



APPROVED MINUTES
Administrative Services Committee
Tuesday, February 9, 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, Judy Lindholm, Tom DeLain, Ron Benish, Curt Peterson, David Gollon, James Griffiths and John Meyers.</p> <p>- Members excused: Supervisor Greg Parman.</p> <p>- Others Present: Roxie Hamilton, Allison Leitzinger, Dixie Edge, Steve Michek, Craig Hardy, Tom Slaney, Larry Bierke and Greg Klusendorf.</p>
3	Sup. Lindholm moved to approve the agenda for this February 9, 2016 meeting. Sup. Griffiths seconded the motion. Carried. Aye-8 Nay-0
4	Sup. Griffiths moved to approve the minutes of the January 12, 2016. Sup. Gollon seconded the motion. Carried. Aye-8 Nay-0
5	<p>Report from committee members and an opportunity for members of the audience to address the committee.</p> <ul style="list-style-type: none"> - Sup. Benish stated they will be discussing the elected salaries and the question he has is if the classifications in the Carlson Dettman wage study could be looked at again. He would like this taken up in a future meeting. - Sup. Meyers said that if an employee speaks directly to a County Board Supervisors about issues the supervisor should tell the employee to speak with his Department Head or manager. - Sup. DeLain would like a comment on the current progress with the negotiations with the Sheriff's Department's bargaining unit during the Activity Report agenda item. - Chair Anderson gave some amusing anecdotes about media overstatements.
6	<p>February 2016 Employment Activity Report:</p> <ul style="list-style-type: none"> • 4-H Internship – Interviews tentatively being scheduled for week of February 22 • Social Services – Social Worker – Recruitment started February 5. • Highway Section Maintenance Patrol – Pre-employment exam/background check in process. • Substitute Bus Driver – Ongoing recruitment. • Dispatcher/Correctional Officer (FT and PT On-Call) – Exam testing tentatively scheduled for week of February 8. • Bloomfield Healthcare PRN & FT/PT CNA –New hire started on February 1; ongoing recruitment. • Bloomfield Healthcare Registered Nurse –ongoing recruitment. • Bloomfield Laundry/Housekeeping – Recruitment started February 2.

	Allison informed the committee that a meeting has been scheduled with the Sheriff's Department's union on Monday and she will have more information after the meeting. There is nothing new to report at this time.
7	<p>The committee considered the proposal and funding source for Venture Architects to complete an update to the 2005 Law Enforcement Center Study. Sheriff Michek came before the committee and said that he would be willing to fund the study with money from the Jail Assessment Fund.</p> <p>Sup. Benish moved to approve the study by Venture Architects for an amount not to exceed \$10,000 and to fund the study from the Sheriff's Department Jail Assessment Fund. This will go to the full Board for approval. Sup. Peterson seconded the motion. Carried. Aye-8 Nay-0</p>
8	<p>The committee discussed the resolution for the Elected Officials salaries for the 2017–2020 term.</p> <p>Sup. DeLain moved to revise the grid in the resolution to lift the Register of Deeds and Treasurer's salary to match the Clerk's salary for 2017 and all positions would receive a 1.5% increase for each year as listed on the grid. Sup. Benish seconded the motion.</p> <p>Sup. Benish moved to amend the motion by setting the County Clerk's salary at \$57,492 for 2017 and the Register of Deeds and Treasurer's salary at \$55,492 for 2017 and keep the 1.5% annual increase. Sup. Lindholm seconded the motion. Amendment carried 7 to 1 with Sup. Griffiths voting against the motion.</p> <p>A vote was taken on the amended main motion. Carried unanimously.</p>
9	<p>The committee reviewed the Iowa County Employee Handbook.</p> <p>Allison will make the recommended changes to the handbook, have legal review it and bring it back to the next meeting.</p>
10	Due to the length of the meeting the Iowa County Collections Policy was not discussed. This will be on the next meeting agenda. Roxie will also bring past due balances by department and the receivable balances.
11	Committee went through the Iowa County financial information for the period ending December 31, 2015 and Roxie distributed the exception report.
12	Larry reviewed the 2017 Iowa County Budget process with the committee. The timeline is a work in progress and he asked for feedback from the committee after they had a chance to review it.
13	The next meeting date will be Tuesday, March 8, 2016 beginning at 5:00 p.m.
14	Sup. Benish moved to adjourn the meeting. Sup. Meyers seconded the motion. Carried. Aye-8 Nay-0 Meeting adjourned at 7:14 p.m.
Minutes by Roxanne Hamilton & Greg Klusendorf	