



APPROVED MINUTES
Administrative Services Committee
Tuesday, December 9, 2014 – 5:00 pm
Health & Human Services Center – Community Room
303 W. Chapel Street
Dodgeville, Wisconsin

**Iowa
 County
 Wisconsin**

1	Chair Carol Anderson called the meeting to order at 5:01 p.m.
2	Roll Call: Carol Anderson, Ron Benish, Tom DeLain, James Griffiths, David Gollon, Judy Lindholm, Greg Parman and Curt Peterson. Excused: John Meyers. Others Present: Allison Leitzinger, Roxanne Hamilton, Alan Brey, Jay Bennett, Craig Hardy, Ken Palzkill, Bruce Paull, Dan Nankee, Philip Mrozinski, Tom Slaney, Katie McCloskey via telephone and Greg Klusendorf.
3	Motion to approve the agenda for this meeting by Ron Benish, second by Judy Lindholm. Carried. <p style="text-align: center;">Aye-8 Nay-0</p>
4	Motion to approve the minutes of the November 4, 2014 meeting by Tom DeLain, second by Ron Benish Carried. Aye-7 Nay-0 Abstention-1 Carol Anderson abstained from voting.
5	There were no reports or comments.
6	Auditor's report with the committee. Roxie handed out the power point presentation and Alan Brey and Jay Bennett of Johnson Block & Company went over the 2013 Auditor's Report with the committee. Mr. Brey felt the county was in good financial shape. Jim Griffiths was concerned about the number of deficiencies and what could be done about them. Mr. Brey stated they had identified the deficiencies and gave recommendations to the county. Motion to accept the audit, share it with the County Board and work to address the deficiencies by Greg Parman, second by Tom DeLain. Carried. <p style="text-align: center;">Aye-8 Nay-0</p>
7	Resolution to retire the Highway Department deficit to the General Fund. Roxie pointed out a couple of changes recommended by the Transportation Committee who approved the resolution at their December 1, 2014 meeting. Motion to approve and forward the Resolution to Retire the Highway Department Deficit to the General Fund from 2004 to Current to the full Board by David Gollon, second by Curt Peterson. Carried. <p style="text-align: center;">Aye-7 Nay-0 Abstention-1</p> Jim Griffiths abstained from voting. Jim wanted the record to show that he was unable to ask a number of questions about the supporting document because the vote was taken before he was recognized to address the committee.

8	<p>Review audit bids.</p> <p>Roxie informed the committee that she had sent seven firms a Request for Proposal, advertised it in the Dodgeville Chronicle and on the Iowa County website. She received five proposals. The bids submitted were for a total of five years of service.</p> <p>Baker Tilly/Virchow Cause - \$235,300, Johnson Block & Company Inc. – \$184,800, Scheck SC - \$187,150, Sickish LLP – 178,660 and Wi-Fi LLP - \$158,500.</p> <p>Roxie stated that Wi-Fi LLP was just starting government audits from their office in Madison, Wisconsin. Tom DeLain stated Johnson Block’s bid was in the middle and wanted to know if Roxie was comfortable working with them. Roxie said she and the other county personnel that work with them are comfortable with them. She did not have any negatives.</p> <p>Motion by Tom DeLain recommending to the full board to continue audit services with Johnson Block and Company, Inc for the next five years stating they are a local business, mid-range cost and the staff is comfortable working with them along with the possibility of reducing the cost with cost savings measures the Auditors can recommend for County staff doing additional work, second by Curt Peterson. Carried.</p> <p style="text-align: center;">Aye-7 Nay-1</p> <p>Jim Griffiths voted against the motion.</p>
9	<p>December 2014 Employment Activity Report:</p> <ul style="list-style-type: none"> • ADRC Department Assistant – New Hire started December 3. • Highway Seasonal Laborer – Recruitment started October 28. Interviews held on November 19 and December 5. 1st new hire started – on-call basis. • PT Limited Term Maintenance – Recruitment started December 1 • Sheriff’s Department FT & On-Call Dispatcher/Correctional Officer – 18 applicants, written exam being administered on December 9. • Sheriff’s Department On-Call Patrol Deputy – 9 applications received; written exam administered on December 5. • Bloomfield Healthcare PRN & FT/PT CNA – New Hire started November 5; ongoing recruitment. • Bloomfield Healthcare Laundry/Housekeeping –13 applications received as of December 2. • Bloomfield Healthcare Registered Nurse – Recruitment started November 17.
10	<p>Request to create a new position - Facilities, Property and Grounds Manager.</p> <p>David Gollon felt the Administrator should’ve provided how much this was going to affect the budget. Greg Parman said that he also wanted cost figures before he would consider it.</p> <p>Motion to move this item to the January meeting to discuss with the County Administrator the financial implications and justification for this position by Greg Parman, second by David Gollon. Carried.</p> <p style="text-align: center;">Aye-8 Nay-0</p>
11	<p>Performance Evaluation Form and Policy.</p>

	<p>Allison went through the form and policy with the committee. During the discussion the committee suggested the following changes to be made:</p> <ul style="list-style-type: none"> • Make the “Employee Comments:” box larger. • Under that add “Employee Recommendations”. • Under Policy Statement in the first sentence change “to” to “with”. • Under Performance Factor Rating add “Step Process (Minimum-Step 1 up to Control Point-Step 6). <p>Motion to approve the Evaluation Form and Policy with the changes and forward it to the full Board for approval by Ron Benish, second by Curt Peterson. Carried. Aye-7 Nay-1 Greg Parman voted against the motion.</p>
12	<p>Classification/Compensation Appeals.</p> <p>Written documentation showing which employees appealed their classification and the outcome was handed out. Allison said there were 12 appeals. At that time she called Katie McCloskey of Carlson Dettman and put her on speaker phone. Katie and the committee then looked at each appeal and the reason/reasons for the outcome. Seven of the twelve people that appealed were moved up to a higher classification. After going through the appeals Katie hung up and the committee had further discussion. Asked what the budget implications were the committee was told that the increase for 2014 would be \$4,800.94 and 2015 would be \$16,588.30. David Gollon said he did not like the fact that after setting the budget it would now have to be changed. Roxie explained funds had been set aside in the contingency account for the possibility of appeals being approved. She also said the money is not moved out of the contingency fund until the end of the year because some departments may be able to absorb some, if not all, of the increase within their approved budgets.</p> <p>Motion to accept the appeal changes as recommended by Carlson Dettman, with funding coming from the department if possible, and to forward to the full Board for approval by Ron Benish, second by Jim Griffiths. Carried.</p> <p style="text-align: center;">Aye-8 Nay-0</p>
13	<p>The September 30, 2014 Preliminary Financial Summary and Budget Exception Report was mailed out in the packet and no action was taken. Jim Griffiths stated that he was disappointed that more departments did not contribute to the Budget Exception Report.</p>
14	<p>Iowa County Revolving Loan Fund.</p> <p>Jim Griffiths has some concerns about the Revolving Loan Fund and will be meeting with Roxie, Scott Godfrey and Ed White from the Southwestern Wisconsin Regional Planning Commission and will bring back information at the January meeting. Roxie informed the committee that Midwest Poultry was two months behind on their loan payment and she will be sending them a letter.</p>
15	<p>Next meeting date will be Tuesday, January 13, 2015.</p>
16	<p>Motion to adjourn the meeting by Ron Benish, second by David Gollon. Carried. Meeting adjourned at 7:59 p.m.</p>

Minutes by Roxanne Hamilton and Greg Klusendorf	