

MINUTES
Iowa County – Administrative Services Committee
January 10, 2012
(Minutes subject to review & approval)

1. The Administrative Services Committee met in the 2nd Floor Conference Room at the Iowa County Courthouse Annex in the City of Dodgeville on Tuesday, January 10, 2012 at 6:00 pm. and was called to order by Sup. Carol Anderson.

2. **Roll call was taken.**

Committee members present: Sups Carol Anderson, Dave Bauer, James Griffiths, William Grover, John Meyers, Dan Oleson and Curt Peterson.

Absent/Excused: Sups Steve Deal and Dwayne Hiltbrand

Also present: Sup. Ed Weaver, County Administrator Curt Kephart, Finance Director Roxanne Hamilton, Personnel Director Bud Trader, Information Technology Director Amy Kaup, Highway Commissioner Craig Hardy, Corp Counsel Matt Allen, and Bloomfield Director Penny Clary.

3. **Consent Agenda**

Motion by Sup Curt Peterson seconded by Sup Bill Grover to approve the consent calendar including items a through c in one motion. Motion Carried.

Consent Agenda a – c. Motion by Sup Curt Peterson seconded by Sup Dave Bauer to approve consent agenda items including reading of the certification notice, approval of the agenda as posted and the minutes of the December 13, 2011 meeting. Motion Carried.

- d) Health Director June Meudt commented that it would be helpful if the committee considered the complete benefits package instead of having on going changes. She also suggested it would be helpful to engage employees to work on the policies and ask the committee to look at the Long Range goals that were set of increasing positive moral, communication and transparency. The County Administrator passed out a handout on productivity and morale and he commented that there have been 50 resignations and 12 retirements in the past year and that employee's attitudes have generally stayed positive and he thanked employees for that. Sup James Griffiths mentioned the material weaknesses that are included in the audit report and would like that topic added to the next agenda as far as how these items will be addressed and corrected.

4. **Discussion/Action Agenda:**

Personnel Matters:

- a) Sup. Ed Weaver previously asked Committee Chair Dwayne Hiltbrand to place the subject of employee benefits on the agenda. Sup Weaver stated that he is not finished compiling related data yet and was not prepared to discuss the subject this evening. Sup Jim Griffiths asked if the subject should be included on next month's agenda. Discussion followed. Motion by Sup. Jim Griffiths, second by Sup Bill Grover to ask the County Administrator to develop a timeline for addressing and acting upon specific employee benefits, in conjunction with department heads, and bring it back to the next ASC meeting. Motion Carried.
- b) Committee reviewed the proposed job description for the Employee Relations Assistant position which will replace the current, recently vacated position which was shared by Personnel Director, Finance Director and County Administrator, and could be shared between the Personnel Department (60%) and Bloomfield Healthcare (40%)
 - a. Motion by Sup Bill Grover to approve the proposed job description and related staffing plan, second by Sup. Dan Oleson. Motion Carried.
 - b. Included with agenda item 4.b.a.
 - c. Motion by Sup Bill Grover to approve Bloomfield Healthcare to use cost containment measures to one time fund up to an additional \$18,000 if necessary from the contingency fund in order to offset the non-budgeted cost of their portion of this position, and amend the 2012 budget to reflect that change. Motion Carried.

- c) Highway Commissioner Craig Hardy requested guidance from the Committee regarding the proposed CDL Policy change. Craig reviewed both current labor contract language and proposed new Policy language. Discussion followed. Motion by Sup John Meyers second by Sup Curt Peterson to approve the proposed new CDL Policy that will replace related language in the 2010-2011 Highway Department Labor Contract. Discussion followed. Motion Carried with Sup. Dave Bauer voting no.
- d) Highway Commissioner Craig Hardy requested approval to adopt revised Overtime Pay policy intended to replace related language currently included in the 2010-2011 Highway Department labor contract. Motion by Sup. Curt Peterson, seconded by Sup. John Meyers to adopt the proposed revised policy. Discussion followed. Motion Carried 4 yes (Sups Curt Peterson, John Meyers, Dan Oleson and Bill Grover) 3 no's (Sup Dave Bauer, Carol Anderson and Jim Griffiths).

Finance Matters:

- e) Discussion on Highway Budget Resolutions:
 - a. The Committee discussed the proposed 2012 Budget resolution for Capital Equipment Purchases. Motion by Sup John Meyers to amend the resolution failed due to a lack of a second
 - b. The Committee reviewed the resolution for Budget Allocations to Highway Department. Motion by Sup. Bauer to strike amended resolution that was handed out at the meeting second by Sup. Dan Oleson and to approve the original resolution that was included in the packet. Discussion followed. Motion by Sup John Meyers to call the questions second by Curt Peterson. Motion Carried with Sups Jim Griffiths and Dave Bauer voting no. Vote was then taken on the original motion which was carried with Sup. Bill Grover voting no and Sup. Dave Bauer abstaining.
- f) The Committee reviewed and discussed the last request for proposal that Iowa County sent out for audit services in 2009 and also the request for proposal that Sauk County sent out in October 2011. Sup Jim Griffiths commented that there may be a possibility to save money on audit services if the financial statement is prepared in house. Motion by Sup Jim Griffiths seconded by Sup Bill Grover to have the Finance Director investigate further audit request for proposals to be issued for 2013 and beyond. Motion Carried.
- g) Finance Director Roxie Hamilton distributed a summary of the current revolving loan fund balances. Corporation Counsel addressed properties that were foreclosed upon and sold for an amount lower than the primary loans. Matt is hopeful that the County will be able to recover some funds from others and will do further research. Matt Allen did hand out the revolving loan funds procedure manual and stated that the County's existing policy was the original and is in need of updating. Matt Allen and Roxie Hamilton are to work on that project.

Information Technology Matters:

- h) IT Director Amy Kaup reviewed the County Copy machine proposals with the committee. Motion by Sup Dave Bauer seconded by Sup. John Meyers to go with the proposal as recommended. Discussion followed. Motion Carried.

5. Department/Annual Reports:

Information Technology

- A) Amy Kaup provided a brief synopsis on her department's work activities and reviewed the report that was included in the agenda packet.

Finance:

- B) Roxie Hamilton distributed and reviewed the December 30, 2011 financial statements that were included in the agenda packet.
- C) The Finance Director updated the committee on the Iowa County Self Funded Dental Checkbook balance. She reported that the \$10,000 was paid by to the contingency fund in December and even with the increase in premium rates in July 2011 that utilization continues to grow and the year end balance is approximately \$6,000 lower than a year ago. She will continue to monitor this and bring it forth to the committee in the future if needed.

Personnel:

- D) Personnel Director Bud Trader reviewed the recent history in changes made to the longevity pay for employee benefit, included the changes negotiated in the 2010-2011 Highway Department labor contract, changes implemented with management/non-represented employees group in 2011, and more recent changes applied to Courthouse Employees and Professional Employees implemented January 1, 2012. The formula which changed from what was once an annual lump sum provided to qualified employees at the end of each year, to a new hourly pay differential paid throughout the year. The formula was applied consistently to all employee groups. A concern was recently communicated which includes two separate issues. 1) that 35 hours per week Courthouse employees believed they are being penalized because they are receiving a longevity pay benefit that is less than that of their 40 hours per week co-workers, and less than they previously received in a lump sum, and 2) there is a perception that because the end of the annual lump sum formula was December 1, 2011 and the beginning of the new hourly-based formula was January 1, 2012, that employees lost one month of longevity pay. Finance Director Roxie Hamilton distributed a summary of a discussion she had with the Highway, Social Services and Bloomfield HC Business Managers regarding possible responses to these two issues and possible ways to address them. Motion by Sup John Meyers, seconded by Sup Jim Griffiths to approve the recommended solutions and move to the full Board. Motion Carried.
- E) Personnel Director Bud Trader reviewed and provided additional detail to the following list:
- a) Sheriff's Dept. Dispatch/Correctional Officer Vacancy – 1 new vacancy announced December 10th. References complete, physical exam and drug test scheduled for January 10th.
 - b) Highway Department Seasonal Employees – Third hire started December 19th. Fourth hire added December 27th because of limited notice retirement of regular Highway Dept Patrol employee.
 - c) Economic Support Specialist – Job offer made December 21. New hire started January 10th.
 - d) Information & Assistance Specialist. Job offer made December 13th. New hire started January 10th.
 - e) Former contracted ADRC Disability Benefit Specialist and ADRC Information & Assistance Specialist Lead vacancies. Interviews conducted and job offers made week of Dec 19th. New hires' official date of employment was January 1st.
 - f) ADRC Elderly Benefit Specialist – Interviews conducted in November and December 21st. References on final candidate currently being completed.
 - g) Social Services Director resignation, last day of employment December 9th. Five interviews scheduled for Friday January 13th.
 - h) Highway Department Second Mechanic – One internal applicant interviewed on January 4th, and meets some qualifications. External recruitment began January 4th. Internal applicant will be considered in relation to outside applicants.
 - i) Sheriff's Department Patrol Officer vacancy – One internal promotion posting. Written examination was administered January 6th, and we are waiting on test results.
 - j) Highway Department Office Manager vacancy – Retirement notice submitted December 21st. Last day of employment will be January 24th. A temporary employee is being considered to pick up high volume data input that is needed in the Department at present, as a temporary measure.
 - k) Personnel/Finance/County Administrator Confidential Assistant – Resignation submitted December 21st. Last day of employment was January 6th. Temporary employee hired on interim basis on January 4th. Recruitment for regular position begins once new job description is approved.

6. Motion by Sup John Meyers seconded by Sup Dan Oleson to set the next meeting date for Tuesday, February 14, 2012 and to adjourn the meeting at 9:03 p.m.

Minutes compiled by Curt Kephart, County Administrator, Bud Trader, Personnel Director and Roxie Hamilton, Finance Director. *Reviewed and approved on February 6, 2012 by Sup. James Griffiths, Elected Committee Secretary*