

**MINUTES**  
**Iowa County – Administrative Services Committee**  
**January 12, 2010**  
**(Minutes subject to review & approval)**

1. **The Administrative Services Committee met in the County Board Room of the Iowa County Courthouse Annex in the City of Dodgeville on Tuesday, January 12, 2010 at 6:08 p.m. and was called to order by Sup. Bill Ehr.**

- a. **Roll call was taken.**

Committee members present: Sups. Eric Anderson, Bill Ehr, Diane McGuire, Mark Masters, Peter Berg, Dave Bauer, Dwayne Hiltbrand and Carol Anderson (arrived at 6:16). Absent/Excused: Sup. Tom Mueller.

Also present: Finance Director Roxanne Hamilton, Personnel Director Bud Trader, Information Systems Director Amy Kaup, ADRC Director Judy Lindholm, Patrol Superintendents Mark James and Randy Sudmeier, Jim Griffiths, Jim Rupperts, Ed Weaver and Dan Curran.

- b. **Motion by Sup. Eric Anderson, seconded by Sup. Peter Berg to approve the Certification of the meeting. Motion carried.**

- c. **Motion by Sup. Diane McGuire, seconded by Sup. Peter Berg to approve the agenda for this January 12, 2010 meeting agenda. Motion Carried.**

**Motion by Sup. Eric Anderson, seconded by Sup. Peter Berg to approve the minutes for the December 10, 2009 meeting. Motion Carried.**

2. **None**

3. **Department Reports**  
**Information Systems**

1. Amy Kaup reviewed the graphs included in the agenda packet which included the summary of the information system 2009 projects, completed work orders, open work orders, number of calls by department, work order status and the aging of the open work orders. She also reported that she is working with Barb Linscheid to bring Bloomfield Manor on the County's network which will save Bloomfield Manor ongoing maintenance cost.

- County Clerk**

2. Roxie Hamilton reported for Greg Klusendorf that the centralized processing has started and at this time it is office supplies and paper. Greg and Kris have been comparing prices and then ordering from the lowest priced vendor. She also reported that Greg will have another update at the February committee meeting.

### **Finance Department**

3. Committee Chair Sup. Bill Ehr recused himself from the discussion of ADRC salaries, and Vice Chair Peter Berg took over the Chair's role during this specific Agenda subject. Judy Lindholm explained to the committee that the contract with Southwest Workforce Development Board is up for renewal, she reviewed the three leased ADRC employees that are covered under this contract and she is recommending a 2% wage increase for the employees covered under this contract. This increased cost will be fully funded by grant income. Motion by Sup. Dave Bauer seconded by Sup. Diane McGuire to approve the 2010 SW WI WDB contract with a 2% wage increase, effective January 1, 2010. Motion Carried.
4. Roxie Hamilton updated the committee on the bond process. The Finance and County Treasurer Departments spent time in November, December and January compiling information requested from PFM, the County's financial advisors. This information was used to compile the bond documents, presentation for bond rating and the offering statement. On January 7, 2010 Sup. Mark Masters, County Treasurer, and Roxie Hamilton had a conference call with Moody's and PFM to review the County's information. The resolution for the bond sale was received on Monday January 11<sup>th</sup> from Quarles and Brady. On January 12<sup>th</sup> the County received the bond rating from Moody's and the upcoming sale was posted on the electronic bulletin board, Bond Buyer. The bonds are scheduled to be sold on January 19<sup>th</sup> with the County Board confirming the sale at the January 19<sup>th</sup> County Board meeting.
5. The committee reviewed the two proposals that were received for the audit services. The two proposals received were from Clifton Gunderson and Johnson Block & Company Inc. Motion by Sup. Eric Anderson, seconded by Sup. Peter Berg to accept Johnson Block & Company Inc's three year contract with the option of a two year extension. Motion Carried.
6. Roxie handed out the preliminary financial statement for December 31, 2009 and she emphasized that this was very preliminary and that it would be March before more complete information is available.

### **Personnel Department**

7. Highway Superintendents Mark James and Randy Sudmeier presented their request for additional compensation as the result of their interpretation of the compensation schedule related to their unique *seasonal allowances*, which differs from the compensation schedule set for the transition from the 2009 management/non-represented employee salary schedule to the new 2010 schedule adopted, as the outcome of the Carlson Compensation Study. Finance Director reviewed the history and language of the multiple County Board Resolutions related to these seasonal allowances and her interpretation of the intended scheduling of payments for

these allowances. Discussion followed. Finance Director estimated that to respond to the Superintendent's request to pro-rate the annual allowance for a period covering an approximate month of time in late 2009, would be \$250. Motion made by Sup. Peter Berg, seconded by Sup. Eric Anderson to provide \$250 to the two Superintendents, with the understanding that this provides closure to the discussion, and that the former seasonal allowances no longer exist as the result of the salaries and salary grades adopted in the 2010 management/non-rep salary schedule. Motion carried.

8. Personnel Director reviewed the details related to the coordination of the County's new deferred compensation employee benefit. In addition, the history of the 3 new employee benefits added during the last 4 years was provided, noting the increased and ongoing staff time needed to administer these benefits.
9. Personnel Director provided a report on the operational outcomes to date on the eliminated part time Department Assistant position in the Land Conservation Department and the reduction in the Veterans Service Officer position to half time status.
10. Personnel Director reviewed the County's history related to previously provided WRS Protective Status benefits to Dispatcher/Correctional Officers, the related cost of those benefits, and the record that those benefits were illegally bargained at the time. Since the County adopted these benefits in 1994, there does not appear be a reason why the County would protest this bill.
11. Personnel Director reviewed the basic features of the dental care plan administration contract the County has with Auxiant, and the value of that service contract to the cost-effective management of the County's employee benefit package. Motion made by Sup. Eric Anderson, seconded by Sup. Diane McGuire to authorize the County Board Chair to sign a letter, provided by the Personnel Director, which will be sent to appropriate WI State Senators urging them to reject the proposed LRB 3686 bill. Motion carried.
12. Personnel Director provided an update on policy development that the Emergency Management Coordinator is taking the lead on. Expectation is that the draft policy will be available to both the Administrative Services Committee and Justice Committee during the next month.
13. Review and Update Current Vacancies
  - a. Highway County Helper New hire starts January 18.
  - b. Social Work Supervisor vacancy 8 applications received to date. Due to limited number of applications received, the qualifications for the position have been modified, and the position will be re-posted and re-advertised for an additional two weeks.
  - c. Public Health Nurse vacancy – 4 applications received to date. Department Director is unavailable for consultation.
  - d. Dispatcher/Correctional Officer vacancy – 97 applications received to date.
  - e. County Administrator vacancy Sup Carol Anderson provided an update. 46 applications received to date, initial televideo interviews are being conducted this week. Final interviews with County Board and department heads are expected to be done on January 29 and 30.

Committee Chair Ehr recommended that in advance of the Committee's required action in setting Elected Official's salaries for 2011 and subsequent years within the statutory deadline, that Acting County Administrator Sup. Mark Masters, Finance Director, Personnel Director and ASC Chair Sup. Bill Ehr meet in the future to develop a salary schedule recommendation for the full Committee, based upon compensation data collected by Personnel Director.

14. Motion made by Sup. Peter Berg, seconded by Sup. Diane McGuire to go into Executive Session at 7:25 pm pursuant to Sec. 19.85 (1) (c) consideration of employment, promotion, compensation, and performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; and Executive Session pursuant to (1) (e) conducting public business with competitive or bargaining implications. (AFSCME Professional employee grievance, Sheriff's Department grievances, Chapter 59 Grievances, AFSCME Highway employee grievances) 8 Yes (Sups. Carol Anderson, Eric Anderson, Peter Berg, Bill Ehr, Diane McGuire, Mark Masters, Dave Bauer and Dwayne Hiltbrand) Excused/absent: Sups. Tom Mueller. 0 No. Motion carried. The following employees were included in all of or part of the Executive Session: Bud Trader.

15. Return to Open Session

Motion made by Sup. P. Berg, seconded by E. Anderson to return to Open Session. 8Yes (Sups. C. Anderson. E. Anderson, P. Berg, Ehr, McGuire, Masters, Hiltbrand, Bauer) Excused/absent: Sup. Mueller. 0 No. Motion carried.

**The next meeting date is Tuesday February 9, 2010 at 6:00 p.m.**

**4. Motion by Sup. Peter Berg, seconded by Sup. Diane McGuire to adjourn the meeting. Motion Carried**

**Meeting adjourned at 7:55 p.m.**

Minutes by Roxie Hamilton, Finance Director and Bud Trader, Personnel Director.