

MINUTES
Iowa County – Administrative Services Committee
July 31, 2012

1. The Administrative Services Committee met in the Community Room at the Health and Human Services Center in the City of Dodgeville on Thursday, July 31, 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, Eric Anderson, Steve Deal, James Griffiths, John Meyers, and Curt Peterson.
Absent/Excused: Sups Dave Bauer, Judy Lindholm and Tom Whitford.
 - b. Also present: Sups Ed Weaver and Dan Nankee. County Administrator Curt Kephart, Finance Director Roxanne Hamilton, Personnel Director Bud Trader, Bloomfield Director Penny Clary, Bloomfield Employee Jake Tarrell, Child Support Director Deb Rosenthal and Employees on the Benefits Task Group: Randy Sudmeier, Melody Bahr, Nancy Howard, Dixie Edge, Jeff Lindeman, Keith Hurlbert, June Meudt and Mary Wilson.
3. The County Administrator certified the meeting had been publicly posted and reported to the press as required by law.
4. Motion by Sup. Griffiths seconded by Sup Meyers to approve the July 31, 2012 agenda with moving agenda item 6f to the front of the agenda and the minutes from the June 28, 2012 meeting. Motion Carried
5. Sup Ed Weaver reported that during ASC meetings he has heard comments that suggest private sector wage and benefit survey data was difficult to obtain. He stated that he had possession of such data and finds it easy to obtain. Sup Meyers asked that what the Committee needs to do in order for Sup Weaver to be able to participate in Committee discussions. Sup Griffiths stated that if Sup Weaver wishes to comment later in the meeting he will ask that the Committee suspend the rule that prohibits Sup Weaver from participating in the related Committee discussion.
6. **Discussion/Action Agenda:**
County Administrator Matters:
 - a) The County Administrator reported that he has had no further conversations with WCA on compensation and benefit activities and had nothing new to report.
 - b) Benefit Task Group, abbreviated to BTG throughout the minutes, recommendation #3. Spokesperson Randy Sudmeier stated that he was providing an update from 2 or 3 BTG meetings. Committee discussion included a question whether the "equivalent days" in the formula for PTO accruals, and a question on whether the objective of the BTG is to have a standard policy for all employees. A new proposed Bereavement Policy was distributed that will provide paid time off separate from the PTO plan.
Motion by Sup Griffiths, seconded by Sup Peterson to forward the written policies for recommendation #3 to the standing committees to be discussed at the September committee meetings. Motion Carried.
- The committee reviewed comments from BTG recommendation #1 draft policies. Committee discussion included the question on whether the proposed policies will cover all departments and discussion followed regarding how different departments may create addendums. Included in the hand out distributed during the meeting was a proposed On Call Policy which will be separate from the previously proposed On Call/Call Back Requirement Policy.
Motion by Sup Griffiths, seconded by Sup Meyers to forward the On Call Policy to standing Committees for discussion/review at the August Committee meetings. Motion Carried.

- Review draft policies for BTG recommendation #2. Personnel Director Bud Trader advised that the Committee's motion made at their June 28, 2012 meeting related to the County's

Flexible Spending Plan medical expense reimbursement could not be implemented because it would be in violation of the applicable IRS regulations.

Motion by Sup Meyers seconded by Sup Griffiths to amend the previous motion from June 28, 2012 to state the FSA medical reimbursement plan annual limit should be set at \$2,500 and not \$3,000, effective January 1, 2013. Motion Carried. The draft policies for BTG recommendation #2 are to be sent to Committees for discussion/review at the August Committee meetings

- c) The Committee discussed compensation and related topics of market studies and criteria used to determine comparison data.

The Committee discussed the need for a market study for compensation purposes. No conclusion was reached and this topic will be discussed at future meetings.

Committee discussion included what criteria could be used to determine what counties represent comparability for purpose of salary and benefits. Criteria recommended by Committee members included equalized property values, population, proximity to urban areas, relationship to Metropolitan Statistical Areas, a category of neighboring counties and major employers located in or close to Iowa County. Committee Chair Carol Anderson asked that the subject of criteria selection be continued on the next agenda for wage/benefit review.

Personnel Department Matters:

- d) Discussion of the Recruitment Data for 2011 and 2012 to date that was distributed in the agenda packets and its value in understanding County compensation packages in relation to labor markets. Committee members asked for additional and more refined data to be provided in the future that also utilizes information gained through exit interviews.

- e) Employment Activity Report: Personnel Director Bud Trader responded to questions from Committee members regarding some of the vacancies and related application volume included in the list below.

- 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 Department Matters:

- f) Bloomfield Healthcare Director Penny Clary addressed the committee about the need to replace the north elevator at Bloomfield. Bloomfield employee Jake Tarrell explained the need for a sprinkler system in the elevator and other safety issues with the elevator. Cost of the project is estimated to be between \$75,000 and \$200,000. Motion by Sup E Anderson seconded by Sup Griffiths to approve the resolution Recommending Transfer from the Bloomfield Healthcare and Rehabilitation Center Fund Balance for the Replacement of the North Elevator. Motion Carried unanimously.
- g) The Finance Director reported that she has received more than 1/3 of the department's 2013 budget request and in August the Committees will discuss/approve the 2013 proposed budgets for departments.
- h) The Finance Director briefly reviewed the June 30, 2012 Financial Statements that were included in the agenda packets.

7. Motion by Sup E Anderson seconded by Sup Griffiths to set the next meeting date for Tuesday August 14, 2012 at 6:00 p.m. and to adjourn the meeting at 8:47 p.m. Motion Carried.

Minutes compiled by Curt Kephart, County Administrator and Roxie Hamilton, Finance Director. *Reviewed and approved on August 10, 2012 by Sup. James Griffiths Elected Committee Secretary.*