



APPROVED MINUTES
Administrative Services Committee
Tuesday, August 11, 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	<p>- Roll Call. Members present: Supervisors Carol Anderson, Dave Gollon, James Griffiths, Ron Benish, Tom DeLain, Greg Parman, Curt Peterson and John Meyers.</p> <p>-Excused: Judy Lindholm.</p> <p>- Others Present: Roxie Hamilton, Allison Leitzinger, Dan Nankee, Craig Hardy, Jacob Terrill and Greg Klusendorf.</p>
3	Motion by Parman, second by Peterson to approve the agenda for this August 11, 2015 meeting. Carried.
4	Motion by Benish, second by DeLain to approve the minutes of the July 14, 2015 meeting. Carried.
5	<p>Report from committee members and an opportunity for members of the audience to address the committee.</p> <ul style="list-style-type: none"> - Tom DeLain asked Greg what the progress on the county credit card was and Greg said he is continuing to research other providers. Tom asked him to keep the committee posted in the future. - Carol Anderson informed the committee that the Blackhawk Lake Audit is completed. There are two deficits that will be acted on by the Blackhawk Committee at the meeting later this week.
6	<p>August 2015 Employment Activity Report:</p> <ul style="list-style-type: none"> • Public Health Officer/Director – Interviews held on Aug 6 & 7. • Land Conservation Department Assistant – Interviews held on Aug 4. Employee starts Aug 21. • Social Services Social Worker – 2 vacancies – References being completed on 2nd applicant. • Sheriff’s Department FT & On-Call Dispatcher/Correctional Officer (Female) –2 vacancies- 2nd new hire started Aug 3. • Substitute Bus Driver – References being completed. • LTE Highway Auxiliary Maintenance – 3 applicants received; No further action • Bloomfield Healthcare Director of Nursing – New hire started July 28. • Bloomfield Healthcare PRN & FT/PT CNA – (2) New hires started on July 28. • Bloomfield Healthcare Laundry/Housekeeping – New hire started on July 28. • Bloomfield Healthcare Registered Nurse – ongoing recruitment. • Bloomfield Healthcare Dietary Aide - ongoing recruitment. <ul style="list-style-type: none"> - Allison informed the committee she is in the process of offering the Public Health Officer/Director position and the confirmation of this appointment will be on next week’s County Board agenda. - Allison informed the committee that she had spoken to Carlson Dettmann about the midpoint range for registered nurses and certified nursing assistants. She was told the market is rapidly changing for those positions with upward pressure on wages. Carlson would reevaluate the

	position but would charge a fee.
7	<p>Highway Department Restructuring Chart.</p> <p>Motion by Benish, second by Parman to amend the Highway Department Restructuring Chart to maintain the County Patrol Superintendent through December 31, 2015. Carried.</p>
8	<p>Consider a new position for Environmental Services.</p> <p>Sup. John Meyers entered the meeting at 6:23 p.m.</p> <p>Environmental Services Director Jake Tarrell came before the committee to explain the history of this position and that he is requesting a regular full-time employee instead of a Limited Term Position that would only be good through the end of this year. This position would mainly serve the facilities located in Dodgeville.</p> <p>Motion by Benish, second by Meyers to support the new full time Environmental Services position, that it be cost-neutral, be reviewed at the end of 2016 and to forward it to the Board for consideration. Carried.</p>
9	<p>Consider amending Resolution No. 10-0313 Temporary Adjustment of Wages for any Non-Represented Staff Person Who is Assigned Greater Essential Duties for an Absent or Vacant Position.</p> <p>Motion by Griffiths, second by DeLain to approve the amendment to Resolution No. 10-0313 as recommended and to forward it to the Board for consideration. Carried.</p>
10	<p>Sheriff's Department Teamsters Meeting Update.</p> <p>Allison said there has been a first meeting between the County and Teamsters and proposals were exchanged. The next meeting will be at the end of September. The current contract expires at the end of 2015.</p>
11	<p>WCA Life Insurance Option.</p> <p>Allison & John met with a Wisconsin Counties Association representative to discuss the whole life insurance option that they offer. Currently the County offers only term life insurance. This insurance premium would be paid 100% by the employee. John mentioned that the rates are very competitive and they would have to accept all employees who would like to sign up for it.</p> <p>WCA would like to come back later in the year to do a presentation. If the County agrees to offer this insurance to the employees WCA would then give a presentation to the employees.</p> <p>The consensus of the committee was to have Allison ask the representative from WCA to come before the committee at the December or January meeting.</p>
12	<p>Employee Handbook.</p> <p>Allison stated that she is still in the process of completing the Employee Handbook. She is not as far along with it as she would like to be because of other needs she has had to address. The committee understands the fact that Allison has had other more pressing items to attend to.</p>
13	<p>Chair Anderson informed the committee that she had asked to have Iowa on Target by Curt Kephart included in the meeting packet.</p>
14	<p>Iowa County 6/30/15 Financial Reports.</p> <p>Finance Director Roxie Hamilton discussed the reports with the committee</p>

15	<p>Update on the 2016 Budget by Finance Director Roxanne Hamilton.</p> <p>Roxie stated that there have been many budget meetings and so far everything is looking pretty good. She said the preliminary equalized value shows .79% which equates to approximately &75,000. She updated the committee on the budget timeline and process.</p>
18	<p>The next meeting will be held on Tuesday, September 8, 2015 at 6:00 p.m.</p>
	<p>The committee acknowledged Southwest Wisconsin Regional Planning Commission Director Larry Ward who was in the audience. Larry wanted to thank the committee for Iowa County's support of the commission. Larry is retiring at the end of the year and he said Troy Maggied, who is currently with the commission, will take his place.</p>
19	<p>Motion by DeLain, second by Benish to adjourn the meeting. Carried. Meeting adjourned at 7:01 p.m.</p>
<p>Minutes by Roxanne Hamilton and Greg Klusendorf</p>	