



**Approved Minutes of the
Administrative Services Committee
Tuesday, January 13, 2015 – 5:00 pm**

Held at the Health & Human Services Center – Community Room
303 W. Chapel Street
Dodgeville, Wisconsin

**Iowa
County
Wisconsin**

1	Call to order. The meeting was called to order by Chair Carol Anderson at 5:00 p.m.
2	Roll Call. Members present Supervisors Carol Anderson, Ron Benish, Tom DeLain, Dave Gollon (arrived at 5:09 p.m.), James Griffiths, Judy Lindholm, Greg Parman, and Curt Peterson Absent/Excused: John Meyers excused Others Present: Finance Director Roxie Hamilton, Employee Relations Director Allison Leitzinger, and County Administrator Curt Kephart
3	Approve the amended agenda for this January 13, 2015 meeting. Motion by Benish second by Peterson to approve the January 13, 2015 amended agenda. Motion Carried.
4	Motion by Griffiths second by DeLain to approve the December 9, 2014 meeting minutes as submitted. Motion Carried
5	Report from committee members and an opportunity for members of the audience to address the committee. No reports or comments.
6	The Committee had asked for a continued discussion of transition from contracted maintenance to a new position – Facilities, Property, and Grounds Manager. The County Administrator reviewed the draft position description that was included in the packet and discussion followed. Sup Gollon would like to see the item number 16 on lease development removed from the position description, add requirements on tools (who provides the tools – county or employee), add continuing education requirements, and expand on the defining the reports that are required to committee. Motion by Parman second by Lindholm to postpone review of the draft Facilities Manager position and bring it back to a future meeting to review all facility maintenance positions to cover the entire county including Bloomfield. Motion Carried.
7	The Employee Relations Director reviewed a draft pay for performance policy and recommendations of the work group that compiled the draft and discussion followed. Motion by Gollon second by Benish to approve the policy with making a change to the pay for performance percentages to a 2% on base + 2% one year annual for exceeding expectations and forward the draft policy to the Board. Motion carried with Parman, Griffiths and Lindholm voting nay.
8	The Employee Relations Director reviewed changes to update the Iowa County Recruitment Policy that was included in the packet. Motion by Griffiths second by Peterson to approve proposed changes to the Iowa County Recruitment Policy and recommend to the County Board with an amendment to sentence # 2 on page 1 to clarify which positions the policy applies to. Motion Carried.

9	<p>The Employee Relations Director reviewed the employment activity report: January 2015 Employment Activity Report:</p> <ul style="list-style-type: none"> • Highway Seasonal Laborer – 2nd new hire started 12/22; ongoing recruitment. • PT Limited Term Maintenance – Interview held on December 29; ongoing recruitment. • Sheriff's Department FT & On-Call Dispatcher/Correctional Officer – References and background investigations started. • Sheriff's Department On-Call Patrol Deputy – References and background investigations started. • 4-H Internship – Interviews held on January 8. • Highway Auxiliary Maintenance Patrol – Recruitment started December 19, 6 applicants received as of January 6. • Bloomfield Healthcare PRN & FT/PT CNA – Two new hires started on December 30; ongoing recruitment • Bloomfield Healthcare Laundry/Housekeeping – 1st new hire started December 19. • Bloomfield Healthcare Registered Nurse – Ongoing recruitment.
10	<p>The Employee Relations Director shared a request for a temporary wage adjustment for the Deputy County Clerk while the County Clerk is temporarily out of the office. Motion by Parman second by Griffiths to approve a temporary wage adjustment for the Deputy County Clerk while the County Clerk is out of the office. Motion Carried.</p>
11	<p>The committee discussed the preliminary December 30, 2014 Preliminary Financial Summary and Budget Exception Report that was included in the packet.</p>
12	<p>Motion by Griffiths second by Benish to postpone items number 12 and 13 of the agenda to the next month's agenda. Motion Carried.</p> <p>Iowa County Revolving Loan Fund update. The Finance Director will provide the Committee with an update on a status report of the revolving loan fund at the February meeting:</p> <ul style="list-style-type: none"> • Overview of the Revolving Loan Fund • Write-off uncollectible loans (Sam Schaaf, DodgePoint Country Club, One Water Street LLC, and BETA Inc (Dodgeville Truck Stop)
13 **	<p>The Finance Director will present a review of all audit findings and identify strategies/timelines for resolving each at the February meeting.</p>
14	<p>Next meeting date. Tuesday February 10, 2015</p>
15	<p>Motion to adjourn by Sup Ron Benish second by Sup Greg Parman at 6:38 p.m. Motion Carried.</p>
Meeting Notes by Roxie Hamilton	