

MINUTES
Iowa County – Administrative Services Committee
September 14, 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, September 14, 2010 at 6:01 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: David Bauer was excused.

Also present: Sups. Ed Weaver, and Greg Parman. County Administrator Curt Kephart, Finance Director Roxanne Hamilton, Personnel Director Bud Trader, and Information Technology Director Amy Kaup, County Treasurer Jolene Millard, County Clerk Greg Klusendorf, Economic Development Director Rick Terrien, Dave Ladd and Linda Pittz.

a. Committee approved the Certification of the meeting.

b. Motion by Sup. James Griffiths, seconded by Sup. William Grover to approve the agenda for this August 10, 2010 meeting, and the minutes for the July 13, 2010 meeting.

3. No reports from Committee members or members of the audience.

4. **Election of Committee Secretary** Motion made by Sup. Griffiths to nominate Sup. Peterson as Committee Secretary. Motion made by Sup. Peterson to nominate Sup. Griffiths as Committee Secretary. Motion made by Sup. Grover to second both nominations. Motion made by Sup. Meyers, seconded by Sup. Oleson to close the floor for nominating Motions. Motion carried. Committee members voted, with one vote for Sup. Peterson, and five votes for Sup. Griffiths. Sup. Griffiths was declared the Committee Secretary.

5. **2011 Department Budgets for County Clerk, Information Technology, County Treasurer, Personnel, County Administrator, and Finance Departments:** Greg Klusendorf, County Clerk, presented his budget and explained that his budget will fluctuate from year to year due to the number of elections in a particular year. Discussion followed. Motion by Sup. Anderson, seconded by Sup. Griffiths to accept the budget to keep the election expense to reflect the election cycle. Motion Carried. Information Technology Director Amy Kaup explained that the information technology budget reflects hardware and software for the County and will include Bloomfield for 2011. She also informed the committee that next years budget includes a software license update to windows 2010 which is needed to stay compatible with information received and sent from the State and other agencies. Jolene Millard, County Treasurer, explained that the County Treasurer budget also includes the assessment of property. Bud Trader, Personnel Director explained that his budget decreased due to a decrease in the budget for labor attorney cost and health insurance change. Curt Kephart, County Administrator, stated his budget has decreased. Sup. Hiltbrand would like an analysis of salable properties including appraised values on the next meeting agenda. Roxie Hamilton, Finance Director, reported that the increase to her budget was for wage & fringe and increase in the amount budgeted for audit.

6. **Long Range Planning Committee Request** – the committee discussed the top priority issues for the next few years. Curt said he saw three themes emerging – utilizing technology and the tools in our toolbox; collaboration and teamwork and reorganization; and return on the investment of technology, facilities and people. After much discussion the Committee has set the following as the top three priorities to forward to the Long Range Planning Committee: 1) Better use of technology, training, and the use of what is already in place, 2) better use of administrative staff, and 3) collaboration amongst Iowa County, surrounding Counties and smaller units of government.

7. Department Reports

Personnel Department

- a) **District Attorney Investigator Position Review** – in response to the request of the Justice Committee, the Personnel Director reported the results of his survey of comparable counties regarding Iowa County's part time Detective position. Six of the seven comparable counties responded, and all reported that they did not have a similar position in their District Attorney's office. Committee reviewed a record of the last action taken on this position, including the related portion of the Minutes from the May 2009 Administrative Services Committee meeting, as well as the related portion of the May 2009 County Board minutes. Committee also reviewed the 2008 County Board Resolution that provides wage and salary increases to this and other similar non-represented employees. Included in the Committee discussion was the compensation and work schedules for Bailiff/Court Security Officers, and part time/on-call Sheriff's Department Detective position. The Committee elected to not take action on the District Attorney part time Detective position.
- b) **Employment Activity Report**
Sheriff's Department Dispatcher/Correctional Officer vacancy – Interview was conducted on August 27, 2010. Personnel's references on one candidate were completed on September 3rd. Currently waiting for Sheriff's Department to complete their internal background investigation. Southwest Workforce Development Board ADRC New Hires – 61 resumes received for the Information & Assistance Specialist position, and 45 resumes received for the Lead Information & Assistance Specialist position. Both new hires started on September 1st. Limited Term Department Assistant for ADRC – In order to respond to current and future built up of workload, a current County Limited Term Department Assistant will work 3 days per week for approximately 14 weeks, beginning September 20th.
County Administrator Kephart reported that he is not willing to convert the current Southwest Workforce Development Board positions into regular County employee positions because of the continued uncertainty of the State's funding and management of the program, and in consideration of the fact that the Southwest Workforce Development Board employees just started their employment on September 1st. Motion by Sup. Anderson seconded by Sup. Meyers to approve maintaining these positions under the current contract with SWWI WDB. Motion Carried.
The Personnel Director also reported that his department was informed yesterday of the resignation of the Land Conservation Department Assistant.

County Administrator

- c) County Administrator Curt Kephart distributed his administrator's report. He reviewed the report with the committee and discussion followed.
- d) **Proclamation for Veteran's Holiday Observation** – the Committee reviewed and discussed the resolution. Motion by Sup. Meyers seconded by Sup. Oleson to recommend and forward to the Board. Motion Carried with Sup. Grover voting no.
- e) Motion by Sup. Meyers seconded by Sup. Oleson to recommend and forward the Contingency Funds Procedure Resolution to the County Board. Motion Carried.

Finance Department

- f) Economic Development Director Rick Terrien and EDC Board Member Linda Pittz addressed the committee about the current working relationship between the County and EDC on the Revolving Loan Fund Program (RLF). There was discussion on the need for training for applicants who are new business owners and also the need for a formalized RLF Review Committee. The committee would also like to see the EDC update and strengthen the RLF manual. The Committee would also like a list of the loans and dates issued at the October committee meeting. Rick, Linda, Curt and others will review and update the current memorandum of understanding between the County and the EDC.

- g) Motion by Sup. Griffiths seconded by Sup. Grover to recommend and forward the Resolution Recommending Budget Amendments between information Technology Department and the Social Services Department. Motion Carried.
 - h) The Committee reviewed the August 31, 2010 Financial Reports.
 - i) The Committee reviewed the updated 2011 budget summary. Based on the consensus of the committee the October meeting should include an agenda item on salable assets and property.
5. Motion by Sup. Griffiths seconded by Sup. Meyer to set the next meeting date of Tuesday October 12, 2010 at 6:00 p.m. and to adjourn the meeting at 9:15 p.m. Motion carried.

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