

Adopted
MINUTES
Iowa County – Administrative Services Committee
March 8, 2011
(Minutes subject to review & approval)

1. The Administrative Services Committee met in the Community Room at the Health and Human Services Center in the City of Dodgeville on Tuesday, March 8, 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, James Griffiths, William Grover, Dwayne Hiltbrand, John Meyers, Dan Oleson, Greg Parman and Curt Peterson.
Absent/Excused: Sups. David Bauer was excused.
Also present: Sups. Ed Weaver, Dan Nankee, Dan Curran, and Bob Pilling. County Administrator Curt Kephart, Finance Director Roxanne Hamilton, Information Technology Director Amy Kaup, Highway Commissioner Craig Hardy, Airport Manager Kevin King, Planning and Development Director Scott Godfrey, Social Services Director Darin Smith, Social Services Business Manager Tom Slaney, Land Conservation Department Head Jim McCaulley, Public Health Director June Meudt, and Social Services Employee Lori Cerutti.
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. Jim Griffiths to approve the agenda for this March 8, 2011 meeting. Motion Carried.
 - c. Motion by Sup. Curt Peterson, seconded by Sup. Jim Griffiths to approve the minutes for the February 8, 2011 meeting. Motion Carried.
 - d. Department/Annual Reports:
Information Technology:
 - 1) 2010 Annual Report: Amy Kaup reviewed the 2010 annual report with the committee. Discussion followed on the amount of copiers, printers and how costs are accounted for.
Personnel:
 - 1) Employment Activity Report.
 - i. Treasurer's Department/Finance Department – Department Assistant Vacancy: this position was posted and there were no internal posting. At this time the departments are reviewing the job description to determine the next step.
 - ii. 4-H Internship Vacancy – Bud Trader is working with U.W. Extension staff to schedule interviews.
 - iii. IT Technical Support Specialist Vacancy – this position was posted and there was no internal posting. The committee discussed this position and if it could be contracted versus hiring. Amy reported that in 2010 the help desk had 1,764.3 hours logged in responded to calls and request and that she has research contracting the help desk and the cost would be \$75.00 per hour and the individual would not be onsite. Training in technology was discussed as a priority from the Long Range Planning Committee.
 - iv. ADRC Director Retirement and Vacancy – Curt Kephart informed the committee that the ADRC director will be retiring on April 1st. Discussion followed. Motion by Sup. Curt Peterson seconded by Sup. Carol Anderson to authorize Social Services Director Darin Smith with interim responsibility of working through the Health and Human Services Committee and ADRC Board on the restructuring of this Department. Motion Carried.
- e. No reports from the committee members and members of the audience.

4. Discussion/Action Agenda:

Personnel Department

- a) Announced retirement of Economic Support Lead in Dept. of Social Services. Darin Smith reported to the committee that this was posted internally and that there was an individual interested but at this time the department has opted to put this position on hold until it is determined what the impact from the State budget will have on the Economic Support division. He did report that this division is very busy and that there has been a 50% increase in the work load in the past year and that the department is reviewing ways distribute this work load with the staff remaining and other staff within the department.
- b) Performance based pay for staff whose salaries are above the midpoint on their respective grade. The committee discussed how the annual review process would work and asked if the County Administrator would oversee the reviews performed by department heads of their staff as a checks and balance measure. Based on the consensus of the committee the County Administrator would oversee the annual reviews and the results will be reported annually.
- c) Governor's Walker's budget adjustment bill. Curt Kephart reviewed the power point presentation from Monday night on the biennial budget. He stressed that planning is the framework for the budgeting process and that once the State adopts their budget that there could be impacts to the County's budget and that at that time the 2012-2013 budget would be reviewed. We do not have all of the facts at this time and will give the committee updates in the future.

County Administrator:

- d) The committee discussed the Administrator's restructuring of Departments/Committees. Sup. Carol Anderson recommends the status of U.W. Extension be identified as collaboration instead of contracted which has been collaboration between Federal, State and County governments since 1914. Motion by Sup. Curt Peterson seconded by Sup. Dan Oleson to refer the Administrator's proposal to Committee on Committee who will make a decision to forward to the Board or refer it back to the Administrative Services Committee. Motion Carried.
- e) The committee discussed the Administrator's recommendation of establishing a biennial levy rate. Motion by Sup. Bill Grover seconded by Sup. John Meyers to provide guidance on the levy rate with a 1% growth in the levy each of the next two years. Motion Carried.
- f) The committee discussed the recommendations of establishing the Biennial Budgeting process and calendar. Motion by Sup. Carol Anderson seconded by Sup. Jim Griffiths to set the Biennial Budgeted process and calendar with the addition of including the information from the Long Range Planning Committee report. Motion Carried.

Finance Department

- g) Sup. Dan Curran gave a power point presentation showing the bridges and roads that are scheduled to be replaced in the Surface Transportation Program (STP) in the next five years. Discussion followed that included the funding, project priority, how larger and heavier machinery is impacting the conditions of the County's roads and bridges. The presentation indicated the cumulative county cost could reach \$3,601,726 by 2015/2017 and the resolution authorized the transfer of \$300,000 from the General Fund to the Highway Fund STP Program Capital Projects Fund. Motion by Sup. John Meyers seconded by Sup. Carol Anderson to allocate the funds to the STP project as outlined in the resolution. Motion Carried with Sup. Jim Griffiths and Bill Grover voting no.
- h) Roxie Hamilton discussed the pay plan matrix. Sup. Ed Weaver asked the committee if a summary report could be issued at the end of the year of the type of performance measures that were used, how raises were awarded and the total amount that was given. Discussion followed. Based on the consensus of the committee the County Administrator is asked to have a report with this information compiled annually.
- i) Roxie Hamilton reviewed the February 28, 2011 Financial Reports.

5. Motion by Sup. Carol Anderson seconded by Sup. Bill Grover to set the next meeting date for Tuesday April 12, 2011 and to adjourn the meeting at 8:56 p.m.

Minutes compiled by Curt Kephart, County Administrator, and Roxie Hamilton, Finance Director.

Reviewed and approved on March 10, 2011 by Sup. James Griffiths, Elected Committee Secretary