



**APPROVED MINUTES**  
**Administrative Services Committee**  
**Tuesday, September 8, 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, Judy Lindholm, Dave Gollon, James Griffiths, Ron Benish, Tom DeLain, Greg Parman, Curt Peterson and John Meyers.</li> <li>- Sups. Griffiths (6:01), DeLain (6:02) and Peterson (6:05) arrived after roll call was taken.</li> <li>- Others Present: Roxie Hamilton, Allison Leitzinger, Jolene Millard, Rick Klabough, Ken Palzkill, Larry Ward and Greg Klusendorf.</li> </ul>
3	Motion by Benish, second by Gollon to approve the agenda for this September 8, 2015 meeting. Carried.
4	Motion by Parman, second by Benish to approve the minutes of the August 11, 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"> <li>- Chair Anderson mentioned the possibility of having a special meeting on the budget if needed.</li> </ul>
6	<p>September 2015 Employment Activity Report:</p> <ul style="list-style-type: none"> <li>- Environmental Services: Maintenance – Recruitment started September 1.</li> <li>- Limited Term Economic Support Specialist – Recruitment started September 1.</li> <li>- County Administrator – Recruitment started August 21. 10 applications received as of September 1.</li> <li>- ADRC I &amp; A/Wellness &amp; Prevention Coordinator – Interviews were held on September 3.</li> <li>- Public Health Officer/Director – New hire starts September 21.</li> <li>- Land Conservation Department Assistant – Internal transfer; started in new position on August 10.</li> <li>- Social Services Social Worker – Interviews were held on September 2.</li> <li>- Substitute Bus Driver – References being completed.</li> <li>- Bloomfield Healthcare PRN &amp; FT/PT CNA – (2) New hires started on August 18; ongoing recruitment.</li> <li>- Bloomfield Healthcare Registered Nurse – New hire started on September 3; ongoing recruitment.</li> <li>- Bloomfield Healthcare Dietary Aide – New hire started on September 1.</li> </ul>
7	<p>Highway Seasonal Employees Resolution.</p> <p>Motion by DeLain, second by Parman to approve the Resolution Setting the Compensation for Highway Department Winter Seasonal Employees and to forward it to the Board for consideration. Carried.</p>
8	<p>IT proposed 2016 department budget.</p> <p>Rick distributed an updated budget. There was no change to the tax levy from 2015 to 2016. They will be replacing all the network equipment in 2016. They are still working on some of the 2015 goals but most have been met and completed at this point.</p>
9	<p>Treasurer’s proposed 2016 department budget.</p> <p>Jolene presented her budget to the Committee. She stated they have accomplished the goals set forth in</p>

	2015 with the new tax package and all treasurers for the municipalities are on the new system.
10	<p>Employee Relations proposed 2016 department budget.</p> <p>Department Head Allison Leitzinger informed the committee that she is still working on her 2015 goals of completing the employee handbook and the county is still in negotiations with the Sheriff's Employees Union.</p> <p>She expects to be within budget for 2015 and no increase for 2016 tax levy.</p>
11	<p>County Clerk proposed 2016 department budget.</p> <p>County Clerk Klusendorf discussed his proposed 2016 budget with the committee. The largest share of the increase in his budget is due to the fact that there are four elections next year.</p>
12	<p>County Board proposed 2016 department budget.</p> <p>Roxie and Greg presented the budget. They informed the committee that they added \$2,000 for fire suspension. This was not budgeted last year but they felt it should be.</p>
13	<p>County Administrator proposed 2016 department budget.</p> <p>Roxie discussed the County Administrator's proposed 2016 budget with the committee.</p>
14	<p>Finance Department proposed 2016 department budget.</p> <p>Roxie discussed her proposed 2016 budget with the committee.</p>
15	<p>Consider the 2016 Contingency budget.</p> <p>Roxie informed the committee on the reasoning she used to come up with the contingency amount. She feels that it will be reduced by approximately \$250,000 once the health insurance is put into the department budgets.</p>
16	<p>Consider the 2016 County Sales Tax budget.</p> <p>Roxie told the committee that the projection for the amount of sales tax collected would be over \$1,600,000 and possibly close to \$1,700,000.</p>
17	<p>Employee Trust Fund health and dental insurance plans.</p> <p>Allison and Roxie explained the new dental plan that is offered with the health insurance plans through the Employment Trust Fund. The committee felt the plans were too expensive for what the coverage offered.</p> <p>Motion by Griffiths, second by Gollon that the county will not offer the dental option with the health insurance plans. The county will stay with the current dental plan. Carried.</p> <p>Motion by Griffiths, second by DeLain to have the county pay 85% of the average cost of the four qualifying health insurance plans with the low deductible for 2016 and to forward to the Board for consideration. Carried. Aye-5 Nay-4 Sups. Peterson, Benish, Meyers and Gollon voted against the motion.</p>
18	<p>Delta Dental Insurance plans.</p> <p>Allison informed the committee that there was no premium increase or changes to the current dental plan offered by Delta Dental.</p>

	Motion by Benish, second by Parman to approve the Delta Dental plan as presented and to forward to the full Board for consideration. Carried.
19	Update on the County's 2016 budget. Roxie went through the proposed 2016 county budget. Motion by DeLain, second by Benish to take \$1,675,000 from the county sales tax revenue and apply it toward the 2016 budget. Carried.
20	2014 County Audit Report. Roxie gave an update on the progress of the county's 2014 audit. This will be distributed at the next ASC meeting.
21	Per diem and compensation for members of the board for additional responsibilities. Supervisor Gollon thinks committee chairs and the chair of the board should have an increase in per diem because of the additional work that is completed by them. He wanted this to be something the committee members should think about before the Supervisor per diem is set for the next term. Dave thought an amount of \$5 or \$10 more per meeting would be appropriate. Discussion followed.
22	Policy suggestion for Resolution No. 10-0313 Temporary Wage Adjustment for Vacant Position. The consensus of the committee was the policy suggestion has merit and that it should be discussed more in depth at a future committee meeting.
23	The next meeting will be held on Tuesday, October 13, 2015 at 6:00 p.m.
24	Motion by Benish, second by Parman to adjourn the meeting. Carried. Meeting adjourned at 8:14 p.m.
Minutes by Roxanne Hamilton and Greg Klusendorf	