

**MINUTES**  
**Iowa County – Administrative Services Committee**  
**January 11, 2011**

1. The Administrative Services Committee met in the former County Board Room of the Iowa County Courthouse Annex in the City of Dodgeville on Tuesday, January 11, 2011 at 6:00 pm. and was called to order by Sup. Dwayne Hiltbrand.

2. **Roll call was taken.**

Committee members present: Sups. Carol Anderson, David Bauer, James Griffiths, William Grover, Dwayne Hiltbrand, John Meyers, Dan Oleson and Curt Peterson. Sup. John Meyers participated via telephone.

Absent/Excused: Sup. Greg Parman was excused.

Also present: Sups. Ed Weaver, Dan Curran, Jeremy Meek, and Robert Pilling. County Administrator Curt Kephart, Finance Director Roxanne Hamilton, Personnel Director Bud Trader, and Information Technology Director Amy Kaup, County Treasurer Jolene Millard, and Bloomfield Healthcare and Rehab Center Administrator Barbara Linscheid.

3. **Consent Agenda**

- a. County Administrator Curt Kephart certified the meeting had been publicly posted and reported to the press as required by law.
- b. Motion by Sup. Carol Anderson, seconded by Sup. Bill Grover to approve the amended agenda for this January 11, 2011 meeting. Motion Carried.
- c. Motion by Sup. Bill Grover, seconded by Sup. Dave Bauer to approve the minutes for the December 14, 2010 meeting. Motion Carried.
- d. Department/Annual Reports:

Personnel:

1) Employment Activity Report.

- i. Highway Department Seasonal Labor Vacancy – 4 additional applicants previously interviewed were contacted by Personnel Director last week and are still interested. Highway Commissioner will contract them when he returns to the office later this week.
- ii. Highway Department Second Mechanic Vacancy – 18 total applications. 4 persons interviewed Jan. 4, references completed, physical exam and drug test completed and currently waiting for results on both.
- iii. Treasurer's Department – One of two Deputies in Treasurer's Department announced retirement in late December. Last day of work is January 14. Discussion will be included under Agenda item # 4.

2) Unemployment Activity Report – Personnel Director reviewed recent unemployment claim appeal, of which the County was required to appeal the award of unemployment benefits to a previously laid off employee who was offered her previous position back, and refused to accept the position. Appeal process has lasted four months, including the appeal hearing scheduled earlier this week, and former employee is currently receiving unemployment benefits of \$268 per week.

- e. Report from the committee members and an opportunity for members of the audience to address the committee. Sup. Carol Anderson reminded Committee members of the January 13 deadline for completing the survey monkey survey for County long term planning.

County Administrator Curt Kephart reported on the Finance Director is meeting with the respective Business Managers for Social Services, Highway Department, and Bloomfield Healthcare this week. The meeting represents a successful starting point for the County's goal of standardizing financial reporting and accounting practices, as well as better utilizing available technology across the County.

4. **Discussion/Action Agenda:**

Personnel Department

- a) Retirement in County Treasurer Department – the County Treasurer reported on the 37 year history of staffing within her department. County Administrator reported on the statutory and County employment standards that apply to the upcoming Deputy vacancy. Treasurer discussed her recent proposal to the Finance Director that she would share a position with Finance and acknowledged that the new hire will be a Dept. Assistant and not a Deputy until a level of proficiency is established that warrants Deputization. Discussion included the potential of broadening the cross training for this proposed combined position to assist in centralized purchasing practices. Motion to approve by Sup. Curt Peterson, seconded by Sup. Carol Anderson, to approve the sharing of a Department Assistant position hat will split duties between Treasurer's Department and Finance Department and report to the respective heads of those Departments. All ayes. Motion carried.
- b) Management Pay Plan and Pay for Performance – County Administrator Curt Kephart reviewed his analysis of the 2009 Classification and Compensation Study Summary Report, its relation to the current management/non rep pay plan and salary matrix, and the proposed general process in which future compensation increases will be tied to a performance evaluations. Cost implications of this process were included in the discussion. Supervisors' discussion included concerns with the validity of the previously approved study and pay plan, questions about the proposed performance evaluation process, the possible impact of changes in the labor market if such changes have occurred, and whether an approved performance pay process can be tied to required cost management within departments. Motion by Sup. Jim Griffiths to table action on this Agenda subject. Motion died due to a lack of a second. Motion by Sup. Carol Anderson, seconded by Sup. Dave Bauer to request that County Administration advise at the next Committee meeting on compensation data to reflect costs of various changes applied to the compensation of non-represented personnel included on the management/non rep salary scale. All ayes. Motion carried.
- c) Consideration of hiring practice and pay assignment at Bloomfield – County Board Chair Dave Bauer noted that he asked that this subject be included on the Agenda. Bloomfield HC Administrator Barb Linscheid distributed a report that included 1) brief descriptions of two management vacancies, one filled in late 2010, and one that is anticipated in mid 2011, 2) a recently updated department organization chart, copies of currently approved management non-represented salary scales and related salary data, and 3) proposal for a response to what is perceived as concerns with recruitment for the two identified management positions. Discussion included questions regarding recruitment practices at Bloomfield HC, both in terms of specific techniques utilized to source qualified candidates, as well as the degree to which the County's Personnel Department is involved in oversight of employment practices at this department, as it is with other County departments. Motion made by Sup. Carol Anderson, seconded by Sup. Jim Griffiths to update wage data for nursing management positions at long term care facilities, and that job descriptions be reviewed to make sure they reflect what Bloomfield HC should be looking for when they recruit. All ayes. Motion carried.  
Motion made by Sup. Jim Griffiths, seconded by Sup. Bill Grover, that if any Department is unable to successfully fill vacant non-rep positions vacancies within the approved parameters of the current management/non-rep salary scale, Department management shall work with the County Administrator, and Personnel Department to evaluate the recruitment practices and market pay to identify concerns with recruitment practices or under market salary ranges for specific positions, the County Administrator is hereby authorized to implement on a temporary basis new marketing strategies and/or exceptional salary ranges required to employ qualified employees and to report all such exceptions to the Administrative Services Committee. All ayes. Motion carried.

County Administrator:

- d) County Administrator reviewed the staffing level information included in the budget packet and this will be added to a future agenda. He is proposing a staffing level cap for 2012/2013.
- e) This was discussed in conjunction with agenda item number b.
- f) Due to the current length of the meeting this will be discussed at the next Committee meeting.
- g) County Administrator asked the Committee's permission to show a webinar to management in the Community Room on February 16, 2011 from 1:00 to 3:30 p.m. on Leadership, Management & the Key Role of Performance Measurement. The cost of this webinar will be from the County Administrator's budget. Motion by Sup. Jim Griffiths, seconded by Sup. Curt Peterson at approve this training for department heads. Motion Carried.

Finance Department

- h) Roxie Hamilton reviewed with the Committee the Resolution Recommending a Budget Transfer from the Iowa County Treasurer Department to the Information Technology Department. Motion made by Sup. Carol Anderson seconded by Sup. Dave Bauer to approve this resolution and forward to the County Board. Motion Carried.
- i) Roxie Hamilton reviewed with the Committee the Resolution Recommending a Budget Transfer from the Capital Projects Fund to the Highway Department. Motion made by Sup. Dan Oelson seconded by Sup. Curt Peterson to approve this resolution and forward to the County Board. Motion Carried.
- j) Roxie Hamilton handed out and reviewed the preliminary December 31, 2010 Financial Reports. Updated December 31, 2010 statements will be distributed at the February meeting.

5. Motion by Sup. Dave Bauer seconded by Sup. James Griffiths to set the next meeting date for Tuesday February 8, 2011 and adjourn the meeting at 8:40 p.m.

Minutes by Curt Kephart, County Administrator, Roxie Hamilton, Finance Director and Bud Trader, Personnel Director.