

Tuesday, November 5, 2013

**Draft Minutes**

**ADMINISTRATIVE SERVICES COMMITTEEMEETING**

**Tuesday, November 5, 2013, 6:00 p.m.**

**Community Room – Health and Human Services Bldg.**

**303 West Chapel Street**

**Dodgeville, Wisconsin**

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2013-11

Item		
1)	Call the meeting to order – Note start time at 6:00 p.m. call to order by Sup C Anderson	Call to Order
2)	<p>a) Consent Agenda</p> <p>b) Roll Call – Members Present Carol Anderson, Eric Anderson, Dave Bauer, Charles Bolduc, Steve Deal, Jim Griffiths, Judy Lindholm, John Meyers, and Curt Peterson.</p> <p>c) Approval of this Agenda</p> <p>d) Approval of the minutes of the October 8, 2013 meeting.</p> <p>Motion by Griffiths second by Bolduc to accept consent agenda items. Motion Carried</p> <p>Others present: Supervisors Benish and Nankee, Personnel Director Trader, Social Services Director Slaney, Administrator Kephart, and Finance Director Hamilton.</p>	Consent Agenda
3)	Supervisor C Anderson attended a meeting at Epic in Verona and reported both speakers addressed economic development and she believes the County needs to look at options of how to bring economic development to the County.	Public Comment
4)	The County Administrator reviewed the proposed meeting calendar with the Committee. No action was taken and it will be referred to the Committee on Committees.	2014 Meeting Schedule
5)	<p>The Committee discussed whether Iowa County should do a similar resolution to the Wood County Resolution in support of a nonpartisan procedure for preparation of legislative and congressional redistricting plans.</p> <p>Motion by Lindholm seconded by Bolduc to rewrite the Wood County resolution in support of a nonpartisan procedure for redistricting and provide it for the December ASC meeting to include a referendum reference for the voters to decide on this subject. Motion carried.</p>	Re-districting Resolution
6)	The Personnel Director gave the committee an update on the Sheriff's Department Teamsters Negotiations, and he stated they met Monday November 4 <sup>th</sup> and have met nine times over the last two years negotiating a 2013-2014 contract. One of the main items is overtime cost containment. The next meeting is scheduled for next week. He discussed comparable bases for consideration now that the County does not have other unions. Supervisor Griffiths said he was glad the County is looking at overtime control and was wondering if we could use outside contractors in any areas at the Sheriff's Department.	Negotiations Update
7)	Motion Griffiths seconded by Meyers to amend the County's Flexible Spending Account Plan to add a rollover option per U.S. Department of Treasury guidance and forward to the Board. Motion carried.	FSA Plan
8)	The Personnel Director reviewed the employment activity report that was included in the agenda packet and he noted that since the mailing of the agenda that there has been an additional interview for a mechanic position scheduled for tomorrow (11/6/13), they are evaluating additional outside applicants for the Highway Seasonal positions in addition to returning former Seasonal employees and the Highway Accountant Specialist candidate did accept the County's employment offer and starts November 19 <sup>th</sup> .	Employment Report

9)	The Finance Director reviewed a Bond rating report that was included in the agenda packet and stated that the County was originally rated in early 2010 by Moody's as an A3 and in January 2012 and October 2013 the Moody's rating for Iowa County is A1. This is the best rating a County of our size might achieve.	Credit Rating Update
10)	<p>The Finance Director distributed the 2012 tax levy percentage and Supervisor Eric A stated it would be interesting to have the last 5 years.</p> <p>Supervisor Carol A questioned reports on how much is going into administration and which departments should be included as administration versus general government. The Finance Director distributed a document that summarized budgets in the Administration area and the majority of the general government departments. The Administrator stated that of those figures 80% would continue as fixed cost as it is spread throughout the organization.</p> <p>Supervisor Meyers expressed a desire to see more cross training of staff amongst department to increase overall efficiencies. Supervisor Griffiths stated that he would like to see departments sit down with staff to review the goals for the year and staff commit to learning a new area.</p> <p>Supervisor C Anderson stated we support and encourage these efforts.</p> <p>The committee reviewed</p> <ul style="list-style-type: none"> <li>a) Revenue/expenditure projections</li> <li>b) Reviewed Tax Levy Resolution – Motion by Peterson seconded by Griffiths to approve the draft 2014 Tax Levy resolution and forward to the County Board with a recommendation to adopt. Motion carried.</li> <li>c) Review proposed Budget Resolution – Motion by Bauer second by Deal to approve the draft 2014 budget resolution and send to board with a recommendation to adopt Motion carried</li> </ul>	2014 Budget
11)	<p>The Committee discussed the 2012 audit report and the Finance Director asked if they would like Johnson Block &amp; Company to do a short presentation at the committee level or board level. Based on the consensus of the committee they would like the auditor to give a short presentation at the December 17 County Board meeting and if that date does not work than the January 15, 2014 County board meeting.</p> <p>Motion by Griffiths seconded by Deal to extend the audit contract with Johnson Block and Company for the one year option available in the 2012 contract that covers the 2013 audit. Motion carried.</p>	Audit Process
12)	The Committee expressed their satisfaction with the exception report information that was provided by Department Heads on the September 30, 2013 Financial Summary. The Committee asked the Finance Director to inform Department Heads how useful this report was and they really appreciated the work that went into it. In the future the Committee expressed interest in having departments do a similar report after the end of the second, third and fourth quarters each year.	September Financials
13)	Motion by Griffiths seconded by Meyers to adjourn the meeting at 7:19 p.m. and set the next meeting for December 10, 2013. Motion carried.	Adjourn
	(DRAFT)	