



APPROVED MINUTES
Administrative Services Committee
Tuesday, November 4, 2014 – 5:00 pm Meeting
Health & Human Services Center – Community Room
303 W. Chapel Street
Dodgeville, Wisconsin

**Iowa
County
Wisconsin**

1	Call to order. The meeting was called to order by Vice-Chair Curt Peterson at 5:00 p.m.
2	Roll Call. Present at Roll Call: Supervisors Ron Benish, Tom DeLain, Dave Gollon, James Griffiths, Judy Lindholm, Greg Parman, John Meyers, and Curt Peterson Excused: Sup. Carol Anderson Others Present: Craig Hardy Highway Commissioner, Allison Leitzinger Employee Relations Director, Roxie Hamilton Finance Director, Curt Kephart County Administrator and Ken Palzkill.
3	Approve the agenda for this November 4, 2014 meeting. Motion by Sup. Ron Benish to approve the November 4, 2014 agenda second by Sup. Dave Gollon. Motion Carried.
4	Approve the minutes of the October 14, 2014 meeting. Motion by Sup Tom DeLain to approve the minutes of the October 14, 2014 meeting second by Sup. Jim Griffiths. Sup. Dave Gollon would like to have clarification on number nine of the October 14 minutes to reflect the net cost of the flexible spending is zero to the County. The fee cost is \$48.00 for each employee who participates and if the employee contributes at least \$628.00 the County would realize a savings of \$48.00 in FICA and Medicare costs for a net cost to the County of zero. Motion Carried.
5	Report from committee members and an opportunity for members of the audience to address the committee. No action will be taken. Sup. Curt Peterson stated that with the maintenance contractor being absent, he was wondering who is handling the maintenance issues. Curt Kephart stated that in the interim the County Clerk's office is handling the calls and outside contractors are being called if necessary. Roxie Hamilton distributed the copies of the audit report to all board members present. These will be reviewed at the December Administrative Services Committee and County Board meetings.
6	Highway Department Staffing Model/Reorganization. Craig Hardy, Highway Commissioner, distributed and reviewed handouts of the proposed changes to the reorganization to the highway department staffing. This has been reviewed and recommended to the administrative services committee and is proposed to take effect April 1, 2015. Discussion followed. Curt Kephart's recommendation is for the County Board to approve the staffing plan and organization chart and that is what the department (highway) and employee relations department would base future decisions on. Motion by Sup. Jim Griffiths to recommend and forward the Highway Department Staffing Model/Reorganization to the County Board for approval seconded by Sup Judy Lindholm. Motion Carried with Ron Benish voting no.
7	Update on the Activities of the Performance Review Work Group. Allison Leitzinger distributed and reviewed a memo with an update on performance review work group. The work group process is going really well and is on track. The goal is for the performance evaluation form and policy and procedure will be reviewed by the Committee at the December meeting and the pay for performance policy will be reviewed by the committee in January.

8	<p>Implementation of the Classification/Compensation Study for Employees who are not within 90% of the first step.</p> <p>Jim Griffiths said that last month the Committee made a motion to change the implementation of the classification/compensation study for employees who were currently below 90% of the first step and after he looked into further he was not okay with this because one employee was impacted negatively.</p> <p>Discussion followed. Motion by Sup Jim Griffiths to direct the County Administration to implement 50%/50% implementation only for the employees that are impacted positively and the employee that was impacted negatively by that implementation model would move to 90% of the first step and then to step 1 in 2015 so that employee would no longer be impacted negatively and this would be funded from the contingency account second by Sup. Tom DeLain.</p> <p>Motion Carried with Sup Parman and Lindholm voting no.</p>
9	<p>Iowa County Health and Dental Insurance Contribution.</p> <p>Allison reviewed and explained the policy that was included in the agenda packet.</p> <p>Discussion followed. Motion by Sup. Ron Benish second by Sup. Judy Lindholm to approve the Iowa County Health and Dental Insurance Contribution and rescind Resolution No.6-0813. Motion Carried.</p>
10	<p>If agenda item #9 is forwarded to the Board for approval recommend to the Board to rescind Resolution No. 6-0813. The committee took action in agenda item #9 to recommending rescinding resolution to the Board.</p>
11	<p>November 2014 Employment Activity Report:</p> <ul style="list-style-type: none"> • Sheriff's Department Patrol Deputy (3) – 3rd new hire starting November 10th. • Sheriff's Department Jail Administrator – Internal promotion starting November 15th. • ADRC Department Assistant – Interviews held on October 30th. • Highway Seasonal Laborer – Recruitment started October 28th. • Bloomfield Healthcare PRN & FT/PT CNA – New hire started October 22nd; ongoing recruitment. • Bloomfield Healthcare Laundry/Housekeeping – Recruitment started October 15th. Seven applications received as of October 30th. <p>No questions from the Committee Members.</p>
12	<p>September 30, 2014 Financial Report.</p> <p>Roxie stated that she has asked departments to review and provide comments on any exceptions and this will be provided at the December committee meeting.</p> <p>Jim Griffiths noted the most important part of this report is the comments from the departments and also we should look on how the capital impacts the enterprise funds on a quarterly basis.</p>
13	<p>2015 Budget.</p> <p>Motion by Sup. Greg Parman second by Sup. Tom DeLain to approve the following two resolutions: Resolution to Approve the Budgets and Approve Funds for the County of Iowa for the Fiscal Year Beginning January 1, 2015 and ending December 31, 2015 and Authorizing 2014 Tax Levy for the 2015 Budget approving the tax levy and budget and forward these two resolutions to the board. Motion Carried.</p>
14	<p>Iowa County Revolving Loan Fund.</p> <p>Roxie distributed the updated RLF summary as of October 31, 2014 and inform the committee that she</p>

	has contacted Mike Eppley, Midwest Poultry and Ratite, to let them know that they are behind by one month on the loan and also gave the committee an update on this project.
15	Next meeting date. December 9, 2014 at 5:00 p.m.
16	Adjournment. Motion by Tom DeLain second by Ron Benish to adjourn at 7:01 p.m. Motion Carried.