

MINUTES
Iowa County – Administrative Services Committee
June 7, 2010

1. The Administrative Services Committee met in the County Board Room of the Iowa County Courthouse Annex in the City of Dodgeville on Monday, June 7, 2010 at 6:00 pm. and was called to order by Sup. Dwayne Hiltbrand.

2. **Roll call was taken.**

Committee members present: Sups. Dave Bauer, Carol Anderson, James Griffiths, William Grover, Dwayne Hiltbrand, John Meyers, Dan Oleson, and Curt Peterson.
Absent/Excused:

Also present: County Administrator Curt Kephart, Finance Director Roxanne Hamilton, Personnel Director Bud Trader, Information Systems Director Amy Kaup, Emergency Management Coordinator Keith Hurlbert, County Treasurer Jolene Millard, Highway Superintendent Mark James, and Attic Correctional Northern Division Assistant Director Bridget Todd .

- a. Motion by Sup. Carol Anderson, seconded by Sup. Dan Oleson to approve the Certification of the meeting. Motion carried.
- b. Motion by Sup. Carol Anderson, seconded by Sup. Dan Oleson to approve the agenda for this June 7, 2010 meeting agenda and the minutes for the May 10, 2010 meeting. Motion Carried.

3. I.S. Director Amy Kaup reported that the company that provides Smart software to the Sheriff's Department announced they had closed their business as of Friday, June 4, 2010. Amy is working with a group of former employees of the company to determine if the current contract can be supported. Amy confirmed that the County paid an annual maintenance fee for the software support at the beginning of the year.

Sup. Curt Peterson complained about the unacceptable regular and ongoing problems with the air conditioning and heating systems in the Courthouse.

In response to a question regarding unfilled County Board and Committee Assignments, County Administrator Curt Kephart provided an update on that process.

4. **Department Reports**

Information Systems

- a) Information Systems Director Amy Kaup, reviewed the process in which all County Board members could be provided with email addresses for County business, at a cost of \$840.60. Discussion followed. Motion by Sup. Jim Griffiths, seconded by Sup. Bill Grover to recommend to the County Board approval of purchases of email address licenses for all County Board members. Motion Carried.
- b) Amy Kaup and Jolene Millard, County Treasurer, addressed the committee concerning the archival of County Treasurer records. There is available \$10,400 of carryover funds from 2009 to 2010 and the cost to archive the records is \$2,800. Motion by Sup. Carol Anderson seconded by Sup. John Meyers to approve and go forward with this project. Motion Carried.
- c) Information Systems Director reviewed and updated the Committee on the Highway Department's AutoCAD software project that will work with the County's GIS system. The software was purchased in February in the amount of \$43,041.88 and the funds for this project are from the retained fees account. The project does fit the County's Land Record

modernization plan. This software will be beneficial to the Highway and GIS departments. The IS department will be adding a server in the IT department for this software.

- d) Emergency Management Coordinator Keith Hurlbert explained to the Committee that the security system at the courthouse should be upgraded. Currently the lower level has two motion sensors and the third floor has only one motion sensor. The proposed upgrade would increase the number of motion sensors and the new sensors would convey to the sheriff's department the location of an intruder, add an additional two cameras in the courthouse and two cameras outside the courthouse and the information systems and maintenance staff would run the cable for the new system. The current system in the Courthouse would be moved to the Health and Human Services Building. There will still need to be some additional equipment purchased for the H & HS Building. The two systems would be intergraded. The total project will cost approximately \$12,600 (i.e. \$2,600 motion sensors, \$5,205 cameras, and \$4,800 for the H & HS Building equipment). Discussion followed. Motion by Sup. Jim Griffiths seconded by Sup. Bill Grover to authorize Emergency Management and Information Systems to update the Courthouse Security System and integrate it to the Health and Human Services building reusing parts where possible and using monies first from the funds left over from the Treasurer's Archival System update and funds allocated to security for the Health and Human Services Building. Motion Carried.

County Administrator

- e) County Administrator Curt Kephart reported that he is recently witnessing department heads working together on possible renting of space in the courthouse and the Health Department utilizing Bloomfield Health Care as a backup location and clinic site and because of this the Health Department is able to justify the use of \$20,000 of grant funds on the purchase of a generator at Bloomfield. Curt has also been working with Barb Linscheid, Bloomfield Director, on a settlement of lien against property of a resident and last Friday Barb received a check for \$12,000 to satisfy this lien.
- f) Bridget Todd, Attic Correctional Services Northern Division Assistant Director reported that the program has been very successful and requests have been received by clients to offer an after care program that follows through with care after the clients are released from jail. The estimated cost would be approximately \$11,540 and the funds could be allocation from the post adjudication budget of \$24,000 that has not been used. Discussion followed. Motion by Sup. Carol Anderson seconded by Sup. Jim Griffiths to allocate \$11,500 of the \$24,000 from the post adjudicated budget to implement an after care program and this will be reviewed/analyzed after one year. Motion Carried.
- g) The committee discussed the need to establish financial authority for change orders and other cost associated with the Health and Human Services Building Project. Motion by Sup. Carol Anderson seconded by Sup. Jim Griffiths to authorize the County Administrator to be the primary point of contact for the Health and Human Services Building Project in consultation with the County Board Chair and Building Committee Chair and is authorized to approve changes up to \$10,000 from project contingency or where funds can be moved within the building budget that are budget neutral or create a net savings consistent with the intent of the County. Motion Carried.

Finance Department

- h) Roxie Hamilton, Finance Director, reviewed the County's revolving loan program and the existing loans. Discussion followed as far as the current role of the Economic Development Council with the revolving loan fund.
- i) Roxie Hamilton reviewed the budget timeline with the Committee. Based on the consensus of the committee the preliminary budget is to go to the AS committee prior to the board in August

even if there is a need for a special meeting to accomplish this. Curt reported that he instructed departments to zero out miscellaneous accounts and move to specific line items and he recommended a 2% budget increase.

- j) Mark James Patrol Superintendent explained the paint program and the request to change the resolution of 50% to 100% of the profits to be segregated into a separate fund for paint program truck/equipment replacement. Currently Iowa County does work in Lafayette, Green, Grant, Sauk and Dane Counties and for the State of Wisconsin. Motion by Sup. Curt Peterson seconded by Sup. John Meyers to approve the resolution and send it to the full County Board for consideration. Motion Carried.
- k) The committee reviewed the Resolution passed onto the County from the Wisconsin Counties Association Supporting an Independent Study of Wisconsin's Economic Development Competitiveness and Positioning, Conducted by the Wisconsin Economic Development Association (WEDA), Competitive Wisconsin, Inc., (CWI) and the Wisconsin Counties Association (WCA), with Support from the Wisconsin Economic Development Institute (WEDI). Motion by Sup. Curt Peterson seconded by Sup. Carol Anderson to approve this resolution and send to the full County Board for consideration. Motion Carried.

Personnel Department

- l) Emergency Management Coordinator Keith Hurlbert reviewed the most recent draft of the Suspension of Operations Policy and updated this Committee on the discussion of the Policy at last week's Justice Committee Meeting. Discussion followed. Motion by Sup. John Meyers, seconded by Sup. Bill Grover to recommend to the County Board approval of the Policy. Motion Carried.
- m) Personnel Director Bud Trader provided a recommendation to the Committee to provide a temporary reclassification pay upgrade to the Veterans Service Department Assistant in response to what is expected to be an extended absence of the Veterans Service Officer. Motion by Sup. John Meyers, seconded by Sup. Jim Griffiths to approve the proposed temporary 10% pay upgrade. Motion Carried.
- n) Employment Activity Report:
 - Highway Department Construction Crew Lead position – Position offered and accepted on Friday, June 4 who will start on June 9.
 - Sheriff's Department Patrol Officer – New vacancy created as the result of a resignation submitted last month. Employee's last day is June 16, 2010.
 - Director of Court Ordered Programs – New vacancy as the result of a resignation submitted last month. Employee's last day is July 1, 2010.
- o) Because of the duration of this meeting, at the recommendation of the Personnel Director, the Committee elected to not go into Executive Session and did not cover subjects listed on the Agenda under the Executive Session.
- p) Not applicable.

- 5. Motion by Sup. Bill Grover, seconded by Sup. Carol Anderson to set the next meeting date of Tuesday July 13, 2010 at 6:00 p.m. and to adjourn the meeting at 8:45 p.m. Motion carried.

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