



Approved Minutes
Administrative Services Committee
Tuesday, February 10, 2015 – 5:00 p.m.
Health & Human Services Center – Community Room
303 W. Chapel Street
Dodgeville, Wisconsin

**Iowa
 County
 Wisconsin**

1	Call to order. The meeting was called to order by Chair Carol Anderson at 5:00 p.m.
2	Roll Call. Members present: Supervisors Carol Anderson, Ron Benish, Tom DeLain, Dave Gollon, James Griffiths, Judy Lindholm, Greg Parman, and Curt Peterson. John Meyers was excused. Others Present: Roxie Hamilton, Curt Kephart, Kenneth Palzkill and Greg Klusendorf.
3	Motion by Benish second by Lindholm to approve the agenda for this February 10, 2015 meeting. Carried.
4	Motion by DeLain second by Peterson to approve the minutes of the January 13, 2015 meeting. Carried.
5	There were no reports or comments from committee members or members of the audience.
6	Curt Kephart informed the committee that the County hired Donald Hughes as the Limited Term Employee (LTE) for the Employee Relations Department. He will be in the courthouse three days a week and two days a week at Bloomfield Healthcare & Rehabilitation Center.
7	<p>February 2015 Employment Activity Report:</p> <ul style="list-style-type: none"> • Highway Seasonal Laborer – Ongoing recruitment. • PT Limited Term Maintenance – Interview held on December 29; ongoing recruitment. • Sheriff’s Department FT & On-Call Dispatcher/Correctional Officer – References and background investigations started. • Sheriff’s Department On-Call Patrol Deputy – References and background investigations started. Administered entry level law enforcement exam on Monday Feb. 2nd. • 4-H Internship – Candidate selected. • Highway Auxiliary Maintenance Patrol – Recruitment started December 19, 6 applicants received as of January 6. Currently pursuing a candidate. • Bloomfield Healthcare PRN & FT/PT CNA – Two new hires started on December 30; ongoing recruitment. Three interviews scheduled for Tuesday Feb. 10th. • Bloomfield Healthcare Laundry/Housekeeping- Current employee quit; a new employee will be starting on Monday Feb. 9th. • Bloomfield Healthcare Registered Nurse – Ongoing recruitment. One interview scheduled for Tuesday Feb. 10th. • Bloomfield Healthcare Social Worker- First review date was today 2/5/2015 and 14 applicants applied. Will be interviewing and selecting from the candidates. • Nurse Manager- First review date for this position will be on 2/23/2015. One applicant thus far <p>- Roxie distributed an updated February 2015 employment activity report on behalf of Allison Leitzinger.</p> <p>- Curt Kephart gave an update on the performance evaluation process that began January 1, 2015</p>

	<p>and on the Highway Department restructure.</p> <ul style="list-style-type: none"> - Ron Benish mentioned that although there are a lot of employees at Bloomfield the high turnover rate concerns him. - Jim Griffiths mentioned that the big topic at the Wisconsin Counties Association is compensation and measurement.
8	<p>Curt reviewed the memo that was in the agenda packet. He stated that preventative maintenance had not been done for quite some time. He would like to get a LTE maintenance employee and set up a system for preventative maintenance. A discussion was held on the different county maintenance positions. Motion by Benish second by Parman to reclassify Bloomfield Environmental Services Director to County Director of Environmental Services as a shared position 50/50 and forward to the County Board for consideration. Carried unanimously.</p>
9	<p>Motion by Parman second by Lindholm to approve the new LTE maintenance position through December 31, 2015 and forward to the County Board for consideration. Carried unanimously.</p> <p>Motion by Griffiths second by Benish to authorize management at Bloomfield to back fill Environmental Services Director with .5 FTE maintenance worker if needed. Carried unanimously.</p> <p>In discussing the position description for the new LTE maintenance position Sup. DeLain stated that on page three he would like “electrical Volt meter” changed to “electronic digital multi-meter”. Motion by Lindholm second by Parman to accept the position description for facilities and grounds maintenance with the change. Carried unanimously.</p> <p>There was no review of the proposed budget transition from contractor to full time employee for 2016 budget.</p>
10	<p>During discussion of the Airport Assistant, Curt mentioned that he would like the position to continue as a contractor versus creating a half time employee at this time. He is working with Airport Manager Kevin King on what the requirements of the contractor will be.</p>
11	<p>Discussion of the role of Standing Committees in monitoring their department/departments 2015 budget.</p> <p>Chair Anderson added this agenda item because she felt the governing committees should monitor the budgets of their departments quarterly. David Gollon felt every other month was a better timeframe.</p> <p>Jim Griffiths stated he would like to see a graph on Expenditures and Tax Levy for all departments each year.</p> <p>Motion by Griffiths second by Peterson to ask the standing committees to review the department budgets at a minimum on a quarterly basis and to concentrate on the exception report. Carried. Aye-7 Nay-1 Sup. Benish voted against the motion.</p>
12	<p>The committee reviewed the December 31, 2014 Preliminary Financial Summary and Budget Exception Report. Discussion followed with Roxie taking questions from the committee.</p>

13	<p>Iowa County Revolving Loan Fund.</p> <ul style="list-style-type: none"> • Overview of the Revolving Loan Fund. <p>Jim Griffiths explained to the committee how the revolving loan process works. The committee will have to decide how a decision will be made once an application is submitted.</p> <p>Motion by Griffiths second by Benish to ask Corporation Counsel if it would be legal for the County to go into closed session when considering an application for a revolving loan in order to protect trade secrets, if a part of the application. Carried.</p> <p>Aye-7 Nay-1 Sup. Peterson voted against the motion.</p> <p>A discussion was held on the delinquent loans and what can be done about them.</p> <p>Motion by Griffiths that based on information the Finance Director received from Corporation Counsel that no action at this time should be taken on BETA Inc. (Dodgeville Truck Stop). Motion failed due to a lack of a second.</p> <p>A discussion was held on the status of the Midwest Poultry and Ratite Processors loan.</p> <p>Motion by DeLain second by Lindholm to instruct Corporation Counsel to send a letter to Midwest Poultry and Ratite Processors that in order to avoid further action Ratite needs to arrange a payment and that he needs to come before the committee to explain why jobs have not been created and why the terms and conditions of the contract are not being met. Carried unanimously.</p> <p>Resolutions to write-off uncollectable revolving loans will be brought to the next committee meeting.</p>
14	<p>Review of all audit findings and identify strategies/timelines for resolving each is postponed to the March committee meeting.</p>
15	<p>Next meeting will be held on March 10, 2015 at 5 p.m.</p> <p>Motion by Benish second by Gollon to adjourn the meeting. Meeting adjourned at 7:08 p.m.</p>
	<p>Minutes by Greg Klusendorf with assistance from Roxie Hamilton.</p>