

**MINUTES**  
**Iowa County – Administrative Services Committee**  
**October 11, 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, October 11, 2011 at 6:00 pm. and was called to order by Sup. Carol Anderson.

2. **Roll call was taken.**

Committee members present: Sups. Carol Anderson, Steve Deal, James Griffiths, William Grover, John Meyers, Dan Oleson, and Curt Peterson.

Absent/Excused: Sups. Dave Bauer and Dwayne Hiltbrand were excused.

Also present: Sups. Dan Nankee, Jeremy Meek, Ed Weaver, Bob Pilling, and Dan Curran, County Administrator Curt Kephart, Finance Director Roxanne Hamilton, Personnel Director Bud Trader, Information Technology Director Amy Kaup, Highway Commissioner Craig Hardy, Social Services Director Darin Smith, Rick Terrien of the Iowa Co Economic Development Corp and representatives from Shake Rag Center for the Arts Don Hay and John Hurley.

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 Curt Peterson seconded by Sup Jim Griffiths to approve the October 11, 2011 agenda with removing item #4.d from the agenda and moving agenda item # 4.I and 4.J ahead of the Finance Matters section. Motion Carried.
- c) Motion by Sup Jim Griffiths seconded by Sup. Dan Oleson to approve the September 13, 2011 minutes. Motion Carried.
- d) County Administrator congratulated Craig Hardy on the birth of his son this afternoon. Sup. Jim Griffiths asked that Sup. Carol Anderson brings an update on Blackhawk Lake to the November committee meeting.

4. **Discussion/Action Agenda:**

Revolving Loan Fund Matters:

- a) The Committee discussed the options that were included in the packet with John Hurley and Don Hay from the Mineral Point Living Arts Center (doing business as Shake Rag Alley Center for the Arts). Motion by Sup. John Meyers seconded by Sup. Dan Oleson to recalculate the loan as if the interest rate was 3% from the beginning of the loan accordance to the agreement and policy in place and ask Corporation Counsel if it should be included on the County Board agenda. Motion Carried (Sup. Steve Deal and Jim Griffiths opposed).
- b) The Finance Director will update the committee next month on the existing loans. Rick Terrien reported that activity has been light as far as request for revolving loan material by new or existing businesses within the County.

Personnel Matters:

- c) The Committee reviewed and discussed the current Resolution related to County Board Member per diem compensation for upcoming 2012-2013 County Board term. Motion by Sup. Steve Deal seconded by Sup. Bill Grover to keep the amount per meeting the same to set an example for departments. Sup. Curt Peterson seconded by Sup. John Meyers made an amendment to the motion to increase the County Board Chairperson per diem \$10 to \$40 per meeting. 3 Yes (Sup. John Meyers, Dan Oleson, Curt Peterson) 4 No's (Sup. Bill Grover, Carol Anderson, Steve Deal, and Jim Griffiths) amendment failed. Amendment by Sup. John Meyers seconded by Sup. Curt Peterson to set a ceiling of turning in 12 mileage allotments per year per supervisor for extra meetings that they attend which they are not a member of. 4 Yes (Sups Curt Peterson, Carol Anderson, Dan Oleson, and John Meyers) 3 No's (Sups Bill Grover, Steve Deal, and Jim Griffiths) Amendment carried. Vote on the original motion with

amendment 5 Yes (Sups. John Meyers, Curt Peterson, Carol Anderson, Bill Grover, Dan Oleson) 2 No's (Sup. Steve Deal and Jim Griffiths) Motion Carried.

- d) Motion by Sup. Dan Oleson seconded by Sup. Jim Griffiths to accept Employee Trust Fund health plan policy change option, and designate the end of terminating employee's health insurance coverage as the last day of the month in which the employee is employed. Motion Carried
- e) Implications of Act 10 and Act 32 on aligning benefits from previous labor agreements were removed from the agenda.

Finance:

- f) The Committee reviewed the motion passed at the September 13, 2011 committee meeting to move forward with the 0% budget. Motion by Sup. Jim Griffiths seconded by Sup. Steve Deal to remove the column related to the decrease of 3% budget from the budget worksheets and set the operating levy at \$9,349,797 and place the difference in the contingency fund for highway construction, county facilities maintenance and employee benefits. Motion Carried.
- g) The committee discussed the 2012 budget with agenda item 4.f.
- h) The committee discussed tentatively setting the 2012 tax levy with agenda item 4.f.

Department of Social Services/ADRC:

- i) Darin Smith went through a power point presentation on the ADRC transition plan with the committee. He outlined that this plan requires both a re-alignment of some staff and reclassification of some positions. Discussion followed. Motion by Sup. Bill Grover seconded by Sup. Steve Deal to approve the plan contingent on the approval from the ADRC oversight agencies of the plan. Motion Carried.

Highway Department:

- j) Craig Hardy informed the committee that the Transportation Committee approved a motion to increase the highway department budget by 1% of the total 2011 operating tax levy at their September 1, 2011 meeting.

**5. Department/Annual Reports:**

Information Technology

- 1) Amy Kaup provided a brief synopsis on her department's work activities and reviewed the report that was included in the agenda packet.

Finance:

- 2) Roxie Hamilton distributed and reviewed the September 31, 2011 Financial Statements with the committee.

Personnel:

- 3) Employment Activity Report.
  - i. ADRC Dept Assistant – Internal applicant interviews scheduled for week of September 26, 2011.
  - ii. Bloomfield Nursing Home Administrator Vacancy – 2<sup>nd</sup> series of interviews tentatively being scheduled for week of October 3<sup>rd</sup>. Curt reported there are two finalists. The Committee discussed the pay range. Motion by Sup. Steve Deal seconded by Sup. Bill Grover to allow an offer up to the maximum for grade 14 on the salary matrix. Motion Carried.
  - iii. Land Conservation Department Engineer Technician Vacancy – 50% part-time position and is currently posted for external recruitment. The first review of applications scheduled for the week of October 4<sup>th</sup>.
  - iv. Sheriff's Department Dispatch/Correctional Officer Vacancy – Written examination administered to 33 applicants on August 18<sup>th</sup> and 19<sup>th</sup>. Typing tests administered to 24 applicants on September 2<sup>nd</sup> and 6<sup>th</sup>. 17 applicants that remain qualified for the vacancies. Sheriff's Department scheduled interviews September 28<sup>th</sup>.
  - v. Clerk of Court Deputy Vacancy – Posted internally September 20<sup>th</sup>. Interview scheduled for September 30<sup>th</sup>.

- 6. Motion by Sup John Meyers seconded by Sup Bill Grover to set the next meeting date for Tuesday, November 8, 2011 and to adjourn the meeting at 8:43 p.m.

*Reviewed and approved on*

*by Sup. James Griffiths, Elected Committee Secretary*

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