Tuesday, February 11, 2014		
State of Wisconsin County of Iowa	**APPROVED MINUTES OF THE** **ADMINISTRATIVE SERVICES COMMITTEEMEETING HELD** **Tuesday February 11, 2014, 6:00 p.m.** **Community Room – Health and Human Services Bldg.** **303 West Chapel Street** **Dodgeville, Wisconsin**	2014-02

Item		
1)	Call the meeting to order. Note start time at 6:00 p.m. by Carol Anderson	Call to Order
2)	a) Consent Agenda b) Roll Call – Members Present Carol A Anderson, Dave Bauer, Curt Peterson, Steve Deal, Judy Lindholm, Charles Bolduc, and John Meyers and Jim Griffith Excused: Eric Anderson Others present: Administrator Curt Kephart, Finance Director Roxie Hamilton, Employee Relations Assistant Allison Leitzinger, Sheriff Michek, Coroner Wendell Hamlin, Social Services Director Tom Slaney, Carol Richardson, and Shelly Schwane representing WIPFLI LLP, Human Resource Consultants. c) Approval of this Agenda d) Approval of the minutes of the January 28, 2014 meeting. Motion by Peterson seconded by Lindholm to approve the consent agenda as presented. Motion adopted.	Consent Agenda
3)	Report from committee members and an opportunity for members of the audience to address the committee. No public comment was received.	Public Comment
4)	The Treasurer presented a resolution for County Board approval ordering the County Clerk to Issue Tax Deeds on Unredeemed Tax Certificates. Motion by Lindholm second by Bolduc to approve and send to the County Board a resolution ordering the County Clerk to Issue Tax Deeds on Unredeemed Tax Certificates. Motion adopted.	Tax Deeds
5)	County elected officials were present to discuss their programs of work and wage adjustments for the next terms. Coroner Wendell Hamlin shared that he spends an average of 6 to 8 hours on each case. He explained that the Coroner is really an advocate for the deceased person. The Coroner investigates a suicide, overdose, motor vehicle crash or a death where a physician is not present. Hospice cases are not typically considered coroner cases. He explained the cremation documentation process. Only the Coroner may issue a cremation permit cremations are on the rise and he thinks the number of cremations will climb even further Supervisor Meyers asked the Coroner what his thoughts are for the pay structure and the Coroner indicated that he is okay with the structure and he is not in it for the money. Motion by Bauer seconded by Bolduc to set the Coroner wages for the next four years starting in 2015 at $2,000 per year plus $140 per call or training day and forward to the County Board. Motion adopted. The Chair asked the committee if they are okay with their actions from last month on the Sheriff and Clerk of Court annual wages and discussion followed concerning the Sheriff's wages. Motion by Bauer seconded by Peterson to change the Sheriff's proposed four year wages to similar increases as the Clerk of Court which adds $1,500 flat rate amount in 2015 with annual increases thereafter at 1.5%. Motion adopted.	Elected Officials Salaries

6)	The County Administrator introduced Shelly Schwane from WIPFLI HR Consulting Group. He explained the consultant interview process used and who will be doing the work at the County to work with WIPFLI. Ms. Schwane distributed and reviewed a summary of the proposed points for Iowa County 2014 Base Compensation Plan Development. She introduced the team from WIPFLI that would work on the Iowa County project. The firm currently has about 10 County clients at this time. The compensation work group team will have 5 members or at least an odd number because there will be difficult decisions. Discussion followed. Motion by Lindholm second by Peterson to approve the blended internal/external approach to the compensation/classification study process and authorize proceeding with a contract. Motion carried.	Compensation/Classification Study
7)	The Employee Relations Assistant introduced the February 2014 Employment Activity Report: a) Sheriff's Dept. Detective – Internal temporary assignment. b) Sheriff's Dept. Deputy – Vacancy due to resignation. 2 internal Dispatcher/Correctional Officers posted for position. 2 Promotions awarded. Position to be filled when new D/CO is hired to backfill vacancy. c) Sheriff's Dept. Dispatcher/Correctional Officer –2 current vacancies. Dept. is starting background checks. d) Highway Department Mechanic – New Hire started on 01/29 e) Highway Department Equipment Operator – Interviews conducted 1/24; Physical exam and drug testing completed. f) Treasurer Department Assistant: Position posted 01/15/14; First review scheduled for January 31. g) Highway Department Seasonal Employees – (4) 4th new hire started on 01/8/14. h) Bloomfield Healthcare PRN & FT/PT CNA – 1 new hire started on 01/30; ongoing recruitment. She added UW Ext is hiring an intern for the summer. Supervisor Peterson asked with the Personnel Director now gone if the labor attorney has been used and the Employee Relations Assistant informed the Committee that the labor attorney has not been used regularly other than items that were started prior to 1/1/14. The Administrator commented that the Employee Relations Assistant and SWWDB are doing a great job coordinating.	Employment Report
8)	The Finance Director presented the December 31, 2013 end of month preliminary financial statement and discussion followed.	Financial Statements
9)	The Finance Director reviewed current balances in Iowa County Revolving Loan Fund and discussion followed concerning loans that are in default.	Revolving Loan Update
10)	The Finance Director requested consideration of contracting an administrator for the Revolving Loan Fund and developing a request and review process. Motion by Deal seconded by Peterson to contract with an organization to administer Iowa County's RLF request and application process with administrative costs from RLF available funds. Motion adopted.	Contract for Managing Revolving Loan Fund Process
11)	The next meeting will be March 11, 2014 at the Courthouse upper level. Motion to adjourn by Lindholm second by Meyers to adjourn the meeting at 8:12 p.m. Motion adopted.	Meeting Adjourned