## **MINUTES**

# Iowa County – Administrative Services Committee August 14, 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, August 14, 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, Dave Bauer, Steve Deal, James Griffiths, Judy Lindholm, John Meyers, and Curt Peterson. Absent/Excused: Sup Tom Whitford.
  - b. Also present: Sup Ed Weaver. County Administrator Curt Kephart, Finance Director Roxanne Hamilton, Personnel Director Bud Trader, County Clerk Greg Klusendorf, County Treasurer Jolene Millard, Information Technology Director Rick Klabough, Corporation Counsel Matt Allen, Land Conservation Director Jim McCaulley, Employees on the Benefits Task Group: Shaun Wood & John Gardner, and members of the public: Dan Curran.
- 3. The Finance Director certified the meeting had been publicly posted and reported to the press as required by law.
- 4. Motion by Sup Peterson seconded by Sup Griffiths to approve the August 14, 2012 agenda and the minutes from the July 31, 2012 meeting. Motion Carried
- 5. Dan Curran stated that he supports having Voter ID on the November ballot as a referendum. Sup Weaver stated he had asked Chair C Anderson to put the referendum request on the agenda and would like to speak to it if it is possible. Sup Griffiths stated he would make a motion to suspend the rules in order for Sup. Weaver to speak to this issue when it is discussed. Sup Bauer distributed a staff directive that he is sending to all staff tomorrow. In summary this directive covers requests that the staff received from Board members and informing them that the request needs to go through committee first unless the County Board Chair or Committee Chair has approved the request. It also states that a request from a County Board member must be treated the same as all open records request and if there is a charge for complying with the request that the Board members be charged the same as a member of the public would be and that 10 working days is a reasonable for answering the request. Sup Griffiths stated that he hopes this would be on the County Board agenda.

## 6. Discussion/Action Agenda:

## Department Budgets:

- a) Greg Klusendorf presented the County Clerk budget and he indicated it is lower than 2012 because there are only two elections scheduled next year and the property/liability insurance is down. Sup Griffiths would like Greg to research the cost of a searchable data base in order to get more information on the website for the public. Motion by Sup Bauer seconded by Sup Lindholm to go forward and add the software with the searchable data base to the County Clerk's budget request. Motion Carried.
- b) Matt Allen presented the Corporation Counsel budget and he reported that it is very similar to the 2012 budget except that the copy cost has been removed. Sup Griffiths asked him about the use of outside counsel and Matt stated he hopes this will be kept to a minimal but that the cost is unpredictable depending on the issues that come up and how many requests need to be sent to outside counsel. He stated the cost in 2010 & 2011 were close to \$10,000 and he hopes that the cost will not approach that in the future. Motion by Sup Bauer and seconded by Sup Deal to send the County Corporation Counsel Budget request for 2013 forward. Motion Carried.
- c) Jolene Millard reported her budget is straight forward and entertained any questions the committee may have. The committee discussed the fees and Sup C Anderson asked Jolene to review and bring forward a proposal of any changes that should be made. She fielded

questions on how long a parcel search takes and if there are process that can be done to increase the productivity of this information. Motion by Sup Meyers seconded by Sup Bauer to suspend the rules and allow Rick Klabough to answer questions the committee has concerning the Treasurers tax software. Motion Carried. Rick informed the committee that he and Jolene have just started researching options in updating the tax software and he projected that this will be part of the 2014 budget process. Sup Griffiths would like Rick and Jolene to research to see if there is software available to list all delinquent tax information for a parcel for multiply years all on one screen. Sup C Anderson questioned the revenue budget and Jolene explained that some of the revenues are not entered until they are known – for example: the general fund tax levy, shared revenue and computer aids. Motion by Sup Griffiths seconded by Sup E Anderson to forward the County Treasurer budget proposal for 2013 on. Motion Carried.

- d) Rick Klabough presented the Information Technology Department budget request. He reported there are some projects from this year in next year's budget and he did not think there would be any carryover funds available for next year's projects. Sup Griffiths asked about the progress of the implementation of the New Roads software at the Highway Department and Rick stated he met with the Highway Department staff last week to be brought up to date and stated that the vendor has been working on the implementation of this software and working through issues. Rick briefed the committee on the process of how hardware and software updates are discussed with departments and included in the budget process. Based on the consensus of the committee in the future Rick is to bring the current resolution on information technology items to the committee for review. Motion by Sup Peterson seconded by Sup E Anderson to move the Information Technology budget request for 2013 forward. Motion Carried
- e) Curt Kephart presented the County Administrator's budget request to the Committee. Discussion followed concerning staffing of the department and transferring work from another department to the County Administrator office. Motion by Sup Deal seconded by Sup Bauer to restore expenses that were removed, ask the Administrator to project funding needs on insurance and staffing, and bring back to the committee in September. Motion Carried.
- f) Bud Trader presented the budget request for the Personnel Department and noted that the employee assistance contract cost is not currently included in the 2013 budget. Motion by Sup Bauer second by Sup Meyers to add the Employee Assistance Plan cost to the Personnel department budget request and send it forward. Motion Carried with Sup Griffiths voting no.
- g) Roxie Hamilton presented the Finance Department budget and she explained the increase in health insurance and also to staff hours. Discussion followed concerning the need for additional financial oversight for some departments and if it would be possible to contract staff to assist with this. Motion by Sup E Anderson second by Sup Meyers to ask the Finance Director to bring back information in September for the committee to review on what additional staff time could accomplish. Motion Carried.
  - Motion by Sup Griffiths seconded by Sup Deal to forward the County Fair and Historical Society 2013 budgets with a 10% decrease from the 2012 contribution amounts consistent with other donations and past practice. Motion Carried with Sup Peterson voting no.

#### County Administrator Matters:

h) The Committee reviewed the Employee Benefit Task Group (BTG) recommendation #3 – Paid Time Off policy. Land Conservation Director Jim McCaulley reported that the Public Works Division Team managers do not recommend having a separate Bereavement Leave policy from the proposed paid time off policy. He also reported that the group prefers the former title, Managed Time Off as it suggests better management of time. Motion by Sup E Anderson seconded by Sup Meyers to not approve a separate bereavement policy and incorporate Bereavement into Paid Time Off and maintain the number of days in the proposed PTO policy. Motion Carried with Sups Griffiths and Bauer voting no. This policy will be discussed by the standing committees at the September meetings.

The Committee received a copy of the minutes from the August Transportation and Health & Human Services committees concerning the proposed on call policy. Motion by Sup Lindholm second by Sup Griffiths to allow the written comment from Sup Jeremy Meek be included in the minutes. Motion Carried. Sup Meek recommends to limit the on call policy to the first two paragraphs and to let the Departments work through their committees for details and the entire board should debate compensation with the budgets are presented. Motion by Sup Bauer seconded by Sup Lindholm to approve the On-Call policy with the Health and Human Services recommendations as an addendum to the original policy. Motion Carried.

## Personnel Department Matters:

- i) The Committee reviewed the list of previously discussed criteria that could be used to determine comparability in compensation packages, last discussed at the July 31<sup>st</sup> meeting. Sup Peterson asked that the County's portion of the mil rate to property taxation be added to that list. Sup Griffiths asked that the Committee allow for a "wild card" to be added to the list in case an additional criterion needs to be added to the list in the future. The Committee spent considerable time discussing the list of criteria, as well as the perceived impact of private sector and public sector employers on both the turnover and source of new hires for the County. Personnel Director Bud Trader agreed to return to the Committee in September with a collection of data that responds to the list of criteria.
- Conversion to exempt status of Land Conservation Engineering Technician/Planner Position Subject was included on Agenda to provide the Committee with an update on a Fair Labor Standards Act (FSLA) classification conversion process. Motion made by Sup E Anderson seconded by Sup Peterson to all County Conservationist Jim McCaulley to sit at the Committee meeting table and participate in this discussion. Mr. McCaulley provided a report on his role with the conversion on the Land Conservationist/Engineering Tech position from a FLSA non-exempt status to a salaried, FLSA exempt position. The Personnel Director explained the history of the position, previously issued legal opinions and labor union involvement, and reasons for re-evaluation of the FLSA status of the position. Mr. Trader reported that the County's labor/employment attorney did an analysis of the Tech/Planner Position as it relates to current Wisconsin employment law as well as FLSA, and determined that with minor changes to the job description, the position was legally compliant to be a salaried, FLSA exempt position. From the time of hire, the current incumbent possessed a qualifying technical 4 year degree, the salary level exceeded the accepted range for exempt status, and the nature of job responsibilities reflect the work that requires scientific or specialized study, and entails the consistent exercise of discretion and judgment.
- k) The Personnel Director reported that the County is scheduled to meet on Monday August 27, 2012 with the Teamsters Business Representative and other members of the Sheriff's Department to discuss upcoming labor contract negotiations for the 2013 2014 labor agreement, but will not actually exchange proposals, with the likely focus on identifying which Department employees will remain in the this union based upon their General or Public Safety Employee Status.
- I) Employment Activity Report: The Personnel Director did not review the following list but asked Committee members if there were any questions related to the list. Committee Chair Carol Anderson asked about the status of the DON position at Bloomfield, and Mr. Trader reported that there were interviews as recently as the previous week. Sup Griffiths noted that there appeared to be a large number of Bloomfield positions listed. Mr. Trader noted that part of that appearance is due to the fact that only in recent months did the report include Bloomfield vacancies, and although some positions on the list are difficult to fill, and will remain so because of industry–specific variables, some of the positions have been relatively easy to fill.
  - i. Sheriff's Dept. Dispatch/Correctional Officer New Hire starts August 13, 2012.
  - *ii.* Sheriff's Dept. Deputy/Patrol Officer Vacancy Initial Interviews currently being scheduled for all applicants who scored 78% or higher on written examination.

- *iii.* Bloomfield Healthcare C.N.A. Position filled in June. New vacancies occurred in July. Twenty-one applications as of August 8, 2012, interviews conducted on August 8<sup>th</sup>.
- iv. Bloomfield Healthcare Nurses 8 applications received, one new hire started July 31<sup>st</sup>, references on second candidate completed. Still actively recruiting.
- v. Bloomfield Healthcare Director of Nursing 4 applications received as of August 2, 2012. Interim DON hired at the end of June. Conducted two interviews.
- vi. Highway Construction Crew Lead Vacancy 3 applications received as of August 8, 2012. Deadline for applications is August 20, 2012.
- vii. Bloomfield Healthcare Social Worker 8 applications received as of August 9, 2012.
- *viii.* Bloomfield Healthcare Health Unit Coordinator 19 applications received as of August 8, 2012. Interviews conducted on August 8, 2012.
- *ix.* Sheriff's Dept. Open recruitment starting August 10, 2012 for part-time on-call non-union Transport Deputy.

## Finance Department Matters:

- m) The Finance Director handed out the 2013 budget summary. Based on the consensus of the committee the 0% column will be the focus from this point forward and the 1.5% increase column will be dropped. The committee discussed the need for a special meeting in September to discuss budgets but a meeting date was not set at this time. The Finance Director reported that she was not sure when the 2013 health insurance or the retirement rates will be available. Once those rates are received the department fringes will reflect the increased rates and the contingency line in the budget summary will decrease.
  - Based on the consensus of the committee the following departments are invited to discuss their budgets with the committee at a special September Committee meeting: Bloomfield Healthcare & Rehab Center, Sheriff's Department, Highway Department and Clerk of Courts.
- n) The Finance Director briefly reviewed the July 31, 2012 Financial Statements that were included in the agenda packets. She did inquire of all County Department Heads to see if their respective County Department 2012 budgets would be exceeded this year and she said that the County Clerk projects that department budget could be exceeded up to \$14,000 due to additional election cost associated with the County cost share for the recall elections in the Spring of 2012 and the Finance Director stated the finance department budget may exceed \$3,000 to \$4,000 due to increased benefits from the current staff change.

## Corporation Counsel Matters:

- o) Corporation Counsel briefed the Committee on the informal Attorney General review of resolution No 5-0512: Amending the County Board Rules Defining Future Constraints on County Budgeting and whether this resolution conflicts with State Statutes. The Attorney General's Office agrees with Corporation Counsel that there is no State Statute that allows the County Board to legislate an issue such as this and the County Board does not have the ability to override the State Statutes applying to debt.
- p) The Committee reviewed the Proposed Resolution in Support of Fiscal Responsibility in the Financing of Iowa County Public Projects. This is a non-binding advisory resolution and would be considered a policy statement of the Board. If it is approved by the County Board the County Board would not be required to follow it. Motion by Sup Griffiths seconded by Sup Meyers to forward to the County Board the Proposed Resolution in Support of Fiscal Responsibility in the Financing of Iowa County Public Projects. Motion Carried with Sup Bauer voting no.
- q) Motion by Sup Griffiths seconded by Sup E Anderson to allow Sup Weaver to address the committee concerning the proposed Resolution providing for an Advisory Referendum on Implementation of Voter Photo Identification Requirements. Motion Carried. Sup Weaver addressed the Committee and stated his purpose in asking that this be added to the agenda as it appears on the surface that State Legislation passed this requirement and the implementation has been caught up in the Courts. He agrees this is not a County issue but it is a policy statement for the citizens to have a say and may result in the Courts to arrive at a

quicker decision. The Finance Director on behalf of the County Clerk handed out a summary of the estimated costs for a holding a referendum with the November regularly scheduled election. Sup. Bauer looked at the cost to add the referendum to the November election and he believes that this should be a statewide referendum and not a county referendum and he cannot support this. Sup Meyers stated this is an advisory referendum and the cost for the election does not justify a referendum. Sup Weaver stated he fully agrees to not spend the money and when he checked with the County Clerk last week the cost was estimated at \$1,500 if the referendum would fit on the existing screens and not the \$3,945 that was included on cost analysis that was just distributed and maybe this should be included on the Spring election if there is no additional cost associated. Sup Griffiths expressed his concern on the process of voter photo identification because in his opinion the area that lends itself to fraudulent voting is the absentee ballots. Sup Deal commented that a driver's license does not indicate if you are a citizen as it only indicates you have authority to legally drive. Motion by Sup Meyers to forward the Voter ID Referendum to the full Board. Motion failed due to a lack of a second.

7. The Committee discussed the motion that was made under Department Budgets section of the agenda on the County Fair and Historical Society 2013 budget contributions concerning the adherence to open meetings regulations. Motion by Sup Griffiths second Sup. Lindholm to rescind the motion to move forward the 2013 County Fair and Historical Society budget contributions with a 10% cut and to add this on the September agenda. Motion Carried. Based on the consensus of the committee the September agenda should include an update on the highway software implementation to allow the Highway Commissioner to advise the committee. Motion by Sup Bauer seconded by Sup E Anderson to set the next meeting date for Tuesday September 11, 2012 at 6:00 p.m. and to adjourn the meeting at 9:50 p.m. Motion Carried.

Minutes compiled by Curt Kephart, County Administrator and Roxie Hamilton, Finance Director. Reviewed and approved on August 21, 2012 by Sup. James Griffiths Elected Committee Secretary.