



**Approved Minutes**  
**Administrative Services Committee**  
**Tuesday, March 10, 2015 – 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 - Roll Call. Members present: Supervisors Carol Anderson, Ron Benish, Tom DeLain, Dave Gollon, James Griffiths, Judy Lindholm, John Meyers and Curt Peterson. Sups. Lindholm and Gollon arrived after roll call.  
- Members Excused: Supervisor Greg Parman.  
- Others Present: Roxie Hamilton, Curt Kephart, Kenneth Palzkill, Craig Hardy and Greg Klusendorf.

3 Motion by Ron Benish second by Curt Peterson to move agenda item 9 to after #5 and to approve the agenda with the change for this March 10, 2015 meeting. Carried.

4 Motion by Ron Benish second by Dave Gollon to approve the minutes of the February 10, 2015 meeting. Carried.

5 Reports.  
- Roxie distributed a summary of the County Sales Tax collected and distributed since its inception in 1987.  
- Ron Benish pointed out that the sales tax was up approximately \$200,000 in 2014 and that happened to be the year Iowa County was on the cover of the Hidden Valleys Magazine. He couldn't say if there was a correlation or not but it was something to consider.  
- Ron also mentioned if people know their elected representatives they should contact them because the proposed state budget is hard on counties and municipalities.  
- Jim Griffiths mentioned that if anyone attended the Wisconsin Counties Association District meeting it would be beneficial if they would inform the Board what was discussed.

9 A discussion of the budget exception reporting process by Department Heads was held with Roxie Hamilton and Craig Hardy facilitating the discussion.  
Craig asked the committee if they prefer a certain format for the budget reports and do they want a snap shot in time or end of month report.  
Carol likes to see the revenue and expenditure reports with the year to date percentages.  
Jim likes the quarterly reports.  
Curt Peterson doesn't want to add more work to the Department Heads.  
Ron doesn't want the committee to micro-manage the departments.  
Dave thought the quarterly reports would be sufficient.  
The consensus of the committee was for quarterly snap shot reports. Example given was the March 31<sup>st</sup> report would be given at the May committee meeting.  
Jim would like a written explanation of why there was an \$180,000 change between the February 4<sup>th</sup> and March 5<sup>th</sup> expenditure and revenue reports for Bloomfield.

6	<p>County Clerk Greg Klusendorf informed the committee what the impact to the county could be if the Local Government Property Insurance Fund is taken out of the state budget. He also reviewed some history of prior claims in the replacement cost that the County has capitalized on.</p> <p>Motion by Ron Benish second by Jim Griffiths that a resolution supporting the retention of the Local Government Property Insurance Fund be drafted and presented to the County Board at the March 17<sup>th</sup> meeting. Carried.</p>
7	<p>Iowa County Revolving Loan Fund.</p> <ul style="list-style-type: none"> <li>• Write-off uncollected loans. Administrator Curt Kephart informed the committee that the resolutions to write off the loans need some additional information. Under the “Now Therefore, Be It Resolved” the person or business name has to be added along with the amount to be written off.</li> <li>- Motion by Tom DeLain second by Jim Griffiths to write off the Sam’s Processing loan, make the changes to the resolution and to forward to the Board for approval. Carried.</li> <li>- Motion by Jim Griffiths second by Tom DeLain to write off the Dodge Point Country Club loan, make the changes to the resolution and to forward to the Board for approval. Carried.</li> <li>- Motion by Curt Peterson second by Ron Benish to write off the One Water Street LLC loan, make the changes to the resolution and to forward to the Board for approval. Carried.</li> <li>- Motion by Jim Griffiths second by Curt Peterson to write off the Beta Incorporated loan, make the changes to the resolution and to forward to the Board for approval. Carried with Sups. DeLain and Griffiths voting against the motion.</li> <li>• Overview, discussion and possible changes to the Revolving Loan Fund.</li> <li>- Jim passed around two handouts concerning Ashley Furniture and the Wisconsin Economic Development Corporation.</li> <li>- Curt Kephart spoke about his previous revolving loan fund experience in a different county.</li> </ul>
8	<p>The committee reviewed the audit findings and identified strategies/timelines for resolving each.</p> <ul style="list-style-type: none"> <li>• Ron and Carol stated that the Cobb-Highland Recreation Commission is addressing all the issues except the first one. It would not be cost effective to carry out that recommendation.</li> <li>• Jim stated that he believes the audit of Bloomfield should be separate from the county’s audit.</li> <li>• Bloomfield is working on the accounts receivable reconciliations.</li> <li>• Roxie has been trying to contact the Iowa County Law Enforcement Association to have them stop using the County’s Federal ID number on their bank account.</li> <li>• Roxie and others are working on a Grant Procedures policy.</li> <li>• The Sheriff and county staff have checked with Corporation Counsel to see when unclaimed funds in the Sheriff’s Canteen Account can be closed out.</li> <li>• Roxie and Treasurer Jolene Millard have obtained additional collateral at the County’s bank to cover deposits.</li> <li>• Procedures are now in place so the Highway inventory will be completed shortly after December 31<sup>st</sup>.</li> </ul> <p>Motion by Dave Gollon second by Ron Benish to have a list of exceptions that were addressed, a list of items that were not addressed along with the reasons why and bring this report back to November meeting. Carried.</p>
10	<p>March 2015 Employment Activity Report:</p> <ul style="list-style-type: none"> <li>• Highway Seasonal Laborer – Ongoing recruitment.</li> <li>• FT Limited Term Maintenance – Two interviews scheduled for Monday, March 9th.</li> <li>• Sheriff’s Department FT &amp; On-Call Dispatcher/Correctional Officer – References and background investigations started.</li> <li>• Sheriff’s Department On-Call Patrol Deputy – References and background investigations started.</li> </ul>

	<p>Interviews scheduled.</p> <ul style="list-style-type: none"> <li>● 4-H Internship – Candidate selected.</li> <li>● Highway Auxiliary Maintenance Patrol – Candidate selected.</li> <li>● Bloomfield Healthcare PRN &amp; FT/PT CNA – Two new hires started on December 30; ongoing recruitment. Conducting reference check on a PRN CNA. In the process of scheduling interviews for additional candidates.</li> <li>● Bloomfield Healthcare Laundry/Housekeeping- New employee started on Monday Feb. 9th. First review of applications for PT position is scheduled for Monday, March 9<sup>th</sup>.</li> <li>● Bloomfield Healthcare Registered Nurse – Ongoing recruitment. Formulating an offer for a PRN status.</li> <li>● Bloomfield Healthcare Social Worker- Candidate selected.</li> <li>● Nurse Manager- Three interviews scheduled.</li> <li>● Highway Operations Manager- Scheduling four interviews for Wednesday, March 11<sup>th</sup>.</li> <li>● Bloomfield Healthcare FT Maintenance- Scheduling three interviews.</li> <li>● Highway Mechanic- Started advertisement.</li> <li>● Substitute Bus Driver- Will be starting advertisement on Friday, March 6<sup>th</sup>.</li> </ul> <p>Administrator Curt Kephart informed the committee that a new dispatcher had been hired at the jail and the interim Social Worker at Bloomfield Healthcare had been hired for the full time position. Curt also answered questions from the committee.</p>
11	<p>Next meeting will be held on April 14, 2015 at 5:00 p.m.</p> <p>Motion by Ron Benish second by Dave Gollon to adjourn the meeting. Carried. Meeting adjourned at 7:10 p.m.</p>
	<p>Minutes by Greg Klusendorf and Roxie Hamilton.</p>