



**APPROVED MINUTES**  
**Administrative Services Committee**  
**Tuesday, January 12, 2016 – 5:00 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 5:00 p.m.
2	<p>- Roll Call. Members present: Supervisors Carol Anderson, Tom DeLain, Ron Benish, Curt Peterson, David Gollon, John Meyers at 5:01 and James Griffiths at 5:03.</p> <p>- Members excused: Supervisors Judy Lindholm and Greg Parman.</p> <p>- Others Present: Roxie Hamilton, Allison Leitzinger, Ken Palzkill, Larry Bierke, Ed White and Greg Klusendorf.</p>
3	Sup. Benish moved to approve the agenda for this January 12, 2016 meeting. Sup. Peterson seconded the motion. Carried. Aye-5 Nay-0
4	Sup. Benish moved to approve the minutes of the December 8, 2015 meeting with a friendly amendment to show Supervisor Daniel Nankee in attendance at the meeting. Sup. Gollon seconded the motion. Carried. Aye-6 Nay-0
5	<p>Comments.</p> <p>Chair Anderson stated that the county received a workers compensation dividend check from the Wisconsin Counties Mutual Insurance Company in the amount of \$26,902.40.</p>
6	<p>The committee considered the proposal from Venture Architects to complete an update to the 2005 Law Enforcement Center Study.</p> <p>Curt Peterson gave an overview of the proposal from Venture Architects from the discussion at the Long Range Planning Committee meeting. Discussion Followed.</p> <p>Sup. Griffiths moved to take no action on the proposal. Sup. Peterson seconded the motion. Motion failed. Aye-0 Nay-7</p> <p>Sup. Meyers moved to send it back to the Justice Committee and charge them to find the funds within the Sheriff's budget and bring it back to this committee at the February meeting. Sup. Peterson seconded the motion. Carried. Aye-7 Nay-0</p>
7	<p>Revolving Loan Fund:</p> <ul style="list-style-type: none"><li>• General information on the County Revolving Loan Fund.</li><li>• Disbursement of funds to the Alphabet Academy.</li><li>• Midwest Poultry &amp; Ratite revolving loan status.</li></ul> <p>Ed White from the Southwest Wisconsin Regional Planning Commission came before the committee to discuss the Midwest Poultry &amp; Ratite revolving loan status. He stated that Anna Schramke is working with Betty Lou Cauffman at Midwest Poultry &amp; Ratite in trying to secure an SBA guaranteed loan so they can purchase equipment. They hope to have an answer from the SBA in approximately 4 to 6 weeks. Ed recommended they give them until March 1<sup>st</sup> and then revisit the loan status since they have</p>

	<p>no money to repay their current loan.</p> <p>Sup. Benish moved to accept Ed's recommendation to revisit this at the March committee meeting. Sup. DeLain seconded the motion. Carried. Aye-7 Nay-0</p>
8	<p>January 2016 Employment Activity Report:</p> <ul style="list-style-type: none"> <li>• 4-H Internship – Recruitment started January 4.</li> <li>• Highway Section Maintenance Patrol – Interviews held on December 29 and January 5.</li> <li>• Economic Support Specialist (2 positions) – Second new hire starting January 20.</li> <li>• Highway Seasonal Laborer (4 positions) – Two new hires started on December 28.</li> <li>• Substitute Bus Driver – Ongoing recruitment.</li> <li>• Bloomfield Healthcare PRN &amp; FT/PT CNA – Two new hires started on December 15 and one on December 29; ongoing recruitment.</li> <li>• Bloomfield Healthcare Registered Nurse – ongoing recruitment.</li> <li>• Bloomfield Healthcare Laundry/Housekeeper – New hire started December 29.</li> </ul> <p>Allison did not have anything to add to the report.</p> <p>Sup. De Lain asked how the contract negotiations were going at the Sheriff's Department. Allison hopes the contract will be ratified this Friday and then go to the full Board's January meeting.</p>
9	<p>Review the Iowa County Employee Handbook.</p> <p>Allison passed out the draft Employee Handbook she has been updating with Larry. It was the first half and she informed the committee that the Department Heads went through it at their last meeting. She pointed out a few items to the committee. The committee will go through it and discuss it at the next meeting more thoroughly. Allison plans to present the second half of the Handbook to the Department Heads at their next meeting and bring it back to the committee in February.</p>
10	<p>Consider the amount in the Contingency Fund and Resolution No. 1-1013.</p> <p>Larry asked what the reasoning was for having a Contingency Fund and a General Fund. The committee felt this would be something to discuss in the future.</p> <p>Sup. DeLain moved to keep Resolution No. 1-1013 as it is now. Sup. Benish seconded the motion. Carried. Aye-7 Nay-0</p>
11	<p>Review the budget process.</p> <p>Carol would like Larry to share what his thoughts are in the budget process and maybe he could start that next month. Dave would like Larry to go through the current process of things that we should look at and make changes.</p> <p>Carol and the committee expressed appreciation to Roxie and the Department Heads for their leadership in preparing the 2016 budget.</p>
12	<p>The next meeting date will be Tuesday, February 9, 2016 beginning at 5:00 p.m.</p>
13	<p>Sup. Benish moved to adjourn the meeting. Sup. Peterson seconded the motion. Carried. Aye-7 Nay-0</p> <p>Meeting adjourned at 6:35 p.m.</p>
<p>Minutes by Roxanne Hamilton &amp; Greg Klusendorf</p>	