

Tuesday, June 11, 2013

<p>State of Wisconsin County of Iowa</p>	<p align="center">Approved Minutes of the ADMINISTRATIVE SERVICES COMMITTEEMEETING Held on Tuesday, June 11, 2013 at <u>5:00 p.m.</u> Community Room – Health and Human Services Bldg. 303 West Chapel Street Dodgeville, Wisconsin</p>	<p align="center">2013-06</p>
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Item		
1)	Call the meeting to order. Note start time at 5:00 p.m.	Call to Order
2)	<p>a) Consent Agenda b) Roll Call – Members Present – Supervisors: D. Bauer, C. Anderson, E. Anderson excused, C. Bolduc, S. Deal, J. Griffiths, J. Lindholm, C. Peterson and John Meyers arrived late c) Approval of this Agenda d) Approval of the minutes of the April 9, 2013 meeting.</p> <p>Others present: R. Hamilton, Finance Director, B. Trader, Personnel Director, C. Kephart, County Administrator, K. Hurlbert, Emergency Management Director, M. Allen, Corporation Counsel, K. Bennett, Health Department, J. Lindeman, Veteran's Service Officer, G. Klusendorf, County Clerk, S. Godfrey, Planning and Development Director, P. Ohlrogge, UW Extension, D. Edge, Register of Deeds, D. Rosenthal, Child Support Director, J. Pepper, Chief Deputy, K. King, Airport Director, R. Klabough, Information Systems Director, J. McCaulley, Land Conservationist, P. Clary, Bloomfield Health Care Director, J. Ramsden, District Attorney's Office, T. Slaney, Social Services Director, S. Michek, Sheriff, C. Hardy, Highway Commissioner, D. Slaney, Deputy Treasurer, Bill Grover, Rick Terrien, Iowa County Area EDC, Tom Johnston, Dave Ladd, Supervisor Bob Bunker, Cheryl Simons, Iowa County Fair Board and Gary Schmitt, Iowa County Fair Board.</p> <p>Motion by Lindholm second by Bolduc to approve the consent agenda including minutes of the April 9th, 2013 meeting. Motion Carried</p>	Consent Agenda
3)	<p>Supervisor C. Anderson recognized the following employees who celebrated anniversaries in June for their years of service to Iowa County: Jolene Millard, Keith Hurlbert and Deb Rosenthal.</p> <p>The Administrator discussed the maintenance on vehicles at the Sheriff's department at the prior meeting and provided a clarification of what was stated regarding the Department expenditures on oil changes and wiper blades.</p>	Public Comment

4)	<p>Supervisor C Anderson opened the discussion on the 2014 Budget Process – She indicated that the State proposes parameters to keep tax levy increase at zero or minimal increase and taxpayers want to know what taxes are used for – “what are they getting for their money?” Structural deficits are not acceptable – kicking the can down the road will not work. She also distributed an article on Dane County budget process which is similar to ours. She asked departments to concentrate on priorities in the future – all departments deal with functions and programs.</p> <p>Sup. Bauer commented on WI Statutes and the role for the County Administrator related to the budget. The County Administrator will put forth a balanced budget to the County Board and the County Board will review this. ASC determined that they would like the Administrator to do this each year – to present it to the committees & Board pursuant to W§ 59.18 (5).</p> <p>Sup. C. Anderson described evidence based budget process and distributed an evidence based budgeting document that WI Family Impact Seminars provided in 2011. The public is looking for evidence on the return on their investment.</p> <p>K. Hurlbert recapped Department Head meeting questions –What departments did not want to do is spend a lot of time developing a budget process and documentation for the budget if it was not what the Committee or Board wanted. The main issue of department heads is to what degree will changes be implemented this year & what the criteria of program analysis will be.</p> <p>Sup. Bauer stated what board wants are for departments to scrutinize your own programs because you know them best and there is potential of other departments coming on the tax levy even at a minimal level then how do we fund those if the state keeps us at a zero percent increase? Where do we get the money to fund increases in health and retirement benefits? We need to build in a contingency or process to fund additional cost in the future. We need to allow a cushion in the budget do future or unknown costs. We don’t have all the answers but departments know their budgets and where to cut if needed. We need to be critical of our own departments. So far we have been lucky – we have not had to cut programs, staff or services but those days may be coming.</p> <p>Sup. C. Anderson asked for comments or questions from the departments present she stated we all have good information available to:</p> <p>a) M. Allen what kind of information are you looking from departments?</p> <p>Sup. Griffiths– what is legally required or what is justification of why we do what we do – what are our neighboring counties doing? Are we doing as efficiently as neighbors and effectiveness? Department Heads need to make the determination.</p> <p>b) K. Hurlbert stated the concern is that when we are analyzing a neighboring County’s program there is no guarantee it matches ours.</p> <p>c) Sup. Lindholm stated that each department is involved in state or local groups on a regular basis – Get ideas from other counties if we to implement something new. If we had to do less – how can we do that to minimize impacts to your department and County?</p>	2014 Budget
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	<p>d) Sup. Bauer– you don’t want the Committee to tell you how to analyze this – all departments need to analyze this themselves – we need to come up with efficiencies so the Committee can look at how we can go forward. What is working, what can be tweak, and what is not working? If things are working – great, if we can tweak them then let’s do that, and if we can do without then do that.</p> <p>e) S. Godfrey stated a need to develop a template analysis for departments to follow – so the committee receives all the information in the same format otherwise the committee could get information in all different ways.</p> <p>f) G. Klusendorf asked how do the small departments quantify how we do different functions?</p> <p>g) Sup. Bauer- How could departments collaborate and share staff?</p> <p>h) J. McCaulley – LCD is easier to count widgets due to the benefits that the individuals in the county receive in benefits due to the direct benefits that the taxpayers receive due to the work done by LCD. J. McCaulley gave 3 examples of collaboration currently being done.</p> <p>i) Sup. Griffiths – what is broken – how the past few budgets have gone. Department Heads – what is the least mission accomplishments and what could we cut if needed.</p> <p>j) Godfrey - What does the committee want for information and what is the programs – are we offering minimum or are we offering value added – at some point as a County we need to find out what is the impact of reducing services and how do we let the public know before so they can realize the impact and convey issues if those services go away.</p> <p>j) Sup. Peterson – what does County look like in 10 to 20 years and what do we do today to react to the future changes. Finding the money is a challenge.</p> <p>K. Hurlbert – summarized –Department Heads are to develop the system for the budget in the future and the departments will determine the metrics to analyze their own departments. Department Heads are up to the task.</p> <p>Sup. Bauer stated that the goal is to be proficient in your department. The Administrator needs to keep his eye on the whole County as one goes up then other needs to decrease. The Administrator has been tasked with keeping his eye on the whole thing and must be proficient in all departments. What evidence does departments have to provide to the Administrator to justify our department budget.</p>	
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5)	<p>Ms. Simmons, Iowa County Fair Board Treasurer requested the ASC Committee not cut funding to the Iowa County Fair in the upcoming 2014 budget. The Fair has made financial improvements and set goals and has laid out a plan to achieve these goals. The Fair Board requests the same amount in 2014 in order to repair the retaining wall around the track and to keep the funding at \$26,932.</p> <p>In 2013 is the Fair is trying to work on an event sponsorship program and hoping to implement and increase event sponsorship annually.</p> <p>Ms. Simmons reviewed the Business Plan – history, vision and goals for the future. The Fair Board has set up one fundraising program this year. They will create a 3 year budget for 2014-2015 and implement a fund replacement plan. Ms. Simmons has created the 2013 budget to be more realistic. Ms. Simmons also stated the fair grounds are used daily by 4-H and other non-profits. June is booked every day. Several Committee members asked questions regarding the Fair budget, costs for repairs and future projects. Administrative Services Committee will take the presented information into account during the budget process.</p>	Fair Board
6)	<p>Iowa County Area Economic Development Corporation Report- Discussion and possible action</p> <p>Rick Terrien, Executive Director of the Iowa County Area Economic Development Corporation and Bill Grover, and Tom Johnston – representing the ICAEDC Board spoke to the committee. They realize money is tight. They presented a report on the return on investment of Iowa County – 60 new jobs to first 3 businesses. does not receive benefits and he does not turn in any expenses.</p> <p>Sup. Griffiths asked Mr. Terrien to address the importance of belonging to regional organizations. Mr. Terrien stated that Cleveland Ohio just flew in 15 people to see what we are doing in Iowa County. Also a group from Pittsburgh has requested to come and see what we are doing in Iowa County. What we do in Iowa County has impact to businesses and jobs in Lafayette & Grant County. Others ask ICAEDC how “you do value added agriculture related items”. Mr. Terrien also works closely with Scott Godfrey in Planning and Development. Mr. Terrien stated that raising funds is very difficult. The Group that set this up that it was set up as a County based program and other municipalities have not wanted to fund. Also Lands’ End does not donate to ICAEDC any longer at one time they were very generous.</p> <p>Budget continually dropping. Have discussed sharing a space in County. Could be working with Health & Human Services and Job Services and get people employed that are not currently employed. Most EDC’s get 75% from County and 20% from private and 5% for other sources. The ICAEDC is projected to be \$29,000 short by the end of the year. The Administrator requested a point of clarification – ICAEDC will require \$29,000 after the remaining county donation for 2013 is provided.</p> <p>Sup. Griffiths addressed a need for high speed internet and the County does not have a high enough internet infrastructure. ICAEDC continues to work on this.</p> <p>Sup. Meyers – Could the County do a business incubator with the glut of space the County has available at the Courthouse and the property on Fountain street?</p> <p>Not sure if the County will have additional money available in 2014. Sup. Peterson – are we treating them differently than other departments and this could be an issue in the future. IF it is not approved then what happens – it will either close up or Mr. Terrien may need to go part-time. ICAEDC need a business plan for the next year or two. Motion by Bauer seconded by Bolduc to donate an additional \$29,000 to the ICAEDC from the Iowa County contingency fund. Motion Carried. (Sup. Peterson opposed).</p>	Economic Development

7)	<p>Employment Activity Report</p> <ul style="list-style-type: none"> i. Half Time County Administrator Dept. Assistant – 18 applications received as of 5-30-13. Preparation underway for future interviews. ii. Limited Term Dept Assistant – Two additional LTE Dept Assistants hired, to start in June, to augment current LTE list. iii. Public Health Officer/Director –position remains posted. SW WI WDB has initiated new recruitment campaign the week of May 27. iv. Half Time Treasurer Dept. Assistant –Recruitment started week of May 22. First review of applications scheduled for June 10. v. Economic Support Specialist Assistant – Recruitment started May 24. First review of applications scheduled for June 10. vi. Bloomfield Healthcare Dishwasher – Interviews week of May 21st and June 3rd. vii. Bloomfield Healthcare Director of Nursing –recruitment ongoing. viii. Bloomfield Healthcare PRN & FT/PT CNA- New Hires started on 5/14/13; Interviews conducted week of June 3rd, ongoing recruitment ix. Bloomfield Healthcare RN's- Interviews conducted week of June 3rd; recruitment ongoing x. Bloomfield Healthcare Nurse Manager – Interviews conducted week of June 3rd. xi. Bloomfield Healthcare PT Cook – Interviews week of May 21st and June 3rd. xii. Bloomfield Healthcare Environmental Services Director – position currently being evaluated in response to proposed changes to responsibilities <p>The Personnel Director reviewed the report with the Committee. The Social Services Director will bring information to the County Board on the limited term ESS workers for approval</p>	Employment
8)	<p>The Highway Commissioner identified budget issues he covered with the Committee. The Commissioner reviewed verbally a draft document that he has been working on with the Transportation Committee and discussed a number of items with minimum staffing and services. In 2009 – 50 staff and now the Highway Department consists of 41 FT employees and 1 contracted employee through an employment agency. The Department currently utilizes seasonal staff – on call and full time during the winter season to provide winter services.</p> <p>Budget issues from the past were identified and he is working on implementing procedures to change this going forward and this will continue to be an ongoing project.</p> <p>The Commissioner covered some proposed legislature changes that will impact the County – State Routine Maintenance – currently 1.37 M – Iowa County will anticipate changing to 1.8 M state share in 2015 – has discussed with the State how this will impact the County budget – the Local Force projects will go away in 2015 so that will decrease revenue – The Commissioner is meeting with DOT at the end of June on how this would impact structure and staffing.</p> <p>Sup. Bauer asked about the timeline on getting through the rest of the issues. Commissioner Hardy stated it will be on going 12-20 months to get better budget numbers with how they are currently coding cost with the new accounting system they put into place. Sup. Lindholm commented she is impressed with all the detail and information that was provided. The Commissioner offered to return next month and give an update on the state RMA and the meeting with the DOT.</p>	Highway Financial Plan

9)	Iowa County Corporation Counsel presented the committee a review of a tax deed situation and that Iowa County should have been notified of taking the tax deed due to the first mortgage holder having satisfied the mortgage on that property and a remainder still owed to the Revolving Loan Fund. Motion by Meyers seconded by Bauer to issue a waiver of notice of tax deed application/redemption on the property which owes funds to the Revolving Loan Fund located in Mineral Point. Motion Carried.	Revolving loan waiver
10)	Tax Software Purchase & Financing – Discussion and possible action Deb Slaney, Deputy Treasurer, Dixie Edge, Register of Deeds and Rick Klabough, Information Technology Director provided an update on the proposed new tax software cost allocation. There is a change to the original proposal - the third payment is due in May 2014 rather than 2015. This change is due to the rapid implementation of the software. Sup. Griffiths asked what neighboring counties are using this software. Sauk County is. This software integrates with all other software that is used in Iowa County and is better than any other options out there.	Tax Software
11)	Resolution Recommending Budget Amendment for 2013 - Transfer of Funds from the Contingency to Information Technology for the Purchase of Tax Software – discussion and possible action Motion by Sup. Griffiths second Sup. Lindholm to authorize a transfer of funds from the Contingency Fund to Information Technology for the Purchase of new tax software. Motion Carried.	Transfer of Funds
12)	Resolution Recommending Budget Amendment for 2013 - Transfer of Funds from the Contingency to Sheriff's Department for Humane Society - Discussion and possible action Motion by Sup. Griffiths second Sup. Lindholm to approve the resolution recommending a budget amendment for 2013 and authorize the transfer of funds from the Contingency Account to the Sheriff's Department for Humane Society Contract. Motion Carried.	Transfer of Funds
13)	Preliminary Quarterly Financial Report for 4/30/13 - Discussion and possible action The Finance Director reviewed the reports briefly.	Preliminary Quarterly Financial
14)	Motion by Bauer seconded by Meyers to set the next meeting date for July 9, 2013 and adjourn at 8:18 p.m. Motion Carried	Adjourn