

MINUTES
Iowa County – Administrative Services Committee
June 12, 2012

1. The Administrative Services Committee met in the Community Room at the Health and Human Services Center in the City of Dodgeville on Tuesday, June 12, 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, Eric Anderson, Steve Deal, James Griffiths, Judy Lindholm, John Meyers, Curt Peterson and Dave Bauer.
Absent/Excused: Sup Tom Whitford.
Also present: County Administrator Curt Kephart, Finance Director Roxanne Hamilton, Personnel Director Bud Trader, IT – Rick Klabough, Iowa County Economic Development Director Rick Terrien, Betty Lou Cauffman, Pat Clare of Clare Bank, Mike Eppley, Caleb White, Corporation Counsel Matt Allen, and Employees on the Benefits Task Group: Randy Sudmeier, Melody Bahr, Nancy Howard, Dixie Edge, John Gardner, Jeff Lindeman, June Meudt, Mary Wilson, and Mary Ramsden.
3. The Finance Director certified the meeting had been publicly posted and reported to the press as required by law.
4. Motion by Sup Griffiths seconded by Sup E Anderson to approve the June 12, 2012 agenda and the minutes from the May 29, 2012 meeting. Motion Carried.
5. Sup Griffiths expressed his disappointment that the Chair ruled not to allow people that attended the May 29, 2012 meeting to address the committee outside the public comment agenda item. Sup C Anderson mentioned that the budget resolution is not on the agenda because Corporation Counsel Matt Allen is still researching.
6. **Discussion/Action Agenda:**
Revolving Loan Matters:
 - a) The Committee discussed the request to authorize a short term restructure of a revolving loan for Dodgeville Family Chiropractic SC so they complete the process of consolidating their loans. Motion by Sup Meyers seconded by Sup Peterson to approve a short term restructure to extend the loan until February 28, 2013 for Dodgeville Family Chiropractic SC so they can complete the consolidation of their business loans and forward to the Board. Motion Carried.
 - b) The Committee heard a presentation from Mike Eppley of Midwest Poultry and Ratite Processors, LLC on a request for a small business loan from the Iowa County Revolving Loan Fund. Discussion followed. Motion by Sup Peterson seconded by Sup Meyers to approve the loan requested and forward to the Board and to not distribute the funds until requested. The committee discussed the motion and Sup Peterson and Meyers rescinded their motion and second respectively. Motion by Sup Peterson seconded by Sup Meyers to approve and move forward a Small Business Loan from the Iowa County Revolving Loan Fund for Midwest Poultry and Ratite Processors, LLC in the amount of \$112,000 with funds to be distributed when requested with a term of 4% interest rate, payback of 7 years with an amortization of 20 years and a balloon payment at the end of the loan period, interest only payments will be made for the first 6 months and principal and interest paid each month thereafter and no penalty for early payoff of the loan. Motion Carried with Sup Deal and Griffiths voting no.

Information Technology Matters:

- c) The committee reviewed the Iowa County Information Technology and Visionaire Services agreement with the Village of Linden that was included in the committee agenda packet. Rick Klabough gave the committee an overview of the agreement and fee schedule. Sup C Anderson informed the committee that the Justice Committee has approved and forwarded a draft agreement to the Administrative Committee for approval of the financial portion of the agreement. Motion by Sup Deal seconded by Sup Griffiths to approve and forward the Visionaire Services agreement with the Village of Linden to the full Board. Motion Carried.

County Administrator Matters:

- d) Sup. C Anderson shared a document of how she perceives the Benefit Task Group (BTG) process will proceed including a timeline. Discussion followed on the proposal from the BTG Group of 50 cents per hour wage increase for all eligible employees. Extensive discussion followed. Motion by Sup Griffiths seconded by Sup Lindholm to recommend to the full County Board a 25 cents per hour wage increase for all eligible employees effective July 1, 2012. Motion Carried
- e) The Personnel Director distributed a draft Overtime Policy, Compensatory Pay Policy, and On Call/Call Back Requirement Policy to the Committee. Sup Anderson instructed the Committee to bring back to the next committee meeting for further discussion. Sup C Anderson also suggested these policies should be distributed to Department Heads for their review, discussion and input. These policies should be forwarded to Board members and discussed at the July standing Committee meetings and also on the July Board agenda.

Personnel Department Matters:

- f) In the absence of Emergency Management Coordinator Keith Hurlbert who was conducting a training this evening, Chairperson C Anderson discussed the proposed volunteer description for the Assistant Emergency Management Coordinator role. Motion by Sup Bauer, seconded by Sup Meyers to approve and recommend to the County Board the draft volunteer Assistant Emergency Management Coordinator description for approval. Motion Carried.
- g) Due to the duration of the meeting, Personnel Director Bud Trader did not review the following list of job openings that was included on the agenda but asked the Committee members if they had any questions related to the list.
- i. Sheriff's Dept. Dispatch/Correctional Officer – 12 of 13 applicants passed typing test week of May 21st. 12 of 12 applicants passed written exam administered May 31st. Scores forwarded to the Sheriff's Department on June 6th.
 - ii. Treasurer/Finance Department Assistant – New hire started June 6th.
 - iii. Sheriff's Dept. Deputy/Patrol Officer Vacancy – 64 applications received by morning of June 8th. Deadline is end of the day of June 8th.
 - iv. Highway Dept. Business Finance Manager – New hire will start June 12th, first full week will be June 18th.
 - v. ADRC Information & Assistance Specialist Lead – new hire will start June 25th.
 - vi. Highway Department Equipment Operator – 18 applications received as of June 8th. Deadline is June 18th.
 - vii. IT Director – Recruitment started May 22nd. 5 Applications received as of June 8th. First review of applications scheduled for June 19th.
 - viii. Limited Term Department Assistant – Additional LTE hired to fill part-time position in Land Conservation Department to cover extended medical leave. New hire starts June 19th.
 - ix. Bloomfield Healthcare part-time Environmental Service/Maintenance – Internal hire started June 11th.
 - x. Bloomfield Healthcare C.N.A – Reference checks to be completed June 12th.
 - xi. Bloomfield Healthcare Nurses – Applications to be reviewed June 12th.
 - xii. Bloomfield Healthcare Director of Nursing – Resignation received May 4th. Recruitment started May 18th.
 - xiii. Bloomfield Healthcare full-time Maintenance Person – Resignation received June 6th.
 - xiv. Bloomfield Healthcare Administrative Secretary – Resignation – last day worked was June 6th.

Finance Department Matters:

- h) The Finance Director briefed the Committee on the meeting that was held on June 11th between the auditors, WISDOT, Craig Hardy and herself that covered discussion on the cash balance, and the budget process.
 - i) Sup Griffiths reported that in 2011 the Long Range Planning Committee had departments report their capital needs to the Committee. He would like to see a copy of this be sent out to departments and board members and to have the committees review & discuss/update the list at the July committee meetings.
 - j) The Finance Director reported that they are working on the information to send out to departments for the 2013 budget. She also distributed to the Committee a summary by department of the overtime paid out in 2011.
 - k) Motion by Sup E Anderson seconded by Sup Lindholm to approve and forward to the Board a Resolution Transferring to the Sheriff's Department Budget \$5,000 that was set aside in the Contingency Fund as a matching grant to the Iowa County Humane Society based upon other matching contributions given to them over a twelve month period. Motion Carried.
7. Motion by Sup E Anderson seconded by Sup Meyers to set the next meeting date for Tuesday July 10, 2012 at 6:00 p.m. in the Second Floor Conference Room of the Courthouse and to adjourn the meeting at 8:55 p.m. Motion Carried.

Minutes compiled by Curt Kephart, County Administrator, Bud Trader, Personnel Director and Roxie Hamilton, Finance Director. *Reviewed and approved on June 18, 2012 by Sup. James Griffiths Elected Committee Secretary.*