



**APPROVED MINUTES**  
**Administrative Services Committee**  
**Tuesday, October 14, 2014 – 5:00 pm**  
**Health & Human Services Center – Community Room**  
**303 W. Chapel Street**  
**Dodgeville, Wisconsin**

**Iowa  
County  
Wisconsin**

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***Any subject on this agenda may become an action item.***

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| 1 | Chair Carol Anderson called the meeting to order at 5:00 p.m.   |
| 2 | Roll Call: Carol Anderson, Ron Benish, Tom DeLain, James Griffiths arrived at 5:55. Judy Lindholm arrived at 5:39, Greg Parman, John Meyers, David Gollon arrived at 5:30 and Curt Peterson.<br><br>Others Present: Allison Leitzinger, Roxanne Hamilton, Larry Ward, Curt Kephart, Tom Slaney, Ken Palzkill, Bruce Paull, Tom Slaney and Greg Klusendorf.  |
| 3 | Approve the agenda for this October 14, 2014 meeting.<br>Motion to approve the agenda for this meeting by Ron Benish, second by Greg Parman. Carried unanimously.   |
| 4 | Approve the minutes of the August 12 <sup>th</sup> and September 18 <sup>th</sup> , 2014 meetings.<br>Motion to approve the minutes of the August 12 <sup>th</sup> and September 18 <sup>th</sup> , 2014 meetings by Tom DeLain, second by Ron Benish. Carried unanimously.   |
| 5 | Report from committee members and an opportunity for members of the audience to address the committee. Sup. Bruce Paull stated that he would like to comment on possible items as the meeting goes on.  |
| 6 | <b>2015 Budget</b> <ul style="list-style-type: none"><li>• Budget discussion with Southwest Wisconsin Regional Planning Commission Director Larry Ward. Larry stated that the commission focuses on three areas, which are being a resource for the counties and municipalities, economic development/community planning and transportation planning. Larry informed the committee on what the commission accomplished in 2013. When questioned about the revolving loan fund he stated that Ed White is the contact and he works with the whole region. Anna Schramke works exclusively for Iowa County on economic development matters.</li><li>• Recommend preliminary 2015 Budget. Roxie distributed an additional budget summary. Curt informed the committee that the budget he proposed is based on three assumptions. The Highway Department is not getting any additional money if the wheel registration fee is not adopted by the county, Bloomfield does not get the close to \$300,000 they requested and the Farmland Preservation self-certification fee is adopted by the Board. David Gollon asked Curt to each month bring to the committee an example of a department that has a program that is really working and to share data supporting that view.</li></ul> Motion to approve the proposed 2015 budget and forward to the Board for consideration by Ron Benish, second by John Meyers. Carried unanimously.<br>Motion to draft and send a resolution to the Board establishing a \$20.00 self-certification fee for Farmland Preservation by Ron Benish, second by Jim Griffiths. Carried unanimously. <ul style="list-style-type: none"><li>• Recommend preliminary 2015 Property Tax Levy.</li></ul> Motion to forward to the Board the preliminary 2015 total property tax levy of \$10,167,967 by Greg Parman, second by John Meyers. Carried unanimously |

7	<p>October 2014 Employment Activity Report:</p> <ul style="list-style-type: none"> <li>• Sheriff's Department Patrol Deputy (3) – Background started on final candidate for 3<sup>rd</sup> vacancy.</li> <li>• Sheriff's Department Jail Administrator – position reposted. Interview scheduled for Monday, October 13<sup>th</sup>.</li> <li>• ADRC Department Assistant – Recruitment started September 26<sup>th</sup>. Twenty four applications received as of October 8<sup>th</sup>.</li> <li>• Bloomfield Healthcare PRN &amp; FT/PT CNA – New hires started September 9<sup>th</sup>, 13<sup>th</sup>, 17<sup>th</sup> and October 1<sup>st</sup>; ongoing recruitment.</li> <li>• Bloomfield Healthcare Dietary Aide – Position no longer active.</li> </ul>
8	<p>Annual review of the County Compensatory Pay Policy.</p> <p>Allison stated there were no changes to the policy and this is just the required annual review.</p> <p>Motion to approve the policy for another year and to send to the Board for approval by Judy Lindholm, second by David Gollon. Carried unanimously</p>
9	<p>Annual review of the Flexible Spending Plan Subsidy and related resolution.</p> <p>Allison stated she was able to negotiate a lower annual and monthly fee. If an employee puts over \$628 (down from \$680 in 2014) in their account the county will pay the annual and monthly fee for the employee. The fee cost is \$48.00 for each employee who participates and if the employee contributes at least \$628.00 the County would realize a savings of \$48.00 in FICA and Medicare costs for a net cost to the County of zero.</p> <p>Motion to approve the Flexible Spending Plan Subsidy Resolution and to forward to the Board for approval by Ron Benish, second by Tom DeLain. Carried unanimously.</p>
10	<p>New Hire Compensation Package Policy.</p> <p>Allison reported that this compensation package policy is for all non-represented employees and is similar to the management/non-represented staff that is currently in place.</p> <p>Motion to approve the Iowa County New Hire Compensation Package Policy and to forward to the full Board for approval by Tom DeLain, second by Curt Peterson. Carried unanimously.</p> <p>Sup. Gollon mentioned that he thinks the county will need to look at its Managed Time Off Policy in the future.</p>
11	<p>Classification/Compensation Study.</p> <p>Allison reported that a work group has been formed with eleven staff members and the first meeting was held this morning. They will be meeting bi-weekly to draft a policy, procedures and forms for the Pay for Performance evaluation. They hope to bring this to the committee in November or December.</p> <p>Sup Griffiths stated that he had spoken with members from Grant, Columbia and Dodge Counties and talked about their pay plan. Grant County offered their study even though they did not adopt it and he gave a copy to Allison.</p>
12	<p>Implementation of Classification/Compensation Study for employees who are not within 90% of the first step.</p> <p>Roxie stated there are thirteen employees who are not within 90% of the first step. She handed out a sheet showing what the costs to the county would be if they received half of the difference this year and half next year.</p> <p>Motion for the thirteen staff members to receive half this year between the current 2014 rate to minimum and half in 2015 to bring them to minimum by David Gollon, second by Ron Benish. Carried.</p> <p style="text-align: center;">Aye-7            Nay-2</p> <p>Sups. Parman and Griffiths voted against the motion.</p>

13	Iowa County Revolving Loan Fund. No discussion was held.
14	Request from County Clerk to pay a per diem for canvassing the 51 <sup>st</sup> District recount. Motion to have the County Clerk pay a per diem of \$50.00 to a canvasser who agreed to help with the 51 <sup>st</sup> District recount. Carried unanimously.
15	Next meeting date will be Tuesday, November 4, 2014 at 5:00 p.m.
16	Motion to adjourn the meeting by Ron Benish, second by Judy Lindholm. Carried unanimously. Meeting adjourned at 7:18 p.m.
Minutes by Greg Klusendorf with assistance from Roxanne Hamilton	