



APPROVED MINUTES
Administrative Services Committee
Tuesday, November 3, 2015 – 5:00 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 5:00 p.m.
2	<p>- Roll Call. Members present: Supervisors Carol Anderson, Judy Lindholm, Tom DeLain, James Griffiths, Ron Benish, Greg Parman, Curt Peterson (left meeting at 5:52 p.m.) and John Meyers.</p> <p>- Sup. David Gollon was excused.</p> <p>- Others Present: Roxie Hamilton, Allison Leitzinger, Ken Palzkill, Jeff Lindeman, Michelle Shemak, Anna Schramke, Ed White and Greg Klusendorf.</p>
3	Sup. Griffiths moved to approve the agenda for this November 3, 2015 meeting. Sup. Parman seconded the motion. Carried.
4	Sup. Griffiths moved to approve the minutes of the October 13, 2015 meeting. Sup. Peterson seconded the motion. Carried
5	<p>Report from committee members and an opportunity for members of the audience to address the committee.</p> <p>Curt Peterson mentioned that he had to leave at 5:55 to attend the Town of Dodgeville meeting. He also stated he is on the Hodan Center board and reported that Hodan does pay employees who do not take their health insurance.</p>
6	<p>November 2015 Employment Activity Report:</p> <ul style="list-style-type: none"> • Environmental Services: Internal Transfer started October 26. • Limited Term Economic Support Specialist – New hire started September 28. • County Administrator – Final interviews scheduled for November 3. • ADRC I & A/Wellness & Prevention Coordinator – Internal Promotion, Vacancy of ADRC I & A Specialist – New hire started September 24. • Social Services Social Worker – 2nd New hire started October 5. • Economic Support Specialist – Written exam administered on October 30. • Substitute Bus Driver – New recruitment started October 8. • Bloomfield Healthcare PRN & FT/PT CNA – Total of 6 new hires started between September 15 and October 27 ; ongoing recruitment. • Bloomfield Healthcare Registered Nurse – New hire started on October 13; ongoing recruitment. • Bloomfield Healthcare Dietary Aide – New hire started on September 15. • Bloomfield Healthcare Laundry/Housekeeper – Interviews held on October 15. • Bloomfield Healthcare Health Unit Coordinator – 11 applications received as of October 29. <p>There were no questions or comments from the committee.</p>
7	<p>Review vacant Veteran’s Benefits Specialist position.</p> <p>The committee asked for an update on this position after it was vacant for 6 months and this was</p>

	<p>reviewed last week at the H&HS committee meeting. Ron Benish reported that the H&HS committee approved continuing this with just one full time position in this department. Jeff Lindeman was present to answer any questions. Jeff did state that he utilizes the ADRC staff to distribute information when he is not available or is out of the office. The ADRC has been extremely helpful. The committee is happy with the collaboration.</p> <p>Sup. Lindholm moved to keep the staffing of the Veteran’s Service Office as it is now. Sup. Benish seconded the motion. Carried.</p>
8	<p>Request for a small business loan from the Iowa County Revolving Loan Fund.</p> <p>Ed White and Anna Schramke were not present yet so the committee did not discuss this item at this time.</p> <p>Sup. Griffiths moved to move this item down the agenda until Ed White and/or Anna Schramke arrived. Sup. DeLain seconded the motion. Carried.</p>
9	<p>Review the Iowa County Compensatory Pay Policy.</p> <p>Sup. Parman moved to approve the Iowa County Compensatory Pay Policy. Sup. Lindholm seconded the motion. Carried.</p>
10	<p>Iowa County 2016 budget.</p> <p>Roxie went through the budget sheets with the committee.</p> <p>Sup. Parman moved to forward the budget to the full Board. Sup. Benish seconded the motion. Carried.</p> <p>Chair Anderson and the committee thanked Roxie for all her hard work in putting the budget together. Roxie said it was not only her but all the Department Heads pulled together to get it done.</p> <p>Chair Anderson felt a resolution thanking and recognizing the staff for their cooperation in setting the budget and for working together through the process was in order.</p>
11	<p>Sup. Griffiths moved to approve the Resolution to Approve the Budgets and Approve Funds for the County of Iowa for the Fiscal Year Beginning January 1, 2016 and Ending December 31, 2016 and send it to the full Board for consideration. Sup. Meyers seconded the motion. Carried.</p>
12	<p>Sup. Griffiths moved to approve the Resolution Authorizing 2015 Tax Levy for the 2016 Budget and to send it to the Board for consideration. Sup. Lindholm seconded the motion. Carried.</p>
13	<p>Iowa County 9/30/15 Financial Report.</p> <p>Finance Director Roxie Hamilton went through the Financial Reports with the committee. The committee favors getting the reports quarterly instead of monthly.</p>
8	<p>Request for a small business loan from the Iowa County Revolving Loan Fund.</p> <p>Southwest Wisconsin Regional Planning Commission’s Economic Development Manager Ed White and Michelle Shemak came before the committee to discuss the request of a Revolving Loan Fund loan by Michelle for her licensed childcare center, The Alphabet Academy. As the discussion started Iowa County Economic Development staff member Anna Schramke entered the meeting and the business plan was reviewed. The funds from the RLF program would be used to purchase a commercial building to expand her childcare center into from her personal home. The County would have the second mortgage on the building and the bank would have the first position mortgage. The bank funds would be used for the renovation of the building. Discussion followed.</p>

	Sup. Benish moved to approve the loan to Michelle Shemak for \$60,200 with the Loan Review Summary and this is contingent upon the other institutions granting their loans to Michelle. Sup. Parman seconded the motion. Carried.
14	Review the Findings & Questioned Cost Report in the 2014 Audit. Roxie handed out and covered the Findings and Responses of the 2014 Audit. The committee would like to have a quarterly update on the progress of correcting the findings.
15	Consider a cap on the amount of money kept in the contingency account. No discussion or action taken.
16	Midwest Poultry & Ratite revolving loan. Anna Schramke updated the committee on the current situation with the Midwest Poultry & Ratite revolving loan. She would like to see the situation resolved by January 1 st .
17	The next meeting will be held on Tuesday, December 8, 2015 at 5:00 p.m.
18	Sup. Parman moved to adjourn the meeting. Sup. Benish seconded the motion. Carried. Meeting adjourned at 6:55 p.m.
Minutes by Roxanne Hamilton and Greg Klusendorf	