

TUESDAY MAY 14<sup>th</sup>, 2013

State of  
Wisconsin  
County of  
Iowa

**UN-APPROVED MINUTES OF THE  
ADMINISTRATIVE SERVICES COMMITTEE  
MEETING HELD  
TUESDAY, MAY 14<sup>th</sup>, 2013  
COMMUNITY ROOM HEALTH AND HUMAN SERVICES CENTER  
303 WEST CHAPEL STREET  
DODGEVILLE, WISCONSIN 53533**

2013-05

Item		
#1	The meeting was called to order by Chair Carol Anderson at 6:00 p.m.	Call to Order
#2	<p>Roll Call – Members Present Charles Bolduc, Judy Lindholm, Carol Anderson, Steve Deal, and Curt Peterson with John Meyers arriving at 6:23 p.m.</p> <p>Excused Jim Griffiths, Dave Bauer, absent Eric Anderson.</p> <p>Also in attendance: Supervisor Daniel Nankee, Information Technology Director Rick Klabough, Treasurer Jolene Millard, Social Services Director Tom Slaney, County Conservationist Jim McCaulley, Planning and Zoning Director Scott Godfrey, Finance Director Roxanne Hamilton, Personnel Director Bud Trader, Child Support Assistant Wendy Doescher, Child Support Officer Deb Rosenthal, Highway Commissioner Craig Hardy, County Administrator Curt Kephart.</p> <p>Motion by Bolduc seconded by Lindholm to approve the consent agenda including this meeting agenda and the minutes of the April 9, 2013 meeting. Motion carried.</p>	Roll Call and Consent Agenda
3) a	<p>Report from committee members and an opportunity for members of the audience to address the committee.</p> <p>Supervisor Anderson stated that her understanding was the County Administrator's budget message has caused some discussion amongst the staff – she compares the budget process to a NASCAR race and the 2014 budget process is like a 500 mile race and there will be pit stops along the way and we are only 50 miles into the race. Eventually the board would make a decision on it in November. If anyone is going to talk on this topic tonight they will have 5 minutes each to do so:</p> <p>Deb Rosenthal, Director of Child Support – spoke to the committee to help members gain an understanding of the Child Support office function and funding: Child Support is regulated by State &amp; Federal Gov't and the County enters into a contract with the State on an annual basis. If the County does not enter into contract then the State enters that role and the County would be required to pay the State for the State to perform the service. In 2006 &amp; 2007 was the first time in 18 years that there was a net program cost to the County. In 2008 &amp; 2009 the County benefited \$84,000 and in 2010 &amp; 2011 the county also benefited. In 2014 perhaps \$10,000 will have to go onto the levy. The question D. Rosenthal asked the committee to consider is that when they work through the budget process, "What would be the benefit of the Child Support office being placed with the Corp Counsel office?"</p>	Those Present Consent Agenda

3) b	County Conservationist Jim McCaulley was glad to hear the budget is a marathon and not a dash. He is concerned that merging LCD and P & D presents two issues: 1) location and moving and 2) merging the departments into one. J. McCaulley expressed the need for the committee to focus on what is best for the budget, citizens and others.	Public Comment (continued)
3) c	Personnel Director Bud Trader expressed appreciation of the comparison to a NASCAR race but said he was farther into the race than 50 miles because he was told his position would be eliminated. He is surprised on the inaccuracies included in this document and the Administrator's willingness to distribute this document. In the five minutes he did not have time to review all of the inaccuracies but one area he did cover was his view of the inaccurate statement that the personnel office is not the primary office that handles benefits. He stated his department and he personally is involved extensively with employee benefits and the Administrator apparently does not understand what the Personnel Department does.	Public Comment (continued)
4)	<p>The Social Services Director discussed possible action required related to the impact of the Affordable Care Act on Economic Support Staffing at DSS and timelines to achieve staffing changes. The HHS committee suggested moving this topic onto ASC and once the number of staff required is determined, return to HHS. The request is to move ahead to recruit and interview, but not make any offers until more information is made available so that an informed decision regarding staffing can be made. At this time the Department is not sure what the long term implications will be. Supervisor Lindholm asked about how the interviewing process would go. The Personnel Director and Social Services Director addressed this question by advising that the interviews be held until more clarity is given on how many positions would be needed. Supervisor Lindholm suggested there is a need to be prepared to handle the situation and develop a plan going forward. Supervisor Peterson asked how the funding works and Director Slaney stated it is 50% Federal and 50% State matching funds with no County funds. The Administrator asked if there would need to be a budget amendment and a possible change in staffing plan. The Finance Director suggested the budget amendment could be done at the end of the year once accurate numbers are known and she was not sure on the staffing plan since these would be temporary or project employees</p> <p>Motion by Lindholm seconded by Peterson to authorize the Department of Social Services to move forward on creating a pool of potential applicants should the Affordable Care Act require additional Economic Support staffing and to recruit and interview, but not make any offers until more information is made available so that an informed decision regarding staffing can be made.. Motion adopted.</p>	Affordable Care Act Action

5)	<p>The Personnel Director provided the employment activity report.</p> <ul style="list-style-type: none"> <li>i. ADRC Elder Benefits Specialist/Prevention Coordinator – New hire started 5-6-13.</li> <li>ii. Finance Department Accountant Specialist – Internal promotion of Department Assistant who previously reported to Treasurer and Finance Director.</li> <li>iii. Lead Social Worker – Internal promotion of former Social Worker. Start date 5-6-13.</li> <li>iv. Half Time County Administrator Dept. Assistant – Recruitment to begin week of May 13.</li> <li>v. Limited Term Dept. Assistant – Interviews scheduled 5-9-13 to augment current LTE list.</li> <li>vi. Public Health Officer/Director –position remains posted. SW WI WDB rep scheduled to meet with Personnel Dept. staff and County Administrator 5-9-13 to resume recruitment.</li> <li>vii. Bloomfield Healthcare C.N.A-. New Hires started on 4/24/13, recruitment ongoing.</li> <li>viii. Bloomfield Healthcare Dishwasher – Ongoing recruitment Bloomfield</li> <li>ix. Healthcare Registered Nurse (Feb Vacancy) – New hires started on 4/16/2013</li> <li>x. Bloomfield Healthcare Director of Nursing – Interviews conducted 4/23 and 4/30, recruitment ongoing.</li> <li>xi. Bloomfield Healthcare PRN &amp; FT/PT CNA- Interviews conducted week of April 22<sup>nd</sup>, ongoing recruitment</li> <li>xii. Bloomfield Healthcare RN- recruitment ongoing</li> <li>xiii. Bloomfield Healthcare Nurse Manager – recruitment started 4/30/2013.</li> <li>xiv. Bloomfield Healthcare PT Cook – recruitment started 4/30/2013.</li> <li>xv. Bloomfield Healthcare Environmental Services Director – position currently being evaluated in response to proposed changes to responsibilities.</li> </ul> <p>Supervisor Peterson asked if there were particular areas of concern and the Personnel Director stated yes in the healthcare openings and the ongoing difficulties in filling these positions. Supervisor Bolduc asked how the affordable health care act might impact the personnel department, The Personnel Director stated the impact will be felt beginning in 2014 and we are waiting for guidance from ETF. The Director stated that one area where there may be issues is Bloomfield due to the large number of part-time staff that work less than 30 hours per week and the lower hourly rate of pay and wages for some of the positions. This could be an issue and the Department will continue to monitor the situation.</p>	Employment Activity Report
6)	<p>The Personnel Director shared the Appeals Court Decision related to Sheriff's correspondence on compensation and stated this reinforced the informal legal guidance received all along. The Court of Appeals Decision (April 16, 2013) provides background on this topic and reinforces that in this case Iowa County correctly implemented Act 10 from the start. No need for the County to take further action on this item.</p>	

7)	<p>The County Treasurer and Information Technology Director initiated a discussion regarding the need for new tax software. The Information Technology Director looked at replacement of the present tax software because he has been informed that support of this software will be going away in as little as 2 to 4 months. This is not enterprise software (limited to a set number of departments and not the entire County). His recommendation is that it would be helpful to create a task group to advise the Committee on the software and where funding might come from to pay for it. The Treasurer advised the Committee that since 1984 to present the County has not paid much for tax software. Supervisor Lindholm asked if this will replace the software in the office and if it will be window based versus an AS-400 based system. This software under consideration integrates GIS, Register of Deeds, Treasurer, Tax Description, and other departments that utilize the information on taxes and deeds. The proposed system eliminates multiple data entry of information on parcels. Supervisor Bolduc asked if it is a fully web based product and was advised that it will be loaded on a sequel server at the County. He also asked if web access presented any security concerns and was advised that none are anticipated. Supervisor Deal asked about the in-office based programs. The Treasurer reiterated they are asking for the County to make a commitment before September so implementation can be started in September and explained this in an 18 month process. Supervisor Anderson asked to put a task group together and come back next month with a plan and projected cost with how the funding would happen.</p>	New Tax Software
8)	<p>Supervisor Meyers introduced a resolution from the Transportation Committee on winter maintenance projected shortfalls in funding. Supervisor Lindholm stated that a contingency is to be used for this type of items and that it should be clear that only the amount needed above \$135,000 would be transferred. Motion by Meyers seconded by Bolduc to move the Transportation Committee resolution on funding shortfalls of Highway winter maintenance to the full Board with a friendly amendment to specify the months of October, November, and December as the remaining period to be covered. Motion adopted.</p>	Highway Winter Maintenance Cost Overrun
9)	<p>The Finance Director presented a draft resolution recommending carryover accounts from 2012 to 2013. Motion by Bolduc seconded by Meyers to forward to the full board for approval of the resolution on carryover accounts from 2012 to 2013. Motion adopted.</p>	Carryover from 2012
10)	<p>The Finance Director presented the 2012 Budget amendments for various Departments to reconcile the 2012 end of year actuals. Motion by Meyers seconded by Bolduc to approve and send to the full Board the 2012 Budget amendments for various Departments to reconcile the 2012 end of year actuals. Motion adopted.</p>	Budget Amendments

11)	The Finance Director presented a resolution recommending transfer of funds from the Iowa County General Fund to cover expenditures in excess of the 2012 budget. Motion by Deal seconded by Lindholm to approve and forward to the full County Board a resolution recommending transfer of funds from the Iowa County General Fund to cover expenditures in excess of the 2012 budget. Motion adopted.	General Fund Transfers
12)	The Finance Director presented a resolution recommending transfer of funds from the Iowa County Airport Fund Balance (2011 carryover funds) to Cover Expenditures in Excess of Budget for 2012. Motion by Lindholm seconded by Peterson to approve and forward to the County Board a resolution recommending transfer of funds from the Iowa County Airport Fund Balance (2011 carryover funds) to Cover Expenditures in Excess of the 2012 Budget. Motion adopted.	Airport Transfers
13)	<p>The County Administrator presented his initial 2014 Budget analysis. He stated this is a process and a marathon. The Board had asked that the County Administrator work through the budget process for 2014 with departments rather than the Committee process used previously. He shared that he has talked to most departments and not just the four departments identified in the analysis. Two other departments have discussed staffing levels with him. Within this proposal are recommended realignments and staffing changes and these were not easy recommendations to make. With the Highway Department one position recommended for downsizing is currently a highway LTE and he wishes to be clear that the Highway Commissioner does not agree with reducing this position. He has taken heat in the past about top heavy administration at the county. He reviewed the Personnel Department and compared the number of staff in Personnel Departments in five counties above and five counties below Iowa County's population. Of the ten counties reviewed, only two had more than one person in the Personnel function. On the basis of his review, it is his recommendation to eliminate the position of Personnel Director.</p> <p>The Administrator wants the committee to consider all sides of these issues and that the Board make a decision on effectiveness not necessarily efficiency. He wants the committee to take time to review this document to understand it. The analysis is out for discussion. Administrator Kephart will ask some departments to make cuts and other departments will receive more money but he does not like to make the statement of winners and losers even though that could be the perception. Supervisor Lindholm asked what platform will be used for discussion – will it be between the County Administrator and Departments or would the ASC be part of the discussion? The Administrator advised the committee ask departments to look at their budgets and have them include a list of outcomes in their budget proposals that can be measured. Supervisor Peterson asked that if the County Administrator would leave and the County not staff a Personnel Director then how would a Personnel Assistant be able to fill positions and keep the county staffed – that concerns him. Supervisor Anderson stated this will be an ongoing monthly agenda item until the budget is approved by the Board in November.</p>	2014 Budget Process Outlined

14)	Supervisor Deal requested a discussion of the Regional Revolving Loan Fund process. He gave the committee an update from the Regional RLF meeting that was held on May 10 <sup>th</sup> . Supervisor Deal moved to ask the County Board to reconsider the decision to participate in the regional RLF group and have them ask the Board Chair to not sign the documents to move forward until further information is received. Motion died due to lack of a second	Regional Revolving Loan Fund
15)	The County Administrator updated the Committee on a preliminary application for TIGER 5 Surface Transportation Rail Project Grant. The County was approached by WRRT to file another grant application and the Highway Commissioner and Administrator gave them a preliminary yes that we would apply for the grant but the Board has a right to deny at any time. The Administrator has been working with the Transportation Commissioner and WI River Rail Transit on this grant process. Motion by Lindholm seconded by Meyers to authorize the preliminary application for a Tiger V Surface Transportation grant and keep the County Board informed about the progress with final approval by the County Board. Motion adopted.	Tiger V Grant Application
16)	Motion by Meyers seconded by Peterson to set next meeting date for June 11, 2013 and to adjourn at 7:58 p.m. Motion adopted.	Adjourn