

MINUTES
Iowa County – Administrative Services Committee
May 10, 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, May 10, 2010 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, and Curt Peterson.

Absent/Excused: Dave Bauer

Also present: County Administrator Curt Kephart, Finance Director Roxanne Hamilton, Personnel Director Bud Trader, and Information Systems Director Amy Kaup.

- a. Motion by Sup. John Meyer, seconded by Sup. Dan Oleson to approve the Certification of the meeting. Motion carried.
 - b. Motion by Sup. James Griffiths, seconded by Sup. John Meyer to approve the agenda for this May 10, 2010 meeting agenda and the minutes for the April 12, 2010 meeting. Motion Carried.
 - c. Based on the consensus of the committee nominations were taken from the floor to elect the committee vice-chairperson. Motion by Sup. James Griffiths, seconded by Sup. Dan Oleson to nominate Sup. John Meyers. Motion by Sup. William Grover, seconded by Sup. Curt Peterson to nominate Sup. Carol Anderson. Ballot votes were cast with Sup. John Meyers receiving three votes and Sup. Carol Anderson receiving four votes. Sup. Carol Anderson was elected vice-chairperson.
3. Sup. James Griffiths cautioned committee members on what they comment on in this line item in the future in order to prevent what is said being perceived as an item that should have been included on the agenda.

4. **Department Reports**

Information Systems

- a) Amy Kaup, Information Systems Director, explained that the VINE program is a Victim Information and Notification Everyday program that will be implemented at the Sheriff's Department and would interface with the Sheriff's Department current software. There is grant money available to purchase and install the VINE program and also for the interface to the sheriff's department existing software (i.e., SMART). She reported that the Sheriff has indicated that the ongoing fees for the VINE program that includes an annual maintenance fee to SMART and the annual maintenance fee for the VINE program would be paid from jail assessment funds. County Administrator Curt Kephart stated that these costs along with other jail assessment costs would be analyzed through the budget process. The VINE program is utilized by victims, Victim Witness Coordinator and Law Enforcement staff. Victims can

register and be automatically notified on changes to the status of the cases/criminals. Currently jail staff would handle these notifications. Motion by Sup. John Myers seconded by Sup. William Grover to recommend this to the full board. Motion Carried.

County Administrator

- b) County Administrator Curt Kephart reported that the County committees are almost set and the committee assignments will be on the May 18, 2010 County Board Agenda. Sup. James Griffiths would like Curt to make the distinction of Commissions, Boards and Committees on the list. The County Board Chair is asking the County Board to change the rules on moving the deadline for County Board agenda items and mailing from Tuesday to Thursday which would allow the AS Committee to meet on Tuesday's. Curt reviewed the county directory and mentioned that this is a publication of the County Clerk. Based on the consensus of the committee they would like Curt to ask Greg to include the County Board Supervisors email addresses in the directory. This led to a discussion of Iowa County email addresses for each board member and the committee would like to see this as an agenda item in the future. Curt reported that he has had preliminary budget discussions with the Finance Director and that they will be drafting 2011 budget guidelines which will come back to the committee in the near future. There was discussion on zero based versus activity based budgeting. Curt reported the County is moving forward on centralized purchasing which has created cost avoidance. In the future the Administrator would like to have the county discuss a biennial budget process.

Finance Department

- c) The Finance Director reviewed the carryover over resolution and detail. Motion by Sup. Carol Anderson seconded by Sup. John Meyers to recommend the carryover resolution to the County Board with the changes as discussed. Motion Carried.
- d) The committee reviewed the current process of who has authority to represent the County with Contractors in the Health and Human Services Building decisions and reviewed the resolution no. 4-1006 Formation of Building Committee. Motion by Sup. James Griffiths seconded by Sup. William Grover to recommend to the County Board to designate the following offices have authority to represent the County with the Contractors in Health and Human Services Building decisions: County Administrator or designee; Chair of County Board or designee or Chair of Building Committee or designee. Motion Carried.

Personnel Department

- e) The committee reviewed a proposed Construction Project Manager Employee Service Contract with Southwest Wisconsin Workforce Development Board. A suggestion was made to change the title. Motion by Sup. James Griffiths seconded by Sup. Dan Oleson to recommend this contract to the County Board next week. Motion Carried.
- f) Employment Activity Report:
Sheriff's Department Dispatcher/Correctional Officer Hire – accepted offer and new hire starts May 17, 2010.

DSS Social Worker Interviews – interviews were completed and new hire starts June 7, 2010.

Limited Term Public Health Nurse Interviews – Personnel Director and Health Services Director conducted 2 interviews and expect to add both to the list of four existing LTE public health nurses.

Highway Department Construction Crew Lead Vacancy – this has been advertised and a few applications have been received. The deadline is next week.

g) Motion made by Sup. Carol Anderson, seconded by Sup. Dan Oleson to enter into Executive Session at 8:05 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. (Highway Dept Grievance Arbitrations (2), Professional Employee Arbitration, Sheriff's Department Scheduled Arbitrations (2), Sheriff's Department Declaratory Judgment, Future 2011-2012 Labor Contract Negotiations) 7 Yes (Sups. Carol Anderson, James Griffiths, William Grover, Dwayne Hiltbrand, John Meyers, Dan Oleson, and Curt Peterson) Excused/absent: Dave Bauer. 0 No. Motion carried. The following employees were present in all of this particular Executive Session: Bud Trader, Curt Kephart and Roxie Hamilton.

16. Motion by Sup. Carol Anderson, seconded by Sup. Curt Peterson at 8:30 p.m. to return to open session 7 Yes (Sups. Carol Anderson, James Griffiths, William Grover, Dwayne Hiltbrand, John Meyers, Dan Oleson, and Curt Peterson) Excused/Absent: Dave Bauer 0 No. Motion carried

Next Meeting Date: Monday June 7, 2010, 6:00 pm.

4. Motion by Sup. Dan Oleson, second by Sup. John Meyers to adjourn the meeting. Motion carried.

Meeting adjourned at 8:31 pm.

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