

PUBLIC NOTICE OF MEETING
Pursuant to Sec. 19.84, Wisconsin Statutes

AGENDA

Administrative Services Committee

6:00 p.m., Tuesday, July 31, 2012
Health and Human Services Center
Community Room

303 West Chapel Street, Dodgeville, Wisconsin 53533

Notify County Administrator, Personnel Department or Finance Department no later than 4:00 p.m. (or 1 hour prior to the start if starting before 4 p.m.) of the meeting date if you are unable to attend

The Administrative Services Committee is an open meeting and, as a result, members of the public, including members of the Iowa County Board, may attend the meeting. In some circumstances, a quorum of the entire Iowa County Board may result from the attendance of Board members who are not members of the Committee. Please take notice that, if this were to occur, this will not constitute a meeting of the Board and Board members who attend, but are not members of the Committee, will not present motions, vote, or otherwise participate as members of the Committee in the Committee meeting.

1. Call to order – Sup. Carol Anderson, Chair

2. Roll Call.

3. Certification of open meeting notice

4. Consent Agenda:

- a) Approval of July 31, 2012 agenda.
- b) Approval of minutes of the June 28, 2012 meeting.

5. Report from Committee members and an opportunity for members of the audience to address the committee.

6. Discussion/Action Agenda:

Administrator Matters:

- a) Update on WCA compensation and benefit activities – Discussion/Action.
- b) Employee Benefit Task Group (BTG):
 - BTG recommendation #3 – Discussion/Action
 - Review comments from Recommendation #1 draft policies – Discussion/Action
 - Review draft policies Recommendation #2 – Discussion/Action.
 - Iowa County's response to the Executive Summary from the Enetrix/Carlson Dettmann Consulting summary from the 2009 Compensation Plan – Discussion/Action.
- c) Compensation:
 - Market studies – Iowa County, neighboring counties, comparable counties – Discussion/Action.
 - Set criteria to determine which Counties should be used for comparison purposes for compensation and other matters – Discussion/Action.

Personnel Matters:

- d) Review report of Recruitment Data January 2011 to Present – Discussion/Action.
- e) Employment Activity Report:
 - i. Sheriff's Dept. Dispatch/Correctional Officer – Final Interviews conducted on July 3rd References completed.
 - ii. Sheriff's Dept. Deputy/Patrol Officer Vacancy – 68 applications received. Sheriff's Dept. management reviewed applications on July 16th. Written examinations scheduled for 48 applicants on July 26th & July 30th.
 - iii. ADRC Disability Benefit Specialist – 22 applications received as of July 17th. New hire starts August 6th.
 - iv. Highway Department Equipment Operator – 43 applications received. Position filled with internal candidate on June 25th. Internal candidate's vacancy filled with current Seasonal Employee.
 - v. I.T. Director – 13 applications received as of July 10th Interviews occurred on July 10th. Internal promotion offered on July 13th.
 - vi. Bloomfield Healthcare C.N.A. – Position filled in June. New vacancies occurred in July.

- vii. Bloomfield Healthcare Nurses – 8 applications received, one new hire starts July 31st, references on second candidate completed, applicant never called back. Still actively recruiting.
- viii. Bloomfield Healthcare Director of Nursing – 3 applications received as of July 11th. Interim DON hired at the end of June.
- ix. Bloomfield Healthcare Full Time Maintenance Person – 28 applications received. Interviews were scheduled July 10th. New hire starts August 13th.
- x. Bloomfield Healthcare Billing Specialist (replaces former Administrative Secretary). 39 applications received as of July 26th. New hire starts August 13th.
- xi. Highway Construction Crew Lead Vacancy – Resignation received. Employee's last day was July 26th.
- xii. Bloomfield Healthcare Social Worker – started recruitment on July 24th

Finance Matters:

- f) Resolution Recommending Transfer of Funds from the Bloomfield Healthcare and Rehabilitation Center Fund Balance for the Replacement of the North Elevator – Discussion/Action.
- g) Update on the 2013 Budget process – Discussion/Action.
- h) June 30, 2012 Financial Statements.

7. Motion to set the next meeting date for Tuesday August 14, 2012 and adjourn.

Posted: _____ at _____:_____ .m.

MINUTES
Iowa County – Administrative Services Committee
June 28, 2012
(Minutes subject to review & approval)

1. The Administrative Services Committee met in the Community Room at the Health and Human Services Center in the City of Dodgeville on Thursday, June 28, 2012 at 6:00 pm. and was called to order by Sup. Carol Anderson.

2. **Roll call was taken.**

- a. Committee members present: Sups Carol Anderson, Griffiths, Judy Lindholm, John Meyers, Curt
Absent/Excused: Sups Dave Bauer and Tom
- b. Also present: Sups Tom DeLain and Dan N
Finance Director Roxanne Hamilton, and
Pepper, Randy Sudmeier, Melody Bahr, and Mary Wilson.
- c. The Finance Director certified the
press as required by law.
- d. Motion by Sup E Anderson seconded by
agenda and the minutes from the June 12,

istrator Curt Kephart,
Task Group: Jon
Jeff Lindeman,

to the

3. No reports from Committee members of the

4. **Discussion/Action Agenda:**

Benefit Task Matters:

- a) The Committee discussed the members of the Benefit
Task Group (BTG) meet and identified
Health Insurance: recom
health the health
of the premi
to not

other options. Based on the consensus of
I coverage with the employees having the option
are to be explored along with migrating from the

changes to the life insurance.
no changes.

BTG recommends no changes.

mittee would like to look at options of giving employees
1st as an annual anniversary date or to explore other options of
for more cents per hour but less frequent increments (for example
a 5 year schedule).

recommends including information on the County's website under Staff
Resource and to get the message out to the employees about this benefit.

Flexible Spending: BTG recommends increasing the maximum amount of the flexible
spending from \$1,500 to \$3,000. Motion by Sup Griffiths seconded by Sup E Anderson to
increase the maximum amount allowed under the Flexible Spending program from \$1,500 to
\$3,000 per year per employee. Motion adopted unanimously.

Section 125 Pre-tax option: BTG recommends no changes to this.

Vision: BTG recommends evaluating the benefit and to educate employees on this benefit.
The BTG receive information from employees that they are not sure the benefit outweighs the
cost of the plan.

Long-Term Care Insurance: BTG recommends the County review options of voluntary LTC plan for employees with the employees paying 100% of the premiums. It was reported that the State of Wisconsin has a list of qualifying long-term care insurance plans. Based on the consensus of the Committee the County should review options to provide a voluntary LTC plan.

5. Motion by Sup Griffiths seconded by Sup Peterson to set the next meeting dates for Tuesday July 10, 2012 at 6:00 p.m. and Tuesday July 31, 2012 and to adjourn the meeting at 7:32 p.m. Motion Carried.

Minutes compiled by Curt Kephart, County Administrator and Roxie Hamilton,
July 17, 2012 by Sup. James Griffiths Elected Committee Secretary.

2012 PAID TIME OFF SCHEDULE

	Management/Non-Represented	Courthouse Union	Professional Union	Highway Union	Sheriff's Union	Bloomfield Healthcare & Rehab	Elected Officials
Sick Time	1 day a month	1 day a month	1 day a month	1 day a month	1 day a month	1 day a month prorated based on hours of work for part-time	not provided- they are paid a salary regardless of hrs worked
Retirement: Sick Time	maximum accrual of 120 days payable at retirement age as cash or used to pay health insurance premiums	maximum accrual of 120 days payable at retirement age as cash or used to pay health insurance premiums	maximum accrual of 120 days payable at retirement age as cash or used to pay health insurance premiums	maximum accrual of 120 days payable at retirement age as cash or used to pay health insurance premiums	maximum accrual of 120 days payable at retirement age as cash or used to pay health insurance premiums	maximum accrual of 120 days payable at retirement age as cash or used to pay health insurance premiums	not provided as they are paid a salary regardless of hours worked
Vacation Time	<p>1 year = 2 weeks; 8 years = 3 weeks; 16 years = 4 weeks; 25 years = 5 weeks</p>	<p>1 year = 2 weeks; 8 years = 3 weeks; 16 years = 4 weeks; 25 years = 5 weeks</p>	<p>1 year = 2 weeks; 8 years = 3 weeks; 16 years = 4 weeks; 25 years = 5 weeks</p>	<p>1 year = 2 weeks; 8 years = 3 weeks; 16 years = 4 weeks; 25 years = 5 weeks</p>	<p>Patrol, Sergeants, and D/C Officers 1 year=48 hours 2 years=96 hours 8 years=144 hours 16 years=192 hours 25 years=240 hours</p> <p>Detective 1 year=40 hours 2 years=80 hours 8 years=120 hours 16 years=160 hours 25 years=200 hours</p> <p>Secretary 1 year=37.5 hours 2 years=75 hours 8 years=112.5 hours 16 years=150 hours 25 years=187.5 hours</p>	<p>1 year = 12 days; 8 years = 18 days; 16 years = 24 days; 25 years = 30 days</p> <p>prorated based on hours of work for part-time</p>	<p>not provided as they are paid a salary regardless of hours worked</p>
Bereavement Leave 3 consecutive days off with pay for:	parents, stepparents, brother, sister, step sibling, spouse, children, stepchildren, mother-in-law, father-in-law, brother and sister of spouse, grandparents, and grandchildren	parents, stepparents, brother, sister, step sibling, spouse, children, stepchildren, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandparents, and grandchildren	parents, stepparents, brother, sister, step sibling, spouse, children, stepchildren, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandparents, and grandchildren	mother, father, stepmother, stepfather, brother, sister, stepsister, stepbrother, spouse, son, daughter, stepson, stepdaughter, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandmother, grandfather, grandson, and granddaughter	parents, step parents, brother, sister, spouse, children, stepchildren, mother-in-law, father-in-law, brother and sister of spouse, grandparents, and grandchildren	spouse, child, mother, father, brother, sister, parent-in-law	not provided as they are paid a salary regardless of hours worked
Bereavement Leave 1 days off with pay for:	aunts, uncles, nieces, nephews, spouse's grandparents, spouse's aunt and uncle, daughter and son in law	aunts, uncles, nieces, nephews, spouse's grandparents, spouse's aunt, and spouse's uncle	aunts, uncles, nieces, nephews, spouse's grandparents, spouse's aunt, and spouse's uncle	aunts, uncles, nieces, nephews, brother-in-law, sister-in-law, spouse's grandfather and grandmother, spouse's aunt and spouse's uncle	aunts, uncles, nieces, nephews, first cousins and to serve as pallbearer	grandparent, grandchild, aunt, uncle, niece, nephew, spouse's child, siblings, grandchildren, grandparents, spouse's aunt, spouse's uncle, daughter in-law, and son-in-law	not provided as they are paid a salary regardless of hours worked
Bereavement Leave for a dept employee	N/A	N/A	N/A	1/2 day off to attend the funeral of employee	N/A	N/A	not provided as they are paid a salary regardless of hours worked
Emergency Leave	N/A	N/A	N/A	N/A	Employee is allowed to leave work and be paid for the remainder of their shift due to an injury or illness in an employee's immediate family requiring immediate medical attention	N/A	not provided as they are paid a salary regardless of hours worked
Holidays	9 days	9 days	9 days	10 days	9 days	9 days	no holidays provided as they are paid a salary regardless of hours worked
Personal day / Floating Holidays	2 days	2 days	2 days	1 day	3 for Secretaries for all others 2	N/A	no personal days provided as they are paid a salary regardless of hours worked
Leisure Days	N/A	N/A	N/A	N/A	N/A	6 days per year prorated for part-time*	N/A

* Employees must have 24 sick days in their bank for an entire year. Then they can take up to 6 days off as leisure days. Leisure days are similar to personal days where you can use them for anything and it does not have to be a qualifying sick leave event. When used leisure days are subtracted from their sick leave bank. Whether or not employees are eligible for leisure days is reviewed annually on employees anniversary date.

10/31

IOWA COUNTY OVERTIME PAY POLICY – JUNE 2012

POLICY STATEMENT

Iowa County will pay overtime pay for all nonexempt positions, for all hours worked after forty (40) hours worked per week, unless otherwise required by law.

In no circumstance shall overtime pay be paid twice for the same hours, nor on top of non-productive hours such as sick leave, vacation, holiday unless approved by policy or labor agreement.

A special accommodation will be made for employees hired into positions with 35 hours work weeks on or before June 2012. For those employees, overtime pay will be paid for all hours worked after 35 hours worked per week, unless otherwise required by law.

PROCEDURE

Paid overtime must receive prior approval by a supervisor in each instance, unless that approval is not reasonable to obtain

Managers have flexibility in scheduling employee work hours, in order to meet the operational needs of their respective department.

Managers are expected to attempt to utilize flex scheduling during each work week in order to control overtime pay expense and also avoid loss of employees work time which results from granting compensatory time off.

POLICY IMPLEMENTATION

Upon County Board approval, this Policy applies immediately to all non-represented non-exempt employees, including former Courthouse Employees Union members, former Professional Employees Union members, and former Highway Department Employees Union members This Policy supersedes all previously published related policy language or labor contract language that applied to those specific groups.

In order to evaluate its effectiveness, this Policy is subject to review within 12 months of its implementation.

This Overtime Pay Policy does not apply to members of the Iowa County Sheriff's Department Teamsters Union.

Addendums, exceptions, and specific application of this policy may be made by recommendation of an appropriate standing committee, and endorsed by the Administrative Services Committee as a separate policy governing unique circumstances within a given department.

IOWA COUNTY COMPENSATORY PAY POLICY

POLICY STATEMENT

Iowa County may provide compensatory time off, in lieu of overtime pay for nonexempt positions.

PROCEDURE

Upon an employee's request, and dependent upon the approval of the employee's supervisor, an employee may receive compensatory time off in lieu of monetary overtime compensation that would otherwise be required under the County's Overtime Pay Policy.

Managers are expected to attempt to utilize flex scheduling during each work week in lieu of granting compensatory time in order to avoid loss of employees' work time.

Compensatory time received by an employee in lieu of overtime pay will be provided at the rate of one and one-half hours of compensatory time for each hour of overtime work just as the monetary rate of overtime pay is calculated at the rate of not less than one and one-half times the regular rate of pay.

An employee who has requested the use of compensatory time, shall be permitted to use that time within a reasonable period after making the request if the use of that compensatory time does not unduly disrupt the operations of the department.

An employee who has accrued compensatory time off, upon termination of employment will be paid for the unused compensatory time.

The maximum amount of compensatory time that can be accrued by an employee at any time is 40 hours. All compensatory time accrued over that 40 hours limit will automatically be converted to overtime pay and paid out.

POLICY IMPLEMENTATION

Upon County Board approval, this Policy applies immediately to all non-represented non-exempt employees, including former Courthouse Employees Union members, former Professional Employees Union members, and former Highway Department Employees Union members. This Policy supersedes all previously published related policy language or labor contract language that applied to those specific groups.

In order to evaluate its effectiveness, this Policy is subject to review within 12 months of its implementation.

This Compensatory Time Policy does not apply to members of the Iowa County Sheriff's Department Teamsters Union.

Addendums, exceptions, and specific application of this policy may be made by recommendation of an appropriate standing committee, and endorsed by the Administrative Services Committee as a separate policy governing unique circumstances within a given department.

IOWA COUNTY ON CALL/CALL BACK REQUIREMENT POLICY

POLICY STATEMENT

Based upon the operational needs in some Departments, Iowa County may require some non-exempt employees to make themselves available to respond to emergency events or non-scheduled special circumstances that requires an employee to travel to a work site, or respond remotely during hours other than those hours normally worked. All County employees are subject to being called back to work when circumstances warrant.

PROCEDURE

Department heads in each department are responsible for determining what on-call practices and procedures are needed to maintain appropriate levels of service for their department.

A non-exempt employee who is required to respond to a call for assistance during hours other than those hours normally worked will receive a minimum pay of 2 hours of standard rate of pay regardless of the amount of time worked in responding to that request for assistance. Compensable time for this response includes time travelled between home and work site. Additional working hours accumulated will be paid at the employees normal rate until the requirement for overtime pay is met.

Overtime pay will be provided for hours worked during these call-backs if those hours result in more than forty (40) hours worked in that work week, pursuant to the County Overtime Policy.

This Policy does not apply to break times or scheduled meal breaks.

POLICY IMPLEMENTATION

Upon County Board approval, this Policy applies immediately to all non-represented non-exempt employees, including former Courthouse Employees Union members, former Professional Employees Union members, and former Highway Department Employees Union members. This Policy supersedes all previously published related policy language or labor contract language that applied to those specific groups.

In order to evaluate its effectiveness, this Policy is subject to review within 12 months of its implementation.

This Policy does not apply to members of the Iowa County Sheriff's Department Teamsters Union.

Addendums, exceptions, and specific application of this policy may be made by recommendation of an appropriate standing committee, and endorsed by the Administrative Services Committee as a separate policy governing unique circumstances within a given department.

The following is taken from the State of Wisconsin Department of Workforce Development regulations:

Periods during which an employee is completely relieved from duty and which are long enough to enable him to use the time effectively for his own purposes are not hours worked. He is not completely relieved from duty and cannot use the time effectively for his own purposes unless he is definitely told in advance that he may leave the job and that he will not have to commence work until a definitely specified hour has arrived. Whether the time is long enough to enable him to use the time effectively for his own purposes depends upon all of the facts and circumstances of the case.

An employee who is required to remain on call on the employer's premises or so close thereto that he cannot use the time effectively for his own purposes is working while "on call". An employee who is not required to remain on the employer's premises but is merely required to leave word at his home or with company officials where he may be reached is not working while on call.

684

Second Draft 7-5-12

DRAFT

SUMMARY OF FEEDBACK PROVIDED IN RESPONSE TO JUNE 2012 FIRST DRAFT PROPOSALS OF:

- 1. OVERTIME PAY POLICY**
- 2. ON CALL/CALL BACK REQUIREMENT POLICY**
- 3. COMPENSATORY PAY POLICY**

The first draft proposals for the aforementioned policies were distributed to department heads on June 13, and then reviewed at the regular department head meeting held on June 20. Standing Committees also received the same policies shortly after that and were expected to review the policies at their next scheduled meetings in late June or early July.

Feedback provided by department heads

Overtime Pay

Highway Department management may need to create additional, separate policy language that provides overtime pay for circumstances not included in the proposed Overtime Pay Policy.

Compensatory Pay

Highway Department and Bloomfield Health Care management may need to exempt their department from provisions of the policy because of anticipated disruption of their operations. Preference may be to pay overtime pay without the opportunity for employees to schedule additional time off in the future because of compensatory time requirements.

The importance of management consistently using flex time to manage their staff schedules each work week, vs. allowing for compensatory time off at 1 ½ x rate in the future, or overtime pay was discussed.

On Call/Call Back Requirement

There are significant differences in how departments are currently handling employees who are on call.

Highway Department management may wish to exempt their department from this proposed Policy, and in order to compensate for employees make themselves available for weather related calls during off time, they may create additional, separate language for their department-specific Overtime Pay Policy.

A request was made to add regulatory language to this Policy that provides a guideline on the legal requirement for paying on call pay.

Feedback provided by Standing Committees:

Justice Committee (July 3, 2012 Meeting)

Overtime Pay

Question about use of "labor agreement" in second paragraph.

Question on why all overtime isn't based upon 40 hours threshold vs. special accommodation for 35 hours/week employees.

Compensatory Pay

Question on what the cost of compensatory time would be for a year.

On Call/Call Back Requirement

Question on whether we can or should incorporate more about this being tied to flex time.

General – Request that these policies should include language that requires annual review.

Transportation Committee (July 2, 2012 Meeting)

Craig Hardy reported on July 5 that the Transportation Committee has recommended the following:

Overtime Pay

Add the following verbiage: "Any work which is performed on a holiday observed by the county or a day recognized as an observed holiday by the county shall be paid at the overtime rate of time and a half; excluding personal holidays."

An Observed Holiday is defined as the actual holiday of observance – Christmas, New Years', July 4th, etc. – which is determined by the County.

Day Recognized is defined as the day which employees are given off to celebrate the observed holiday as determined by the county – such as the Friday or Monday surrounding the holiday, if it falls on a weekend.

Compensatory Pay

Excluding the availability of compensatory time for Highway Department employees.

On Call/Call Back Requirement

Add the following verbiage: "Any call back which occurs on a holiday observed by the county or a day recognized as an observed holiday by the county shall be paid at the overtime rate of time and a half; excluding personal holidays."

Administrative Services Committee (June 28, 2012 Meeting)

On Call/Call Back Requirement

Consensus of Committee is to eliminate compensation for being on-call, and to focus on compensation for work performed when responding during off hours.

Human Services Committee (July 11, 2012 Meeting)

On Call/Call Back Requirement

Committee asked Social Service Director to develop an addendum to the proposed Policy that represents an alternative to the Policy.

Overtime Pay

Committee recommended that Overtime Policy 40 weekly hours threshold apply to all employees.

Benefit Task Group Report # 2

Recommendations on employee benefits from the June 28, 2012 Administrative Services Committee meeting.

Health Insurance: The County will stay with Employee Trust Fund health insurance plan, review the health insurance annually and the employee's share of the premiums will be reviewed annually when the premiums for the following year are known.

Dental Insurance: Based on the consensus of the Committee other options/plans for dental coverage with the employees having the option to pick up additional coverage at their cost are to be explored along with migrating from the self-funded plan model.

Life Insurance: BTG recommends no changes to the life insurance.

Disability Insurance: BTG recommends no changes.

Wisconsin Retirement System: Employee Trust Fund manages the Wisconsin Retirement System. The County is required to participate in the Wisconsin Retirement System and will continue to follow the regulations set forth by Employee Trust Funds.

Experience Pay: The Committee would like to look at options of giving employees experience pay on January 1st as an annual anniversary date or to explore other options of changing the schedule for more cents per hour but less frequent increments (for example instead of yearly go on a 5 year schedule).

Deferred Comp: BTG recommends including information on the County's website under Staff Resource section and to get the message out to the employees about this benefit.

Flexible Spending: BTG recommends increasing the maximum amount of the flexible spending from \$1,500 to \$3,000. Motion by Sup Griffiths seconded by Sup E Anderson to increase the maximum amount allowed under the Flexible Spending program from \$1,500 to \$3,000 per year per employee. Motion adopted unanimously.

Section 125 Pre-tax option: BTG recommends no changes to this.

Vision: BTG recommends evaluating the benefit and to educate employees on this benefit. The BTG receive information from employees that they are not sure the benefit outweighs the cost of the plan.

Long-Term Care Insurance: BTG recommends the County review options of voluntary LTC plan for employees with the employees paying 100% of the premiums. It was reported that the State of Wisconsin has a list of qualifying long-term care insurance plans. Based on the consensus of the Committee the County should review options to provide a voluntary LTC plan.

The following is taken from the April 14, 2009 "Non-Represented Staff Classification & Compensation Study Summary Report" provided to Iowa County by Carlson-Dettman and Associates. Highlighted comments have been added by Iowa County Personnel Director July 2012

Executive Summary

enetrax/Carlson Dettmann Consulting, was retained by Iowa County to conduct a comprehensive compensation study for the its thirty-four non-represented employees. This group includes all of the appointed County department heads, employee supervisors, and confidential support staff.

The following is a brief report on our findings and recommendations regarding a new pay plan for the County's non-represented staff. In summary, we recommend:

1. The County adopt the enclosed pay matrix that we developed based on measurement of responsibilities and the labor market selected by the County. Completed
2. Increase all salaries by 2% effective 1/09. All compensation above the Midpoint/Control Point would be a cash payment; i.e., it would not be added to base pay into 2010. Completed
3. Place employees who are below the Midpoint/Control Point on the step that provides an increase effective July 1, 2010. Completed
4. Create a pay-for-performance policy for 2010 implementation. Raises above the Midpoint would be non-base accumulative. Completed – Step increases are contingent upon a satisfactory performance evaluation.
5. Do not expect to see general increases in 2010. I think we are going to have pay schedule freezes; raises are steps, if eligible, or merit increases, if earned. Not followed. General increase of 1% was provided to non-represented employees.

The County also asked for our suggestions on operational changes that might be beneficial. Based on our experience and the analysis we were capable of conducting on the data collected in this study, we recommend the County consider:

1. Establishing Bloomfield Manor up as an independent not-for-profit long term care facility.
Not Completed
2. Sharing the Emergency Management position with another County (e.g., Grant County).
Attempted, but Not Completed
3. Create an umbrella human services agency that includes veteran services, social services, aging, child support, and health.
Partially Completed

4. **Create a public works umbrella department that includes planning and zoning, highway, conservation, and airport.**

Partially Completed

5. **Have all financial services positions report directly to the Finance Director with dotted line reporting within departments to the department head.**

Partially Completed

- 6_ **Explore collaborative operational possibilities** with surrounding counties to reduce overhead and enhance services adopting the best of each.

Partially Completed - County is participating in regional initiatives such as Unified Human Services, Family Care, Paint Stripping by Highway, Regional ADRC, Seniors United for Nutrition (S.U.N.), THRIVE for Economic Development, Regional Drug Task Force, etc.

7. **Set a limit on the future growth of compensation. If raises in pay or benefits exceed the limit, then reduce staff appropriately.**

Not Completed

Comparison Counties Utilized for 2009 Non-Represented Employees Compensation Study

- o **Adams**
- o **Columbia – WERC Comparable**
- o **Crawford – WERC Comparable**
- o **Door**
- o **Grant – WERC Comparable**
- o **Green – WERC Comparable**
- o **Green Lake**
- o **Jackson**
- o **Juneau**
- o **Kewaunee**
- o **Lafayette – WERC Comparable**
- o **Langlade**
- o **Lincoln**
- o **Richland – WERC Comparable**
- o **Taylor**
- o **Trempealeau**
- o **Vernon**
- o **Vilas**
- o **Waushara**

0.03

Jan 2011 - Current

<u>Position</u>	<u>Number of Applications Received</u>	<u>Requirements</u>	<u>Difficulty (very/somewhat/little)</u>
Disability Benefits Specialist	As of 7/6/12 11	Bachelors Degree in Social Work or related field with 1 year experience	Still Open
HWY Equipment Operator	43	18 years of age, GED or HS Diploma, and Commercial Drivers License with Classes A,B, C and D	Little
IT Director	17	Bachelor's Degree in Computer Science or related field and 5 Years experience in management of information systems.	Still Open
Road Deputy	67	21 Years of Age, HS Diploma/GED, Associates Degree in Criminal Justice, Police Science or related field or 60 credit hours	Still Open
Highway Bus. Fin. Manager	14	HS Diploma or GED; Associates Degree in Accounting and experience, Bachelor's degree in Accounting preferred with 3-5 year experience	Somewhat
I & A Specialist Lead	20	Bachelor's Degree in Social Work or related field with 1 year experience	Somewhat
Treasurer/Finance	70	HS Diploma/GED, 3 years experience in professional office environment	Little
LTE Department Assistant	7	HS Diploma/GED	Little
Employee Relations Assistant	69	3 years clerical support and Associate Degree in Business or related field; Bachelor's Degree in Business or related field preferred	Little
4H Internship	12	Minimum age is 21 by June 1, 2012. 4-H experience is preferred	Little
Social Services Business Manager	12	Associates Degree in Accounting or related field with 3 years accounting experience; Bachelor's Degree in Accounting or related field with 5 years professional accounting experience preferred.	Somewhat

Jan 2011 - Current

<u>Position</u>	<u>Number of Applications Received</u>	<u>Requirements</u>	<u>Difficulty (very/somewhat/little)</u>
Dispatcher/Correctional Officer	64	18 years of age, HS Diploma/GED, Valid Driver's License, LESB Jail certified or jail certifiable within two years of employment, type 25 words per minute. Post high school credits in law enforcement, corrections or telecommunications, or experience preferred.	Little
Highway Mechanic	16	18 years of age, HS Diploma/GED, 2-5 years of combination of technical/vocational school degree and on the job training. A valid Commercial Driver License with Classes A, B, C and D with no air brake restrictions at time of application	Somewhat
Highway Seasonal	5	18 years of age, HS Diploma/GED, valid Commercial Driver License with Classes A, B, C and D with no brake restrictions and must have tank vehicle N endorsement	Little
LTE Department Assistant	7	HS Diploma/GED	Little
Social Services Director	17	Master's Degree in Social Work, Human Service, Business Admin or related field and 2 years experience or Bachelor's Degree and 8 years experience	Somewhat
Disability Benefits Specialist	7	Bachelors Degree in Social Work or related field with 1 year experience	Somewhat
I & A Specialist Lead	2	Bachelors Degree in Social Work or related field with 1 year experience	Somewhat
Economic Support Specialist	70	HS Diploma/GED, demonstrate proficiency with computers, experience in establishing financial eligibility requirements in State of Wisconsin	Somewhat

6/2

Jan 2011 - Current

<u>Position</u>	<u>Number of Applications Received</u>	<u>Requirements</u>	<u>Difficulty (very/somewhat/little)</u>
Elderly Benefits Specialist	16	Bachelors Degree in Social Work or related field with 1 year experience	Somewhat
I & A Specialist	11	Bachelors Degree in Social Work or related field with 1 year experience	Somewhat
Deputy Clerk of Court	84	HS Diploma/GED, 45 words per minute, and completion of office Skills test	Little
Highway Seasonal	29	18 years of age, HS Diploma/GED, valid Commercial Driver License with Classes A, B, C and D with no brake restrictions and must have tank vehicle N endorsement	Little
Nursing Home Administrator	6	Bachelor's Degree in Health Care Administration, Nursing Home Administration, Public Administration, Business Administration or related field, two years long term healthcare industry management experience. Must possess a current Nursing Home Administrator's license	Very
ADRC Department Assistant-Internal Posting	4	HS Diploma/GED, 3 years experience in professional office environment	Little
.5 Conservation Planner/Conservationist	21	Working towards a 4 year degree in Agriculture, Natural Resources, or related field, or two year technical degree in Agriculture, Natural Resources, or related field with at least 1 year of experience.	Little

Jan 2011 - Current

<u>Position</u>	<u>Number of Applications Received</u>	<u>Requirements</u>	<u>Difficulty (very/somewhat/little)</u>
Dispatcher/Correctional Officer	74	18 years of age, HS Diploma/GED, Valid Driver's License, LESB Jail certified or jail certifiable within two years of employment, type 25 words per minute. Post high school credits in law enforcement, corrections or telecommunications, or experience preferred.	Little
Highway Office Clerk	126	Associates Degree in related field. Minimum of 3 years office experience. Bachelor's Degree is preferred. Successful completion of secretarial test	Little
Economic Support Specialist	45	HS Diploma/GED, demonstrate proficiency with computers, experience in establishing financial eligibility requirements in State of Wisconsin	Somewhat
IT Tech Support Specialist	19	Associates degree in computer related field or equivalent from a two year college, or any equivalent combination of education and experience that provides equivalent knowledge, skills and abilities; Must have valid driver's license or access to dependable transportation.	Somewhat
Public Health Nurse	5	Bachelor's Degree in Nursing from an accredited program, 1 to 2 years professional nursing in WI at time of hire.	Somewhat
2011 4H Internship	5	Minimum age is 21 by June 1, 2012. 4-H experience is preferred	Little

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RESOLUTION NO _____

TO THE HONORABLE IOWA COUNTY BOARD OF SUPERVISORS:

Resolution Recommending Transfer of Funds from the Bloomfield Healthcare and Rehabilitation Center Fund Balance to the Bloomfield Capital Projects Account

WHEREAS, Bloomfield Healthcare and Rehabilitation Center received Life Safety Code site K056 from the State of Wisconsin upon annual inspection with regard to the North Elevator; and

WHEREAS, Bloomfield Healthcare and Rehabilitation Center has identified the need for replacement of the North Elevator in past capital outlay requests; and

WHEREAS, Bloomfield Healthcare and Rehabilitation Center's Residents quality of life and safety, as well as its employee's efficiencies, will be negatively impacted by lack of the North Elevator; and

WHEREAS, the total project cost is not expected to exceed \$200,000; and

WHEREAS, the Iowa County Administrative Services Committee has reviewed the request and recommends transfer of funds not to exceed \$200,000 from the Bloomfield Healthcare and Rehabilitation Center Fund Balance to authorize and cover the costs of this project.

NOW THEREFORE, BE IT RESOLVED, that the Iowa County Board of Supervisors adopts the recommendations of the Administrative Services Committee to approve the budget amendment of transferring funds from the Bloomfield Healthcare and Rehabilitation Center undesignated reserve to the Bloomfield's Capital Projects account.

Dated this 21st of August, 2012

Respectfully submitted by the Iowa County Administrative Services Committee

L.F.I

Notes to June 30, 2012 Preliminary Financial Statements

Line # on Report

Revenues:

- 1 The Tax Levy is recorded in January Revenue in all funds except Social Services - this includes Treasurer Revenue
- 2 19 Rent on the County Farm is received semi-annually
- 3 16 Register of Deeds: fee collections are greater than anticipated due to increased activity in the department
- 4 25 Planning & Development: Revenues are ahead of schedule - the fees for sanitation are somewhat cyclical and fees are collected earlier in the year than later
- 5 26 Emergency Mangement - additional grant revenue was received that was not anticipated when the 2012 budget was adopted.
- 6 28 Land Conservation: DATCP grant is not received until the third quarter for the first half of the year.
- 7 32 Social Services Revenue: Tax Levy is booked when used which accounts for the lower revenue at the beginning of the year
- 8 40 Sales Tax Fund: Revenue is collected two months behind - this represents 4 months worth of revenue
- 9 32 Capital Projects Fund: grant revenue was received that was not included in the adopted budget

Expenditures:

- 1 20 County Insurance - the workers comp premium is paid at the beginning of the year and the departments reimbursement this expense throughout the year as a percentage of the actual payroll paid.
- 2 72 Library Aids are paid out 100% in February of each year
- 3 43 Tri County Airport budget allocation is paid out 100% at the beginning of the year
- 4 21 Sheriff's Dept. the Sheriff continues to monitor this budget

	A	B	C	D	E	F	G	H	I
1	IOWA COUNTY PRELIMINARY								
2	6/30/2012								
3	Revenue - Compare Budget to Actual	Adopted Annual Budget	Budget Adjustments Transfers	Carryovers From Prior Year	2012 REVISED BUDGET	Department YTD REVENUES	REMAINING BALANCE	PCT OF YEAR	PCT YTD
4	100 GENERAL FUND								
5	02 COUNTY BOARD	-	-	-	-	-	-	46%	0%
6	04 CLERK OF CIRCUIT COURT	328,571			328,571	123,670	204,901	46%	38%
7	05 PERSONNEL DEPARTMENT	-			-	23	(23)	46%	
8	09 OWI INTENSIVE SUPERVISN PROG	36,435			36,435	12,581	23,854	46%	35%
9	10 CORONER	2,800			2,800	1,800	1,000	46%	64%
10	11 FINANCE DEPARTMENT	200			200	175	25	46%	88%
11	12 COUNTY ADMINISTRATION	-			-		-	46%	
12	15 INFORMATION SYSTEMS	-			-		-	46%	
13	20 COUNTY TREASURER	6,507,607			6,507,607	5,097,577	1,410,030	46%	78%
14	22 COUNTY CLERK	15,930			15,930	2,505	13,425	46%	16%
15	24 DISTRICT ATTORNEY	26,800			26,800	1,694	25,106	46%	6%
16	30 REGISTER OF DEEDS	146,500			146,500	81,914	64,586	46%	56%
17	31 GIS/LAND RECORDS	48,300			48,300	20,239	28,061	46%	42%
18	34 COURTHOUSE/PUBLIC PROPERTY	6,450			6,450	1,200	5,250	46%	19%
19	35 COUNTY FARM	62,430			62,430	28,665	33,765	46%	46%
20	36 COUNTY INSURANCE REVENUE	113,490			113,490	-	113,490	46%	0%
21	40 SHERIFF DEPARTMENT	153,100			153,100	56,828	96,272	46%	37%
22	50 COUNTY HEALTH DEPARTMENT	95,403			95,403	41,559	53,844	46%	44%
23	64 VETERANS SERVICE OFFICE	500			500	2,077	(1,577)	46%	415%
24	73 SNOWMOBILE/ATV PROGRAM	26,775			26,775	-	26,775	46%	0%
25	75 PLANNING & DEVELOPMENT DEPT	126,000			126,000	88,992	37,008	46%	71%
26	78 EMERGENCY MANAGEMENT	39,474			39,474	182,831	(143,357)	46%	463%
27	82 UNIVERSITY EXTENSION PROGRAM	8,500			8,500	11,116	(2,616)	46%	131%
28	84 LAND CONSERVATION DEPARTMENT	316,820			316,820	13,984	302,836	46%	4%
29	90 OPERATING TRANSFERS				-		-		
30	TOTAL GENERAL FUND	8,062,085			8,062,085	5,769,430	2,292,655	46%	72%

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	A	B	C	D	E	F	G	H	I
1	IOWA COUNTY PRELIMINARY								
2	6/30/2012								
3	Revenue - Compare Budget to Actual	Adopted Annual Budget	Budget Adjustments / Transfers	Carryovers From Prior Year	2012 REVISED BUDGET	Department YTD REVENUES	REMAINING BALANCE	PCT OF WEAR	PCT YTD
31	210 DEPARTMENT OF SOCIAL SERVICE								
32	60 SOCIAL SERVICES	2,973,925			2,973,925	815,682	2,158,243	46%	27%
33	215 CHILD SUPPORT								
34	26 CHILD SUPPORT	133,092			133,092	41,039	92,053	46%	31%
35	220 AGING & DISAB RESOURCE CENTER								
36	85 AGING & DISABILTY RESRC CENTR	600,693			600,693	395,480	205,213	46%	66%
37	230 UNIFIED SERVICES FUND								
38	56 UNIFIED SERVICES	193,625			193,625	193,625	-	46%	100%
39	240 SALES TAX FUND								
40	19 SALES TAX FUND	1,400,000			1,400,000	425,838	974,162	46%	30%
41	260 TRI COUNTY AIRPORT								
42	06 TRI-COUNTY AIRPORT	15,665			15,665	15,665	-	46%	100%
43	262 IOWA COUNTY AIRPORT								
44	07 IOWA COUNTY AIRPORT	175,571			175,571	122,770	52,801	46%	70%
45	263 RAILROAD								
46	08 WI RIVER RAIL TRANSIT COMM	26,520			26,520	26,520	-	46%	100%
47	400 CAPITAL PROJECTS FUND								
48	32 CAPITAL PROJECTS	1,051,967		19,745	1,071,712	1,236,736	(165,024)	46%	115%
49	610 BLOOMFIELD								
50	54 BLOOMFIELD HLTH CARE & REHAB	5,933,923			5,933,923	2,966,169	2,967,754	46%	50%
51	710 HIGHWAY DEPARTMENT								
52	70 HIGHWAY DEPARTMENT	6,483,944			6,483,944	3,304,535	3,179,409	46%	51%
53									
54	TOTAL OF ALL FUNDS	27,051,010		19,745	27,070,755	15,313,489	11,757,266	46%	57%
55									
56	Other:								
57	110 GENERAL FUND								
58	74 EAP GRANT - CDBG MONIES	-	-	-	-	593	(593)	46%	100%
59	250 REVOLVING LOAN FUND								
60	18 REVOLVING LOAN FUND	-	-		-	26,889	(26,889)	46%	100%
61	270 DRUG TASK FORCE								
62	38 DRUG TASK FORCE	-	-		-	18,674	(18,674)	46%	100%
63	720 SELF-FUNDED INSURANCE								
64	17 IA CO SELF-FUNDED INSURANCE	-	-	-	-	51,317	(51,317)	46%	100%
65	Total Other:					97,473	(97,473)	46%	100%
66									
67	TOTALS All Funds and Other:	27,051,010		19,745	27,070,755	15,410,962	11,659,793	46%	57%

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	A	B	C	D	E	F	G	H	I
1	IOWA COUNTY PRELIMINARY ACTUAL BUDGET								
2	6/30/2012					Department	REMAINING	Percent	Actual
		ADOPTED	Budget	Carryovers	2012 REVISED				
3	Expenditures - Compare Budget to Actual	ANNUAL	Adjustments	From Prior Year	BUDGET	EXPENDITURES	BALANCE	of Year	YTD
4	100 GENERAL FUND		Transfers						
5	02 COUNTY BOARD	\$ 289,952		\$ 522,717	\$ 812,669	\$ 55,312	\$ 757,357	46%	7%
6	04 CLERK OF CIRCUIT COURT	\$ 418,326			\$ 418,326	\$ 198,484	\$ 219,842	46%	47%
7	05 PERSONNEL DEPARTMENT	\$ 128,529		\$ 5,509	\$ 134,038	\$ 54,618	\$ 79,420	46%	41%
8	09 OWI INTENSIVE SUPERVIS PROG	\$ 62,435		\$ 31,164	\$ 93,599	\$ 38,778	\$ 54,821	46%	41%
9	10 CORONER	\$ 35,050			\$ 35,050	\$ 9,676	\$ 25,374	46%	28%
10	11 FINANCE DEPARTMENT	\$ 126,082			\$ 126,082	\$ 46,253	\$ 79,829	46%	37%
11	12 COUNTY ADMINISTRATION	\$ 128,247			\$ 128,247	\$ 55,883	\$ 72,364	46%	44%
12	15 INFORMATION SYSTEMS	\$ 441,419		\$ 18,814	\$ 460,233	\$ 185,726	\$ 274,507	46%	40%
13	20 COUNTY TREASURER	\$ 207,666			\$ 207,666	\$ 93,729	\$ 113,937	46%	45%
14	22 COUNTY CLERK	\$ 174,916		\$ 2,875	\$ 177,791	\$ 80,761	\$ 97,030	46%	45%
15	24 DISTRICT ATTORNEY	\$ 269,777			\$ 269,777	\$ 123,427	\$ 146,350	46%	46%
16	30 REGISTER OF DEEDS	\$ 184,094		\$ 36,290	\$ 220,384	\$ 76,885	\$ 143,499	46%	35%
17	31 GIS - LAND RECORDS	\$ 111,805		\$ 138,925	\$ 250,730	\$ 56,947	\$ 193,782	46%	23%
18	34 COURTHOUSE	\$ 357,350		\$ 59,215	\$ 416,565	\$ 117,119	\$ 299,447	46%	28%
19	35 COUNTY FARM	\$ 17,828			\$ 17,828	\$ 278	\$ 17,550	46%	2%
20	36 COUNTY INSURANCE	\$ 131,100			\$ 131,100	\$ 277,448	\$ (146,348)	46%	212%
21	40 SHERIFF DEPARTMENT	\$ 3,254,728		\$ 502	\$ 3,255,230	\$ 1,616,363	\$ 1,638,867	46%	50%
22	50 COUNTY HEALTH DEPARTMENT	\$ 305,253		\$ 22,296	\$ 327,549	\$ 132,892	\$ 194,657	46%	41%
23	64 VETERANS SERVICE OFFICE	\$ 111,160		\$ 4,591	\$ 115,751	\$ 46,406	\$ 69,345	46%	40%
24	72 CULTURAL-Libraries, Fair & Historical Soc	\$ 315,373			\$ 315,373	\$ 282,974	\$ 32,399	46%	90%
25	73 SNOWMOBILE/ATV PROGRAM	\$ 26,775			\$ 26,775	\$ 6,757	\$ 20,018	46%	25%
26	75 PLANNING & DEVELOPMENT DEPT	\$ 163,414			\$ 163,414	\$ 71,784	\$ 91,630	46%	44%
27	78 EMERGENCY MANAGEMENT	\$ 109,954		\$ 25,324	\$ 135,278	\$ 48,965	\$ 86,312	46%	36%
28	82 UNIVERSITY EXTENSION PROGRAM	\$ 229,076		\$ 19,115	\$ 248,191	\$ 106,326	\$ 141,864	46%	43%
29	84 LAND CONSERVATION DEPARTMENT	\$ 461,776		\$ 30,647	\$ 492,423	\$ 117,686	\$ 374,737	46%	24%
30	90 OPERATING TRANSFERS			\$ 19,746	\$ 19,746	\$ 19,745	\$ (0)	46%	
31	TOTAL GENERAL FUND	\$ 8,062,085	\$	\$ 937,727	\$ 8,999,812	\$ 3,921,222	\$ 5,078,590	46%	24%

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	A	B	C	D	E	F	G	H	I
1	IOWA COUNTY PRELIMINARY ACTUAL BUDGET								
2	6/30/2012					Department YTD	REMAINING	Percent	Actual
3	Expenditure - Compare Budget to Actual	ADOPTED ANNUAL BUDGET	Budget Adjustments Transfers	Carryovers From Prior Year	2012 REVISED BUDGET	EXPENDITURES	BALANCE	for Year	YTD
32	210 DEPARTMENT OF SOCIAL SERVICE								
33	60 SOCIAL SERVICES	\$ 2,973,925		\$ 10,175	\$ 2,984,100	\$ 985,397	\$ 1,998,703	46%	33%
34	215 CHILD SUPPORT								
35	26 CHILD SUPPORT	\$ 133,092			\$ 133,092	\$ 61,845	\$ 71,247	46%	46%
36	220 AGING & DISABILITY RESOURCE								
37	85 AGING & DISABILITY RESOURCE	\$ 600,693			\$ 600,693	\$ 232,301	\$ 368,392	46%	39%
38	230 UNIFIED SERVICES FUND								
39	56 UNIFIED SERVICES	\$ 193,625		\$ 105,483	\$ 299,108	\$ 145,219	\$ 153,889	46%	49%
40	240 SALES TAX FUND								
41	19 SALES TAX FUND	\$ 1,400,000			\$ 1,400,000	\$ -	\$ 1,400,000	46%	0%
42	260 TRI-COUNTY AIRPORT								
43	06 TRI-COUNTY AIRPORT	\$ 15,665			\$ 15,665	\$ 15,665	\$ -	46%	100%
44	262 IOWA COUNTY AIRPORT								
45	07 IOWA COUNTY AIRPORT	\$ 175,571			\$ 175,571	\$ 84,542	\$ 91,029	46%	48%
46	263 RAILROAD								
47	08 WISCONSIN RIVER RAIL TRANSIT	\$ 26,520			\$ 26,520	\$ -	\$ 26,520	46%	0%
48	400 CAPITAL PROJECTS FUND								
49	32 CAPITAL PROJECTS	\$ 1,051,967		\$ 901,622	\$ 1,953,589	\$ 784,611	\$ 1,168,978	46%	40%
50	610 BLOOMFIELD HLTH CARE & REHAB								
51	54 BLOOMFIELD HLTH CARE & REHAB	\$ 5,933,923		\$ 45,186	\$ 5,979,109	\$ 2,628,859	\$ 3,350,250	46%	44%
52	710 HIGHWAY DEPARTMENT								
53	70 HIGHWAY DEPARTMENT	\$ 6,466,944			\$ 6,466,944	\$ 3,114,619	\$ 3,352,325	46%	48%
54									
55	TOTAL OF ALL FUNDS	\$ 27,034,010	\$ -	\$ 2,000,193	\$ 29,034,203	\$ 11,974,280	\$ 17,059,922	46%	44%
56									
57	Other:								
58	100 GENERAL FUND								
59	74 EAP GRANT - CDBG MONIES	\$ -			\$ -	\$ 21,898	\$ (21,898)	46%	
60	250 REVOLVING LOAN FUND								
61	18 REVOLVING LOAN FUND	\$ -			\$ -	\$ 60	\$ (60)	46%	
62	270 DRUG TASK FORCE								
63	38 DRUG TASK FORCE	\$ -			\$ -	\$ 24,540	\$ (24,540)	46%	
64	400 CAPITAL PROJECTS FUND								
65	32 CAPITAL PROJECTS- H & HS Project				\$ -		\$ -	46%	
66	720 SELF-FUNDED INSURANCE								
67	17 IA CO SELF-FUNDED INSURANCE	\$ -			\$ -	\$ 49,746	\$ (49,746)	46%	
68	Total Other	\$ -	\$ -	\$ -	\$ -	\$ 96,243	\$ (96,243)	46%	
69									
70	TOTALS All Funds and Other:	\$ 27,034,010	\$ -	\$ 2,000,193	\$ 29,034,203	\$ 12,070,524	\$ 16,963,679	46%	44%

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