

**MINUTES**  
**Iowa County – Administrative Services Committee**  
**March 8, 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 Monday, March 8, 2010 at 6:00 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, Tom Mueller, Dave Bauer (left at 6:40 p.m.), Dwayne Hiltbrand, Peter Berg and Carol Anderson. Absent/Excused: None.

Also present: Sup. Ron Berg, Sup. Ron Benish, County Administrator Curt Kephart, Finance Director Roxanne Hamilton, Personnel Director Bud Trader, County Treasurer Jolene Millard, Attorney Bill Morgan, Social Service Director, Veteran Service Officer Ted Mynyk, Dan Curran, and Wayne Schiltz.

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

- c. **Motion by Sup. Carol Anderson, seconded by Sup. Dave Bauer to approve the agenda for this March 8, 2010 meeting agenda. Motion Carried.**

**Motion by Sup. Dave Bauer, seconded by Sup. Carol Anderson to approve the minutes for the February 8, 2010 meeting. Motion Carried.**

2. Sup. Ron Berg voiced his concern on the recent dismissed lawsuit and his disappointment of a member of the County Board filing a lawsuit against the Board. He stated he sees this as political grandstanding and he wants the County and the Board to pursue reimbursement for the cost incurred defending this lawsuit and if this goes further he would like the County to pursue a minimum bond of 25% of the project costs

3. **Department Reports**

- County Treasurer**

1. County Treasurer Jolene Millard reviewed the information on tax collections and postponed and delinquent taxes that were turned into to collect. A brief discussion followed.

- County Administrator**

2. County Administrator Curt Kephart updated the Board on his first week in the office. He personally thanked Supervisor Mark Masters for dedicating much time to orienting him to the offices and staff. He thanked the Supervisors for allowing him the opportunity to serve Iowa County.

3. The Automated Electronic Defibrillator (AED) task force recommends training for staff who may be asked to volunteer to use the equipment if needed. The group is looking for funds to equip the HHS Building with units. Supervisor Tom Mueller suggested that if funding was not located the Masons may offer support to acquire the needed units. The task force will make a formal recommendation to the committee in April.

#### **Finance Department**

4. The Committee reviewed the resolution recommending budget amendments to transfer funds from the contingency fund to departments for union contract wage increases for 2008 and 2009 and the resolution recommending budget amendments for wage/salary changes for 2009 for management and non-represented employees. Roxie Hamilton informed the committee that the total amount to be transferred for wage/salary changes for 2008 and 2009 for union employees and 2009 for management and non-represented employees exceeds the amount in contingency by approximately \$46,000. The committee discussed options and decided to eliminate the transfers to the Social Services Department because of the amount that department will return to the general fund at year end. Motion by Sup. Eric Anderson seconded by Sup. Carol Anderson to approve both resolutions with the change of eliminating the transfers to the Social Services Department and forward to the County Board. Motion Carried.

5. This agenda item was discussed with agenda item number 4

6. This will be covered at a future meeting.

7. This will be covered at a future meeting.

8. This will be covered at a future meeting.

9. Attorney Bill Morgan updated the committee on the complaint that was filed by Dan Curran and John Meyers. Judge Leineweber heard oral arguments from both Attorney Bill Morgan representing Chairman Mark Masters, Greg Klusendorf and Jolene Millard, and Attorney Michael Dean representing Dan Curran and John Meyers on February 26, 2010 and the Judge made a decision from the bench to dismiss the complaint. Attorney Morgan has spoken with Brian Della, PFM, the financial advisor for the County and Brian Lanser, bond counsel for the County and it was determined the County can submit a request for the State Trust Fund Loan in the amount of \$789,000 and that closing date has been set for March 19, 2010 and the sale date for bonds in the amount of \$5,310,000 has been set for March 16, 2010. Sup. Mueller stated he would like Attorney Morgan to explore more on the repercussion the County can take against the two parties who filed the complaint in order to recoup the costs the County has incurred. Discussion followed concerning the impact if a situation occurred that would stop the bond sale a second time and if it would be prudent to have a back up financing plan on the March 16<sup>th</sup> County Board agenda. Roxie Hamilton explained the recently the State Trust Fund Loan limits have increased to \$1,000,000 to \$5,000,000 per year. Motion by Sup. Eric Anderson seconded by Sup. Carol Anderson to include on the County Board agenda resolutions to pursue a State Trust Fund Loan in the amount of \$4,211,000 in the event the bond sale is stopped. Motion Carried

10. Roxie Hamilton handed out a summary of the cost spent on the health and human services building project.
11. Sup. Tom Mueller suggested that Curt Kephart, County Administrator, do the research and come back to the committee with ideas. Consensus of the committee that the County Administrator is authorized to manage and control county staffing based upon state statutes, job description and motions/resolutions related to his position. Curt recommends not taking action at this point in time to allow him time to become more familiar with organization, do research and agrees to return to the committee at some time in future with ideas. The committee suggestion a time frame of six months to a year.
12. Roxie handed out the preliminary financial statement for December 31, 2009 and she reported that there is still some revenue from grants to be received. She did inform the committee that the grant monies for Commission on Aging were deposited last Friday. Consensus of the committee is to make sure future boards continue on going discussions of fund balance and carryovers.

### **Personnel Department**

13. Personnel Director Bud Trader discussed the Sheriff's Department Detective position, reasons for the current vacancy, and recently identified issues related to the Department's approved combined headcount for Sergeant and Detective positions. The Committee understands that the County Administrator, Sheriff and Personnel Director will meet in the near future to evaluate further the Detective vacancy, and resolve the problem of the net increase of Sergeant and Detective positions.
14. Social Services Director Darin Smith reviewed the current Social Worker vacancy that resulted from an internal promotion, the need for the position, and the recent history of an unfilled Social Worker vacancy. Motion made by Sup. Tom Mueller, seconded by Sup. Diane McGuire to approve filling the position. Included in the discussion was a verification that a current County Board Resolution exists that provides authority to the County Administrator to approve filling vacancies of existing, previously budgeted positions. Motion carried.
15. Veterans Service Officer Ted Mynyk and Bud Trader reviewed the proposal to promote the current Veterans Service Department's Department Assistant to a Veteran's Department Specialist position. Included in the discussion was the identification of Department grant monies that will be used to offset the increased cost of the position upgrade, and will not impact the previously approved 2010 Department budget. Motion made by Sup. Peter Berg, seconded by Sup. Tom Mueller. Motion carried.
16. The Personnel Director reviewed the following employment activity:
  - a. Dispatcher/Correctional Officer – 6 final interviews conducted on March 5, from the original total of 97 applicants. Final candidate identified and references are expected to be completed by March 12.
  - b. 4H Intern – 4 interviews completed March 8. Final candidate identified and references are expected to be completed by March 12.

17. Motion made by Sup. Eric Anderson, seconded by Sup. Peter Berg to go into Executive Session at 7:15 p.m. 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. (Highway Dept Grievance Arbitrations (2) Professional Employee Arbitration, Sheriff's Department Arbitrations (2), Sheriff's Department Discipline Case) 8 Yes (Sups. Carol Anderson, Eric Anderson, Bill Ehr, Diane McGuire, Mark Masters, Tom Mueller Peter Berg, and Dwayne Hiltbrand) Excused/absent: Sup. Bauer. 0 No. Motion carried. The following employees were present in all of the Executive Session: Bud Trader and Roxie Hamilton. Sup. Benish was also present in the Executive Session.
18. Motion made by Sup. Tom Mueller, seconded by Sup. Peter Berg to return to Open Session 8 Yes (Sups. Carol Anderson, Eric Anderson, Bill Ehr, Diane McGuire, Mark Masters, Tom Mueller, Peter Berg, and Dwayne Hiltbrand) Excused/Absent: Dave Bauer 0 No. Motion carried

**Next Meeting Date: Monday April 12, 2010, 6 p.m.**

4. **Motion by Sup. Diane McGuire, second by Sup. Peter Berg to adjourn the meeting. Motion carried.**

**Meeting adjourned at 7:43 p.m.**

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