agenda
4	Report from committee members and an opportunity for members of the audience to address the committee. There were no comments.	Public Comment
5	The Employee Relations Assistant reviewed the proposed Jail Administrator Position Description with the committee and reported that the JD was sent to legal for a legal opinion and it was confirmed that the position qualifies to be outside the union. Sheriff Michek covered a few changes that legal suggested and he agrees. Ms. Leitzinger reported that Carlson Dettmann provided a salary range for the position on grade 10 of the existing management/non-represented pay plan. They chose to do this as the Board has not seen or adopted a new plan yet. Motion by Gollon seconded by Peterson to recommend adopting the position description and pay grade as recommended by Carlson Dettman and legal and advertise this position at grade 10 of the existing management/non represented pay plan at a range of \$47,068 minimum to \$53,792 midpoint and it is to be budget neutral. Motion adopted.	Jail Administrator Position Description and Pay Grade
6	Committee Chair Anderson wanted the Committee to be made aware of the status of the Classification/Compensation Study schedule and special meetings that will be called to make decisions on the pay structure. Ms. Leitzinger distributed and reviewed the Classification/Compensation Study Timeline update from Carlson Dettman.	Classification Study Timeline Update
7	Next meeting date set for July 31, 2014 at 6:00 p.m.	Next Meeting
8	Motion by Benish second by Peterson to adjourn at 6:51p.m. Motion adopted.	Meeting Adjourned

