



**APPROVED MINUTES**  
**Administrative Services Committee**  
**Tuesday, September 9, 2014 – 6:00 pm**  
**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, Tom DeLain, David Gollon, James Griffiths, Judy Lindholm, Greg Parman and Curt Peterson. Excused: John Meyers. Others present: Katie McCloskey representing Carlson Dettmann Consulting, Allison Leitzinger, Roxanne Hamilton, Curt Kephart, Janet Butteris, Jenny Pritchett, Bernie Casper, Ken Palzkill, Judy Strutt, Marlin Harms, Laurie Forseth, Cheryl Simmons, Bob Bunker, Jeremy Meek and Greg Klusendorf.
3	Approve the agenda for this September 9, 2014 meeting. Sup. Benish moved to approve the agenda for this September 9, 2014 meeting. Sup. DeLain seconded the motion. Carried.
4	Approve the minutes of the August 21, 2014 meeting. Sup. Peterson moved to approve the minutes of the August 21, 2014 meeting. Sup. Lindholm seconded the motion. Sup. Gollon asked that under item 6, bucket #2 in the last sentence before the word private add “public and”. Sups. Peterson and Lindholm agreed to the change. Amended minutes carried.
5	Report from committee members and an opportunity for members of the audience to address the committee. <ul style="list-style-type: none"><li>- Bernie Casper commented that ever since act 10 was put into place we currently do not have an employee handbook and he was wondering on the status of it. It was reported that it would be completed next year.</li><li>- Carol Anderson – something for the committee to think about - during the winter meeting should we start at 5:00 instead of 6:00 and the committee can vote on this at a later date.</li><li>- Carol Anderson – she commended Greg on the education he does for the election poll workers and that the County did very well in the recount.</li></ul>
6	Report from Iowa County Fair Board - Cheryl Simmons.  Cheryl stated that the fair was one of the most successful fairs they have had. They had reworked the tractor pull area and the tractor pull on Saturday night was very successful. The Fair built a new truck/tractor pull track and Badger Tractor pullers stated this was the best track they have seen in the last two years. The demolition derby on Sunday night also went very well. The food vendors were happy and people were impressed by the carnival and the people that worked the rides and games. She will come back to the committee in a couple of months and present a statement on the income and expenses.
7	Final report, cost analysis and recommendations on Compensation/Classification Study.

	<p>Katie McCloskey went through the Executive Summary. She said there should be a meeting with the employees the day after the Board meeting so the appeals process could be explained to them. Curt was asked to implement the study in two stages with it beginning on October 5<sup>th</sup> of this year. Roxanne had the costs of the study. There is money in the 2014 budget to cover the costs for the last quarter of this year. There is \$250,000 in contingency in the 2015 budget. All staff should be on the grid by the end of 2015. Curt handed out and went through the Compensation/Classification Decision Checklist.</p> <p>Sup. Peterson moved to forward the checklist to the Board for approval. Sup. Lindholm seconded the motion. Sup. DeLain wanted to add a friendly amendment to drop the year 2016 in grid 1.2. Sup. Lindholm seconded the friendly amendment. Vote on the amended main motion was taken. Carried 7 to 1. Sup. Benish voted against the motion. It was agreed there would be some “word smithing” done to the checklist before sending it to the full Board.</p> <p>A Combination Salary Structure was handed out to the committee.</p> <p>Sup. Griffiths moved to direct staff to contact 13 area counties so see if they have done a study and if so would they provide Iowa County with their mid-points and documentation. Motion died due to a lack of a second.</p> <p>Sup. Gollon moved to have the study implemented in two years versus three. Sup. Benish seconded the motion. Carried 7 to 1. Sup. Griffiths voted against the motion.</p> <p>Sup. Benish moved to also send the Executive Summary, Combination Salary Structure and the cost sheet for implementing the plan to the full Board for approval. Carried 7 to 1. Sup. Griffiths voted against the motion. It was agreed that Roxie would change the figures of the cost sheet before sending it to the full Board.</p>
8	<p>Vehicle registration tax ordinance to fund highway construction projects.</p> <p>Sup. Parman explained to the committee why the Highway Committee is requesting the registration fee, that it could be temporary and that the money could be used for any type of road project. The money for the project/projects would be borrowed and the registration money would be used to pay it back, but that this money would not necessarily pay the full amount back.</p> <p>Sup. DeLain moved to have the registration fee changed to \$20.00 per vehicle and to forward to the full Board for approval. Sup. Parman seconded the motion.</p> <p>Sup. Benish moved to have a friendly amendment that the ordinance would sunset eight years after adoption. Sup. DeLain seconded the amendment. Amendment carried 5 to 3. Sups. Peterson, Gollon and Griffiths voted against the motion.</p> <p>Vote on the amended main motion was taken. Carried 6 to 2. Sups. Peterson and Gollon voted against the amended main motion.</p>
9	<p>Employee Trust Fund Health Insurance Plans.</p> <p>Roxie &amp; Allison handed out a 2015 Health Insurance sheet showing three options for the county.</p> <ul style="list-style-type: none"> <li>- The traditional package where there is no deductible for the employee and the county pays 78% of the premium.</li> <li>- Low deductible with a \$500 deductible for a single plan and a \$1,000 deductible for a family plan and the county pays 83% of the premium.</li> <li>- Low deductible with a \$500 deductible for a single plan and a \$1,000 deductible for a family plan and the county pays 85% of the premium.</li> </ul> <p>Sup. Gollon stated that when there are options on a subject he wanted to see them all even if they all might not be considered.</p> <p>A sheet showing the high deductible options was handed out.</p>

	Sup. Benish moved to approve the low deductible with a \$500 deductible for a single plan and a \$1,000 deductible for a family plan and the county pays 85% of the premium. Sup. DeLain seconded the motion. Carried 5 to 3. Sups. Peterson, Gollon and Griffiths voted against the motion.
10	Employee Dental Insurance. A sheet showing the 2014 Delta Dental insurance premiums was handed out. Sup. Gollon moved to approve the 2015 rate from Delta Dental. Sup. Benish seconded the motion. Carried.
11	September 2014 Employment Activity Report: <ul style="list-style-type: none"> <li>• Sheriff's Department Patrol Deputy (3) – 2<sup>nd</sup> new hire started September 2<sup>nd</sup>. Written exam administered on August 20<sup>th</sup> for third vacancy.</li> <li>• Sheriff's Department Jail Administrator - Written exam administered on August 21<sup>st</sup>. Interviews scheduled for September 10<sup>th</sup>.</li> <li>• Sheriff's Department Detective – Internal promotion effective August 23<sup>rd</sup>.</li> <li>• Land Conservation Department Assistant – New hire started September 2<sup>nd</sup>.</li> <li>• Bloomfield Healthcare PRN &amp; FT/PT CNA – New hires started July 21<sup>st</sup> and August 4<sup>th</sup>; ongoing recruitment.</li> <li>• Bloomfield Healthcare Dietary Aide – New hire started August 25<sup>th</sup>.</li> <li>• Bloomfield Healthcare Dietary Aide – Ongoing recruitment.</li> </ul>
	Due to the length of the meeting agenda items 12, 13 and 14 were not considered. They will be taken up at the September 18 <sup>th</sup> meeting.
15	The next meeting will be Thursday, September 18 <sup>th</sup> at 5:00 p.m. in the upper level conference room of the Courthouse.
16	Sup. Benish moved to adjourn the meeting. Sup. DeLain seconded the motion. Carried. Meeting adjourned at 8:35 p.m.
Minutes by Greg Klusendorf with assistance from Roxanne Hamilton.	