



**APPROVED MINUTES**  
**Administrative Services Committee**  
**Tuesday, May 12, 2015 – 6:00 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 6:00 p.m.
2	<ul style="list-style-type: none"> <li>- Roll Call. Members present: Supervisors Carol Anderson, Dave Gollon, James Griffiths, Judy Lindholm and Greg Parman. Sup. Curt Peterson arrived at 6:03 p.m.</li> <li>- Members Excused: Supervisors John Meyers, Ron Benish and Tom DeLain.</li> <li>- Others Present: Roxie Hamilton, Allison Leitzinger, Curt Kephart, Bruce Paull and Greg Klusendorf.</li> </ul>
3	Motion by Jim Griffiths second by Judy Lindholm to approve the agenda for this May 12, 2015 meeting. Carried.
4	Motion by Greg Parman second by Jim Griffiths to approve the minutes of the April 14, 2015 meeting. Carried.
5	<p>Reports.</p> <ul style="list-style-type: none"> <li>- Bruce Paull stated that at the last meeting he was disappointed with how some committee members addressed the Bloomfield issue. He had two handouts for the committee concerning the financial impact Bloomfield has on the county and a comparison of nurse staffing issues.</li> <li>- David Gollon mentioned he appreciated the email with the agenda from Clerk Klusendorf because he did not get his hard copy in the mail until today.</li> </ul>
6	<p>May 2015 Employment Activity Report:</p> <ul style="list-style-type: none"> <li>• Sheriff’s Department FT &amp; On-Call Dispatcher/Correctional Officer (Male) – On-Call New Hire starts on May 11.</li> <li>• Sheriff’s Department On-Call Patrol Deputy – FT New Hire starts on May 18.</li> <li>• Sheriff’s Department FT &amp; On-Call Dispatcher/Correctional Officer (Female) – Exams being administered week of May 11.</li> <li>• Substitute Bus Driver - Recruitment started March 6.</li> <li>• Bloomfield Healthcare PT Employee Relations Assistant – Interviews held on May 5. References started.</li> <li>• Bloomfield Healthcare Director of Nursing – Interviews will be held on May 15.</li> <li>• Bloomfield Healthcare PRN &amp; FT/PT CNA – New hires started April 30; ongoing recruitment</li> <li>• Bloomfield Healthcare Laundry/Housekeeping - Interviews schedule for May 11.</li> <li>• Bloomfield Healthcare Registered Nurse – ongoing recruitment</li> <li>• Bloomfield Healthcare FT Maintenance- New hire to start in June.</li> </ul> <p>Allison also gave the committee an update on different positions at the Highway Department.</p>
7	Motion by Judy Lindholm second by Curt Peterson to approve the resolution Recommending Wages for Limited Term and Part-Time On-Call Employees and to forward to the Board for consideration. Carried.
8	<p>Cross-Training across departments and work-load collaboration.</p> <p>Carol mentioned that some departments do cross-train and collaborate but she thinks the Board should get behind this by encouraging departments to do more of this. Administrator Kephart explained some of</p>

	<p>the advantages of this with Continuity of Operations (COOP) being one of them. It would also be particularly helpful with departments that have seasonal workloads.</p> <p>Jim Griffiths said that cross training should be in the job description. He also thought the Board should pass a resolution supporting cross-training.</p> <p>Dave Gollon asked who authorizes a department to call in a limited-term employee or moving staff from one department to the other. He said a chain of command needs to be established. Judy Lindholm said that because of the duties of some departments it would not be as easy to cross-train people as it would in other departments. She also said the Board has to point out the specifics of why we are encouraging this.</p>
9	<p>Motion by Jim Griffiths second by Greg Parman to approve the resolution Ordering the County Clerk to Issue Tax Deeds on Unredeemed Certificates and to forward to the Board for consideration. Carried.</p>
10	<p>Roxie informed the committee that the departments she heard from are on budget through March 31, 2015. She also said that Moody's completed the bond review and after doing so upgraded our rating by one step. Curt Kephart wanted the committee to know that out-of-home placement is higher this year than in the past few years. This could affect the budget significantly. Hopefully the out-of-home placements will be going down soon.</p>
11	<p>Curt went through his budget memo and said that he had briefed the Department Heads. He stated he felt there may be some adjustments that will be needed for the performance plan.</p> <p>Carol asked Curt where he was at with setting the budget priorities and Curt stated that the Board needs to set the priorities. Judy stated that she thought the priorities need to come from the Department Heads and "flow" up to the Board.</p> <p>David Gollon said it will be about a month before the state budget is set so the county will not know how it affects our budget until then.</p> <p>Jim Griffiths said he would like more detail concerning the maintenance budget.</p>
12	<p>Motion by Greg Parman second by Dave Gollon to approve the resolution Recommending Carryover Accounts from 2014 to 2015 and to forward to the Board for consideration. Carried.</p>
13	<p>Motion by Jim Griffiths second by Judy Lindholm to approve the resolution Recommending 2014 Budget Amendments for Various Departments and to forward to the Board for approval. Carried.</p>
14	<p>Roxie said there was good news in that the resolution Recommending Transfer of Funds for 2014 from the Contingency Fund to Cover Wage and Fringe Implementation of the Compensation Pay Plan was not needed because the departments were able to absorb the increases in their budgets.</p>
15	<p>The next meeting will be held on June 9, 2015 at 6:00 p.m.</p>
16	<p>Motion by Greg Parman second by Curt Peterson to adjourn the meeting. Carried. Meeting adjourned at 7:25 p.m.</p>
<p>Minutes by Greg Klusendorf and Roxanne Hamilton.</p>	