



APPROVED MINUTES
Administrative Services Committee
Thursday, July 31, 2014
Health & Human Services Center – Community Room
303 W. Chapel Street
Dodgeville, Wisconsin

**Iowa
 County
 Wisconsin**

1	Meeting was called to order by Chair Carol Anderson at 6:00 p.m.
2	Roll Call was taken. Member present: Carol Anderson, Ronald Benish, David Gollon, James Griffiths, Curt Peterson, Greg Parman, Judy Lindholm. Sup. John Meyers arrived after roll call. Excused: Tom DeLain Others present: Katie McCloskey representing Carlson Dettmann Consulting, Allison Leitzinger, Roxanne Hamilton, Janet Butteris, Michele Klusendorf, Curt Kephart, Shaun Wood, Jim McCaulley and Greg Klusendorf.
3	Approve the agenda for this July 31, 2014 meeting. Sup. Benish moved to approve the agenda for this July 31, 2014 meeting. Sup. Griffiths seconded the motion. Carried.
4	Approve the minutes of the July 8 th and July 15 th meetings. Sup. Griffiths moved to approve the minutes of the July 8 th and 15 th , 2014 meetings. Sup. Benish seconded the motion. Carried.
5	There were no comments or reports from the audience or committee members.
6	Compensation/Classification Study presentation by Carlson Dettmann Consulting. Allison introduced Katie to the committee. The Iowa County Market Summary, with graph, was handed out. Katie reviewed how the positions were benchmarked and compared to the private and public sectors to reach the market median for each position listed. Iowa County is paying approximately 88% of the market median. She recommended that the Iowa County pay policy should go to the median market.
7	Compensation Plan update and decision to be made: <ul style="list-style-type: none"> • General increases every year – for example, 1% or annual market adjustment. • Steps – how many to control point (mid-point) and after control point to maximum. • Pay for performance straight or blended. • Combination of any of the above. After discussing the various options to administer the plan it was decided that the “pay for performance plan” would be off the table. The committee requested that the “step plan” from control point to maximum and from control point as a pay for performance be brought back for further discussion. Katie will show what the combination plan and step plan will look like and bring them back to the August 21 st meeting.
8	No other action was taken on the Compensation/Classification Study.
9	2015 Iowa County Budget Curt distributed a 2015 Budget Process Update and stated he will be working with the departments to help them determine priorities and needs versus wants. John asked when the Department Heads received this

9	<p>and Curt said it was for the committees and not the departments. Jim stated that Department Heads should figure the benchmarks and ask their committee which ones they should use. Carol mentioned that we need to have examples of benchmarking so the departments understand what the committees are looking for. The committee did not feel there was time to have the departments benchmark for this budget process. Roxie was asked to compile information on each department's effect on the tax levy for the last five years.</p> <p>Sup. Benish moved to remove #5 from the 2015 Budget Process Update that Curt passed out. Sup. Lindholm seconded the motion. Carried. Sups. Griffiths, Peterson and Gollon voted against the motion.</p> <p>Benchmarking will evolve during the year as department heads have conversations with colleagues in other counties and with committees.</p>
10	<p>Next meeting date will be Tuesday, August 12, 2014, 6:00 p.m. at the Health and Human Services Center Community Room. Sup. Meyers asked to be excused as he will not be available.</p>
11	<p>Sup. Benish moved to adjourn the meeting. Sup. Parman seconded the motion. Carried. Meeting adjourned at 7:43 p.m.</p>
	<p>Minutes by Greg Klusendorf with assistance from Roxanne Hamilton.</p>