

MINUTES
Iowa County – Administrative Services Committee
August 9, 2011
(Minutes subject to review & approval)

1. The Administrative Services Committee met in the 2nd Floor Conference Room at the Iowa County Courthouse Annex in the City of Dodgeville on Tuesday, August 9, 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, Steve Deal, James Griffiths, William Grover, Dwayne Hiltbrand, John Meyers, Dan Oleson, and Curt Peterson.

Absent/Excused: Sup. Dave Bauer was excused.

Also present: Sup. Dan Nankee. County Administrator Curt Kephart, Finance Director Roxanne Hamilton, Personnel Director Bud Trader, Information Technology Director Amy Kaup, County Clerk Greg Klusendorf, County Treasurer Jolene Millard, and District Attorney Larry Nelson.

3. **Consent Agenda**

- a) Curt Kephart certified that the meeting had been publicly posted and reported to the press as required by law.
- b) Motion by Sup Dan Oleson seconded by Sup Carol Anderson to approve the August 9, 2011 agenda. Motion Carried.
- c) Motion by Sup Jim Griffiths seconded by Sup Bill Grover to approve the July 12, 2011 minutes. Motion Carried.
- d) No reports from committee members or members of the audience.

4. **Discussion/Action Agenda:**

District Attorney Request:

- a) District Attorney Larry Nelson requested Committee approval for a temporary pay upgrade pursuant to Resolution No. 15-0308 for a Department Assistant providing Legal Secretary duties while the Legal Secretary position was vacant. Discussion included pay rate differential between the two positions, and number of days worked after 30 day threshold was met. Motion by Sup. Jim Griffiths, seconded by Sup. John Meyers to approve temporary pay upgrade as described. Motion Carried.

County Administrator, County Clerk, Finance, Information Technology, Personnel, and Treasurer:

- b) *County Treasurer 2012 Budget Request:* Jolene Millard presented the 2012 budget for the Treasurer's office. Discussion followed on revenues and software needs in the future. Jolene reported the office is ahead of tax collections compared to a year ago. Motion by Sup. Carol Anderson seconded by Sup. Jim Griffiths to approve the County Treasurer's 2012 budget. Motion Carried

County Clerk 2012 Budget Request: Greg Klusendorf presented the 2012 budget for the County Clerk's office and explained that he was able to cut the general office budget by 3% except the overall department budget increased due to the 4 elections next year versus 2 this year. There was discussion on election cost and statutory requirements which occur on a biennial basis. Greg also presented the budget for the property and liability insurance and explained the insurance deductible fund. Motion by Sup. Jim Griffiths seconded by Sup. Steve Deal to approve the County Clerk budget. Motion Carried.

County Administrator's 2012 Budget Request: The Administrator presented the 2012 proposed budget and discussed staffing changes in the past year and what is proposed for 2012. There was discussion on the cut made to the grant writer expense and Curt explained with 3% decrease budget request by the Board that decision had to be made on what area to cut. Motion by Sup. Dan Oleson seconded by Sup. Carol Anderson to approve the County Administrator's budget. Motion Carried.

Information Technology 2012 Budget Request: Amy Kaup presented and reviewed the Information Technology department budget with the committee. She explained the budget cycle for software and hardware, the yearly maintenance cost, the other costs that is reported in her budget the covers all county departments. Sup. Jim Griffiths asked how many vendors

and applications the department works with and Amy reported 40-50 vendors and more than 100 applications. Sup. Jim Griffiths would like her to continue to coordinate our software with neighboring Counties when possible for moving toward regionalization in the future. Sup. Dwayne Hiltbrand inquired about the software and hardware needs of Bloomfield and the County Treasurer's department. Motion by Sup. Carol Anderson seconded by Sup. Jim Griffiths to recommend the budget for the Information Technology department. Motion Carried. *Personnel Department 2012 Budget Request:* Motion by Sup. Bill Grover, seconded by Sup. Curt Peterson to approve 2012 Personnel Department budget which includes a 1.2% increase over the 2011 department budget due to the employee assistance plan premiums for all county employees. Motion Carried.

Finance Department 2012 Budget Request: Roxie reviewed the budget with the committee explaining changes to staff and health insurance. Motion by Sup. Jim Griffiths seconded by Sup. Steve Deal to approve the Finance Department budget. Motion Carried.

Personnel Matters:

- c) Personnel Director Bud Trader reviewed and discussed the proposed Iowa County Grievance Procedures. As the result of Act 10 becoming law, the County as a local government unit must establish a Grievance Procedure as described in Wis. Statute Section 66.0131(1) (a) by October 1, 2011. Intent of the language in Act 10 was to provide a replacement in principle to grievance policy language found in now-expired collective bargaining agreements, but the statutory mandate requires the County to adopt the Grievance Procedure for all employees with the exception of those currently covered under a collective bargaining agreement. Motion made by Sup. Carol Anderson, seconded by Sup. Dan Oleson to recommend County Board approval of the proposed Iowa County Grievance Procedure as mandated, to include edits recommended by Committee members and additional definition of covered employees. Motion Carried.

Finance:

- d) Sup. Carol Anderson reviewed the Resolution Creating a Capital Reserve Designated Fund that was brought forth from the Long Range Planning Committee as requested by the Administrative Services Committee. Motion by Sup. Jim Griffiths seconded by Dan Oleson to forward the resolution to the Board for approval. Motion Carried.
- e) Roxie Hamilton handed out a summary of the proposed budgets for 2012. Curt Kephart explained that there was a request for Iowa County to participate as the featured County in the 2013 Hidden Valleys magazine and the cost would be \$5,000 and this is currently not included in the budget. He also explained that the Sheriff's Department 3% decrease budget includes a cut of \$8,000 to the Humane Society. The proposed budget also continues the 10% cuts to the Historical Society, Fair, Chambers and Economic Development Corporation. There are many variables and unknowns at this time that will be resolved over the next 2 months. Sup. John Meyers thought it would be interesting to see a report on total energy package on square footage off all County buildings and operations. There was also discussion on how the information can be presented in different ways to help explain the budget.
- f) The Committee discussed the need to set a special committee meeting(s) to discuss 2012 budget request and which departments should attend. Based on the consensus of the Committee a special committee meeting will be held Wednesday August 17, 2011 at 6:00 p.m. at the Community Room located in the Health and Human Services Building.

5. Department/Annual Reports:

Information Technology

- 1) Amy Kaup provided a brief synopsis on her department's work activities, including an update on the ongoing training for the Sheriff's Department new software. The CAD portion of the Sheriff's Department software is going live this Thursday and on Friday August 19th the mobiles in the patrol cars will change over. The records and jail portion will switch at the end of January 2012. Sup. Jim Griffiths requested for next month if Amy could provide a year-to-date number of work orders and to report the differences by month and if the month was above or below the average.

Finance:

- 2) Roxie Hamilton reviewed the July 31, 2011 Financial Statements with the committee.

Personnel:

- 3) Employment Activity Report.

- i. Highway Department Office Vacancy – Applicant testing for 15 applicants scheduled for August 10, 2011.
- ii. Bloomfield Nursing Home Administrator Vacancy – First round of web site posting and media ads was week of July 18, 2011. Bud handed out a list of current places ads have been placed. Southwest Wisconsin Workforce Development Board is currently receiving applications. First review of applications will be the last week of August.
- iii. Sheriff's Department Dispatch/Correctional Officer Vacancy – No Action to date. There were 60 applications received.
- iv. Land Conservation Department Engineer Technician Vacancy – Resignation received and last day was August 5, 2011. This was a shared position with the Highway Department.

Administrator:

- 4) The Administrator report was handed out and Curt reviewed with the Committee his budget message. The Administrator shared a concern that some 2011 staffing reduction appears to have resulted in expanded 2012 budgets rather than a cost reduction. He also informed the committee that the Bloomfield Operations Assessment will be starting next week. He plans on meeting with Bloomfield employees soon concerning the assessment and the process. He reported he is concerned with the Tri-County Airport and Iowa County Airport Commissions and the challenges that continue to rise between the commissions and the authority of the Transportation Committee. He explained that by Statutes the Airport Commission(s) are still accountable to County Boards and have certain autonomous operational authority however since the County provides a tax levy to the Airports to operate on then the County has the right to question the commission under statute 114.14. Also under this statute the commission(s) may not obligate the County to spend future funds.

6. Motion by Sup John Meyers seconded by Sup Curt Peterson to set the next meeting date for Wednesday August 17, 2011 and Tuesday September 13, 2011 and to adjourn the meeting at 8:59 p.m.

Minutes compiled by Curt Kephart, County Administrator, Bud Trader, Personnel Director and Roxie Hamilton, Finance Director.
Reviewed and approved on August 16, 2011 by Sup. James Griffiths, Elected Committee Secretary