



Approved Minutes
Administrative Services Committee
Tuesday, April 14, 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	<p>-Roll Call. Members present: Supervisors Carol Anderson, Ron Benish, Tom DeLain, Dave Gollon, James Griffiths, Judy Lindholm and Greg Parman. Sup. Gollon arrived at 5:46 p.m.</p> <p>- Members Excused: Supervisors John Meyers and Curt Peterson.</p> <p>- Others Present: Roxie Hamilton, Penny Clary, Karen Oellerich, Curt Kephart, Bruce Paull, Jeff Lindeman, Kevin Higgs, Kurt Berner and Greg Klusendorf.</p>
3	<p>Carol asked that agenda items 14, 15 & 17 be removed from the agenda.</p> <p>Motion by Jim Griffiths second by Ron Benish to approve the agenda with the changes for this April 14, 2015 meeting. Carried.</p>
4	Motion by Judy Lindholm second by Jim Griffiths to approve the minutes of the March 10, 2015 meeting. Carried.
5	<p>Reports.</p> <ul style="list-style-type: none">- Sup. Benish was wondering when the next county directory would be printed as he finds it very useful. Greg stated that he hopes to have a new one by June. Ron also thinks the ASC meeting agendas are too long. He said the Rules and Structure Committee should consider having a separate Finance Committee and Employee Relations Committee.- Roxie reported that it has been 5 years since the bonds were issued on the Health & Human Services Center. Moody's did a rate review and she held a conference call with them yesterday. They mentioned to Roxie that the County is in better shape now than it was five years ago. Hopefully we will have the report by the end of this week. This will be given to the committee at the May meeting.
6	<p>Curt explained to the committee his rationale for presenting a resolution amending Resolution 1-0402 Establishing Iowa County Policy Regarding the Letting of Public Work Contracts and Contracts for Purchase.</p> <p>Motion by Jim Griffiths second by Ron Benish to reject the proposal to amend Resolution 1-0402 Establishing Iowa County Policy Regarding the Letting of Public Work Contracts and Contracts for Purchase. Carried.</p>
7	<p>Motion by Ron Benish second by Greg Parman to approve the Resolution Opposing County Assessment Proposal in the State Budget Bill and to forward it to the full Board for approval.</p> <p>Sup. DeLain moved to amend the resolution by moving the sixth "Whereas" to the number two slot. Ron and Greg accepted this as a friendly amendment. Carried 5 to 1. Jim Griffiths voted against the amended motion.</p>
8	Administrator Curt Kephart presented the committee with an initial draft of a budget process to be used for the 2016 budget. He said it was not yet complete but was a working document to get feedback from the committee. During the discussion it was stated that priorities must be set and that feedback should come from not only the Standing Committees but employees as well. Curt will discuss this with

	<p>Department Heads and the Standing Committees. The committee wanted to get input from the other committees and staff before they look into it.</p> <p>Sup. David Gollon entered the meeting during the discussion.</p> <p>Motion by Judy second by Greg to proceed with the budget strategy by asking the Standing Committees to select priorities and send them back to the ASC through Curt. Carried.</p>
9	<p>Iowa County Revolving Loan Fund.</p> <ul style="list-style-type: none"> • Overview, discussion and possible changes to the Revolving Loan Fund. <p>Motion by Ron Benish second by Dave Gollon to forward the Iowa County Revolving Loan Fund Review to the full Board for approval.</p> <p>Tom DeLain moved to amend the motion by striking the sentence on page two, under II (d) that said "Official actions must have the support of the majority of the total Commission."</p> <p>Ron and Dave accepted that as a friendly amendment. Carried.</p>
10	<p>Veterans Service Officer Jeff Lindeman came before the committee to discuss making his position a full time position and if a Benefit Specialist is needed that would be a half time position.</p> <p>Motion by Ron Benish second by Greg Parman to approve the recommendation from the Health & Human Services Committee to make the Veterans Service Officer a full time position, leave the Veterans Benefit Specialist position vacant and review it in six months. Carried 6 to 1. Jim Griffiths voted against the motion.</p>
11	<p>Bloomfield Healthcare Center Director Penny Clary and two representatives, Kevin Higgs and Kurt Berner from the Samuels Group, came before the committee to discuss the contract.</p> <p>Motion by Judy Lindholm second by Jim Griffiths to approve the resolution from the Health & Human Services Committee to authorize a contract to Engberg Anderson Architects for a feasibility study of the existing facility versus a new facility, programming and schematic design services with \$22,000 designated for new construction design and \$8,000 designated for renovation design with the total contract not to exceed \$30,000 and to forward it to the full Board for consideration along with a "white" paper explaining the recommendation. Carried.</p> <p>Motion by Judy Lindholm second by Tom DeLain to take the money to pay for the study from Bloomfield's contingency fund. Carried.</p>
12	<p>Motion by Ron Benish second by Tom DeLain to approve the Economic Development and Property Committee's recommendation for first floor Courthouse security window project set specifications with a cost not to exceed \$25,000, use the formal bid process to award the project and the funds to come from the Revolving Capital Improvement Fund and to forward it to the full Board for consideration. Carried 5 to 2. Jim Griffiths and Dave Gollon voted against the motion.</p>
13	<p>Carol informed the committee that there are six county owned dams that are located on Wisconsin Department of Natural Resources property. The Land Conservation Committee voted to engage in dialogue with the DNR so they might accept the six dams to be added to their portfolio. This will be an agenda item on next week's County Board meeting.</p>
14	<p>Resolution Recommending Carryover Accounts from 2014 to 2015 was removed from the agenda. This will be placed on the May meeting agenda.</p>
15	<p>Resolution Recommending 2014 Budget Amendments for Various Departments was removed from the agenda. This will be placed on the May meeting agenda.</p>
16	<p>Motion by Judy Lindholm second by Jim Griffiths to approve Resolution Recommending Transfer of Funds from the Iowa County General Fund to Cover Expenditures in Excess of Budget for 2014 and to send it to the full Board for approval. Carried.</p>

17	Resolution Recommending Transfer of Funds for 2014 from the Contingency Fund to Cover Wage and Fringe Implementation of the Compensation Pay Plan was removed from the agenda. This will be placed on the May meeting agenda.
18	Motion by Ron Benish second by Greg Parman to approve Resolution Recommending Transfer of Funds form the Iowa County Capital Projects Fund to Cover Expenditures in Excess of Budget for 2014 and to send it to the full Board for approval. Carried.
19	<p>April 2015 Employment Activity Report:</p> <ul style="list-style-type: none"> • FT Limited Term Maintenance – New Hire start April 13. • Sheriff’s Department FT & On-Call Dispatcher/Correctional Officer (Male) – New hire started March 9; background investigations ongoing for On-call positions • Sheriff’s Department On-Call Patrol Deputy –Background investigations ongoing. • Sheriff’s Department FT & On-Call Dispatcher/Correctional Officer (Female) – Recruitment started April 9. • Highway Mechanic- New hire starting April 20. • Substitute Bus Driver- Recruitment started March 6. • Highway Operations Manager- Internal hire started April 1. • Bloomfield Healthcare PT Employee Relations Assistant – Recruitment started March 25. • Bloomfield Healthcare Director of Nursing – Recruitment started April 6. • Bloomfield Healthcare PRN & FT/PT CNA – New hires started April 6; ongoing recruitment • Bloomfield Healthcare Laundry/Housekeeping- New employee started on Monday Feb. 9th. First review of applications for PT position is scheduled for Monday, March 9th. • Bloomfield Healthcare Registered Nurse – New hires started on March 19 and April 8; ongoing recruitment • Nurse Manager- Internal hire started April 6. • Bloomfield Healthcare FT Maintenance- Interviews scheduled for April 16.
20	Next meeting will be held on May 12, 2015 at 6:00 p.m.
21	Motion by Greg Parman second by Ron Benish to adjourn the meeting. Carried. Meeting adjourned at 7:14 p.m.
Minutes by Greg Klusendorf and Roxanne Hamilton	