	APPROVEED MINUTES **Administrative Services Committee** **Tuesday, July 14, 2015 – 6:00 pm** **Health & Human Services Center – Community Room** **303 W. Chapel Street** **Dodgeville, Wisconsin**	**Iowa County Wisconsin**

1	The meeting was called to order by Chair Carol Anderson at 6:00 p.m.
2	- Roll Call. Members present: Supervisors Carol Anderson, Dave Gollon, James Griffiths, Judy Lindholm, Ron Benish, Tom DeLain, Greg Parman and John Meyers. Sup. Peterson arrived after roll call. - Others Present: Roxie Hamilton, Allison Leitzinger, Curt Kephart, Bruce Paull, Ken Palzkill, Dan Nankee, Penny Clary, Kari Bennett, Jenny Pritchett, Tom Slaney and Greg Klusendorf.
3	Motion by Benish, second by DeLain to approve the agenda for this July 14, 2015 meeting. Carried.
4	Motion by Griffiths, second by Parman to approve the minutes of the May 12, 2015 meeting. Carried. Aye-5 Nay-0 Abstentions-3 Sups. DeLain, Benish and Meyers abstained from voting.
5	Sup. Peterson entered the meeting at 6:06 p.m. Report from committee members and an opportunity for members of the audience to address the committee. Sup. Parman asked Allison what the status of the Employee Handbook is. She is working on it and plans to have it done by the end of the year.
6	July 2015 Employment Activity Report: • Public Health Officer/Director – Recruitment started July 1. • Land Conservation Department Assistant – Recruitment started July 8. • Social Services Social Worker – 2 vacancies – 1st New hire starts on July 13. • Sheriff's Department FT & On-Call Dispatcher/Correctional Officer (Female) –2 vacancies- 1st new hire starts on July 13; background investigation ongoing. • Substitute Bus Driver – Interviews scheduled for July 10. • LTE Highway Auxiliary Maintenance – Recruitment started June 5; ongoing. • LTE Department Assistant – 1st new hires started on June 6. 2nd new hire starts on June 19, 3rd new hire started June 26. • Bloomfield Healthcare PT Employee Relations Assistant – New hire starts June 9. • Bloomfield Healthcare Director of Nursing – New hire started June 1. New vacancy occurred July 10. • Bloomfield Healthcare PRN & FT/PT CNA – New hire started June 3; ongoing recruitment. • Bloomfield Healthcare Laundry/Housekeeping – Interviews held week of June 29. • Bloomfield Healthcare Registered Nurse – New hire started June 30; ongoing recruitment. Bloomfield Healthcare Dietary Aide- Recruitment started June 25. -Sup. DeLain asked Allison what she thought the reason was that Bloomfield was always having ongoing recruitment for RN's and CNA's. Allison said at this time there is a shortage of workers and they are

	able to make more money working elsewhere. Sup. Gollon stated his daughter is a CNA and she gets job offers weekly. -Jim would like to see statistics on how much overtime hours and amount and number of open positions, and how much staff is used by staffing agencies for RN's to fill staff. -Motion by Griffiths, second by DeLain to ask Allison to contact Carlson Dettmann concerning the situation with the ongoing openings with the nursing staff at Bloomfield HealthCare & Rehab Center. Carried.
7	Health Department Interim Director/Directors. -Jenny Pritchett reported that the Board of Health met July 7th and they would like to propose that Kari Bennett and Ann Thompson be interim Health Co-Directors with Kari Bennett being appointed County Health Officer. - John Meyers noted he is concerned that this is outside the policy and that it opens the county up to adjustments/variances in other departments when vacancies occur. Discussion followed.
8	Set pay rate for the Health Department Interim Director/Directors. - Motion by Griffiths, second by Lindholm to pay both Health Co-Directors at 100% of Step 1, Grade Q for an hourly rate of $32.44 per hour. -Sup. Benish offered a friendly amendment to have Resolution No. 10-0313 which authorizes temporary wage adjustments for staff who are assigned greater duties for absent or vacant positions brought back to the next committee meeting so it can be reviewed. Sup. Meyers seconded the friendly amendment. Carried. -A vote on the amended main motion was taken. Carried.
9	Change the provider for the County Credit Card. -Greg informed the committee that at the time he signed up the county for a credit card he had to give the company his name and social security number. Because both his name and Iowa County are on the card it could affect his credit rating. -Motion by Benish, second by Griffiths to resolve the county credit card issue by getting a card under the county's Federal ID number instead of an individual employee. Carried.
10	Cross-Training across departments and work-load collaboration. -Curt said this has been talked about at the Department Head Level and some departments are doing this now. An example is Curt's office sharing staff with Emergency Management. Work-load collaboration should be addressed in the budget. There is considerable work-load collaboration between departments in the H&HS building. -Jim said this should be in the job descriptions and also needs to be part of the pay plan policy. -John said there should be a policy developed by the Board.
11	Review the updated draft of the Iowa County Compensatory Pay Policy. -Motion by DeLain, second by Benish to approve the Compensatory Pay Policy Revision and send it to the full Board for consideration. Carried.
12	Resolution to set pay for Casual School Status and Regular Casual Status employees at Bloomfield. -Motion by Gollon, second by Benish to approve the Resolution To Set Pay for Casual School Status and Regular Casual Status Employees at Bloomfield and to forward to the full Board for consideration.

	Carried.
13	Director of Nursing pay grade to exceed midpoint up to the maximum for a provisional offer. -Motion by Peterson, second by Benish to allow the Director of Nursing pay grade to exceed midpoint up to the maximum for a provisional offer. Carried.
14	Motion by Benish, second by Meyers to go into Executive Session pursuant to Wisconsin Statutes section 19.85(1)(c) consideration of employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. (Discussion of the Bloomfield Healthcare & Rehabilitation Center Administrator's salary) Carried unanimously. Entered closed session at 7:32 p.m. -Roxie, Allison, Curt, Greg, Dan Nankee and Ken Palzkill were invited to attend the session.
15	Motion by DeLain, second by Benish to return to open session at 7:59 p.m. Carried unanimously.
16	Possible action on the closed session item. -Motion by Meyers, second by Benish to move the Bloomfield Healthcare and Rehabilitation Center Administrator to step 3, grade S at $38.70 per hour beginning August 1, 2015. Carried. Aye-8 Nay-1 Sup. Griffiths voted against the motion.
17	2016 Budget Process. Curt distributed and reviewed a County Administrative executive summary on the 2016 budget process. Roxie reported that about 75% of the departments have received their budget documents for 2016. Curt and Roxie will be meeting with departments the last week of July & the 1st week in August.
18	The next meeting will be held on Tuesday, August 11, 2015 at 6:00 p.m.
19	Motion by Benish, second by Meyers to adjourn the meeting. Carried. Meeting adjourned at 8:08 p.m.
Minutes by Roxanne Hamilton and Greg Klusendorf	