	APPROVED MINUTES **Administrative Services Committee** **Tuesday, March 8, 2016 – 5:00 pm** **Health & Human Services Center – Community Room** **303 W. Chapel Street** **Dodgeville, Wisconsin**	**Iowa County Wisconsin**

1	Call to order. Meeting called to order by Chair Carol Anderson at 5:00 p.m.
2	Roll Call. Roll Call. Members present: Sups. Carol Anderson, Ron Benish, Tom DeLain, James Griffiths, Judy Lindholm, John Meyers, Greg Parman and Curt Peterson. Excused/Absent: Excused Dave Gollon Others Attending: Allison Leitzinger, Roxie Hamilton, Randy Sudmeier, Ken Palzkill, Bernie Casper
3	Motion by Sup Griffiths to approve the March 8, 2016 agenda seconded by Sup. Lindholm. Motion Carried.
4	Approve the minutes of the February 9, 2016 meeting. Motion by Sup Benish to approve the minutes of the February 9, 2016 meeting seconded by Sup Griffiths. Motion Carried.
5	There were no reports from committee members or members of the audience.
6	Update/consideration of Midwest Poultry and Ratite revolving loan. Betty Lou Cauffman, Midwest Poultry and Ratite, took over management a few months ago and has been in contact contractors and took bids to get the slaughter areas up and going which consist of 2 separate areas: poultry/rabbits and separate for ratite (emu). The plan is to get the poultry slaughter area up and going first since that is the area that is the most profitable. The Ratite is the smaller of the two slaughter areas and this will be finished once it is financial feasible to add after a profit is made on the poultry/rabbit slaughter portion. The bids were more reasonable than anticipated. She is working with Clare Bank on a small business loan to finish the slaughter area for poultry and to finish the commercial kitchen. The plan is to start with 8 employees and add employees as needed. She is planning on having the business plan reviewed and finished in the next week or two. Jim Griffiths asked if the business projections were based on the discussion with poultry producers in the area and Betty Lou stated yes and she reported that there are some very large poultry producers in the area. Judy would like accomplished in the next month is that the business plan and the loan will be completed. Judy would like to see a time table with the goals of what is planned to be completed. Based on the consensus of the committee in April 2016 Betty Lou will give the committee an update including updated financial reports, updated status on the loan application and business plan and a timeline of the project goals.
7	March 2016 Employment Activity Report: • 4-H Internship – New hire starting in May 2016. • Social Services – Social Worker – Recruitment started February 5. Interviews scheduled for week of March 14. • Highway Section Maintenance Patrol – New Hire started February 25.

	• Substitute Bus Driver – Ongoing recruitment. • Dispatcher/Correctional Officer (FT and PT On-Call) – Interviews held February 26. References started. • Highway Summer Seasonal (4) – Recruitment started March 4. • Bloomfield Healthcare PRN & FT/PT CNA –2 new hires: 1 started on February 23 and 1 starting on March 15; ongoing recruitment. • Bloomfield Healthcare Registered Nurse –ongoing recruitment. • Bloomfield Laundry/Housekeeping – Interviews held February 25 and week of February 29. Allison asked if anyone had any questions. The Committee asked how many applications were received for the Social Services position and she reported that 17 applications. She reported they just began recruitment on the Highway Summer Seasonal and has not received any application yet. She also reported that there are 3 to 4 part-time registered nurse positions are available.
8	The Committee reviewed the Iowa County Employee Handbook including the Highway and Bloomfield Addendums. Allison updated the committee on the changes to the handbook from last month. Discussion followed on the topic. Motion by Sup. DeLain to comply with Scott Godfrey's request to reinstate the allowance of $60.00 annual allowance for steel-toe shoes seconded by Sup. Griffiths. Motion failed – voting yes Sup Benish and voting no – Sup DeLain, Sup Parman, Sup Peterson, Sup Griffiths, Sup Lindholm, Sup Meyers and Sup Anderson. Motion by Sup DeLain to reinstate the annual allowance of ½ of the cost of steel-toe shoes up to $60.00 per year seconded by Sup. Griffiths. Motion carried with Sup Parman voting no. Motion by Sup Lindholm to eliminate the 6 minute grace period and any language that refers to that grace period seconded by Sup Peterson. Motion Carried. Motion by Sup. Benish seconded by Sup. Parman to use option two proposed by the County Administrator for temporary wage adjustment(s) to reflect the "said wage adjustments may not exceed the position's cost (had the position not become vacant)" to the adjusted salary should not exceed the difference between the current wage to the cost of the existing position. Motion failed with Sup. DeLain, Sup. Lindholm, Sup. Griffiths and Sup. Peterson voting no. Motion by Sup. DeLain use current language in section 5.2 and to strike out the wording of at the end of the third paragraph "which shall be reviewed and approved by the General Government Committee" in the seconded by Sup. Griffiths. Motion Carried. Motion by Sup. Benish that if employees respond to an EMS/Fire call per approval by supervisor the County will pay their wages while they are responding to a call seconded by Sup. Griffiths. Motion Carried. Motion by Sup. Parman to approve the handbook with the changes made tonight contingent on legal approval seconded by Sup. Meyers. Motion Carried. Motion by Sup. Benish to approve the highway addendum with the following changes: change the early snow plow break from 20 minutes to 30 minutes and change the normal work hours to 6:00 a.m. to 4:00 p.m. second by Sup. Meyers. Motion Carried. Motion by Sup. Benish to approve the Bloomfield Addendum with no changes seconded by Sup. Meyers. Motion Carried.
9	Cobb-Highland Recreation Commission (Blackhawk Lake) Audit for the year ended December 31, 2015.

	Based on the consensus of the Committee this should be reviewed at the next Land Conservation Committee Meeting.
10	Motion by Sup Meyers to approve the Iowa County Collections Policy and forward to the Board seconded by Sup Parman. Motion Carried.
11	The next meeting date is April 12, 2016 at 5:00 p.m.
12	Motion by Sup Benish to adjourn at 7:34 p.m. seconded by Sup. Parman. Motion Carried.