

MINUTES
Iowa County – Administrative Services Committee
September 8, 2009
(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, September 8, 2009 at 6:00 p.m. and was called to order by Sup. Bill Ehr.**

- a. Roll call was taken.**

- Committee members present: Sups. Carol Anderson, Bill Ehr, Diane McGuire, Dwayne Hiltbrand, Dave Bauer and Peter Berg (arrived at 6:10 p.m.). Absent/Excused: Sups. Eric Anderson, Mark Masters and Tom Mueller.

- Also present: Personnel Director Bud Trader, Finance Director Roxanne Hamilton, Information Systems Director Amy Kaup, County Treasurer Jolene Millard, Veterans Services Office Ted Mynyk, Emergency Management Coordinator Ken Palzkill, Bloomfield Administrative Assistant Mark Vondra, Jake Tarrell, and Jim Griffiths.

- b. Motion by Sup. Diane McGuire, second by Sup. Dwayne Hiltbrand to approve the certification of the meeting. Motion carried.**

- c. Motion by Sup. Dwayne Hiltbrand, second by Sup. Carol Anderson to approve the agenda for this September 8, 2009 meeting moving agenda item number 2 ahead of agenda item number 1. Motion Carried. Motion by Sup. Diane McGuire, second by Sup. Dave Bauer to approve the minutes of the August 24, 2009 meetings. Motion carried.**

- 2. There were no reports from committee members or members of the audience.**

- 3. Department Reports**
Finance Department

1. The Committee reviewed the hazard mitigation plan funding. A letter to Planning and Development Director Scott Godfrey from Southwestern Wisconsin Regional Planning Commission was distributed by Roxie Hamilton. The letter outlined the total projected project costs along with the amount paid by Federal, State and County funds. Emergency Planning Coordinator Ken Palzkill explained that the hazard mitigation plan is not mandated but if the County does not have a plan and if there is a natural disaster where a Federal disaster is declared then the County would be eligible for hazard mitigation funding. In order to receive the Federal and State funds to offset the cost of the hazard mitigation plan, the application must be submitted to the State by September 25, 2009. Sup. Carol Anderson stated that this is an important issue if the county is a declared disaster area. The plan is a County wide plan and is required to be adopted by all districts in the County and the plan must be updated every five years. Ken Palzkill stated a typical county plan is 200 pages long. Motion by Sup. Dave Bauer second by Sup. Dwayne Hiltbrand to recommend funding the hazard mitigation plan not to exceed \$6,045 to the full County Board. Motion Carried.

2. Department Budgets:

Information Systems: Amy Kaup reported that her budget decreased over \$55,000 even with the increase to 3 staff members for the entire year. This is due to projects completed more in house and less out-sourcing. The additional staff allows more time to find efficiencies and less reactionary type work. There was a question on software cost decreasing which is due to a major upgrade that was completed in 2009 – no cost applicable to that project in 2010. There was also discussion on the video conferencing costs decreasing which is due to the decrease in monthly phone line cost. The upgrade to the video conferencing system in 2009 allows it to be internet based.

Personnel: Bud Trader reported no major changes. He did report that the compensation line is increasing for the part-time assistant (40% personnel, 10% finance and 50% county administration) who realized a wage increase in the adopted comp plan. He also reported that his support staff hours decreased in 2008 due to the county administrator utilizing more time provided by the assistant. The largest line item other than wage and fringe is labor attorney cost which is influenced by negotiations, disputes, etc. No questions from the committee.

Finance: Roxie Hamilton reported that the two largest areas are audit cost and wage and fringe benefits. She also reported the adopted comp plan impacted her budget because both herself and the assistant shared by personnel and county administration realized a wage increase for 2010. Sup. Carol Anderson was concerned that the amount included in the budget for audit is not high enough.

County Treasurer: Jolene Millard reported that her department budget is straight forward and the majority of the expense is in wage and fringe benefits. Sup Bauer asked about the revenue from the penalty on taxes and Jolene explained with the delinquent taxes continuing to be low that this decreases the amount collected and that she budgets conservatively.

County Clerk: Greg Klusendorf had previous commitment and Roxie Hamilton reported that the large increase in the County Clerk budget is in the election line item. There will be four elections next year and the County is responsible to have the election machines reprogrammed and to pay any programming cost.

3. Revolving Loan: the Committee reviewed the request so subordinate a loan for Dodge Point County Club. Motion by Sup. Peter Berg second by Dwayne Hiltbrand to deny this request. Motion Carried.

4. Bloomfield Manor Financial Statements: Mark Vondra, Bloomfield Manor Administrative Assistant, was present to answer questions. There was discussion on the census used in the 2009 budget, average census as of June 30, 2009, and the composition of revenue. Additional questions were asked about full-time staffing versus part-time staffing, and recent employment of employee's family members.

5. Roxie Hamilton distributed the Bloomfield Manor Audit Report for the year ending December 31, 2008. This will also be distributed to County Board next week and will be discussed at a future meeting once the County's audit it complete.

6. Roxie Hamilton distributed Blackhawk Lake Audit Report. This will be discussed at a future meeting.

7. The committee reviewed the Veteran's Service Officer Position. Ted Mynyk was available to answer questions. There was discussion on the number of residents served in a week and month by the office. Ted said the requirements in the State Statutes are that all counties shall have a Veteran's Service Officer and this position can be part or full time. Additional requirements must be met in order for the County to receive grant money. Ted reported that he had extensive discussions with the prior County Administrator about his position and how to save money in the County budget. Ted Mynyk also reported he anticipated retiring in 2010. If the position was decreased to a part-time position the savings are estimated to be \$20,400. This will be discussed further in the 2010 budget discussions.

8. Roxie Hamilton distributed the 2010 budget packet to the committee members. She will also distribute 2010 budget packets to the remaining County Board members at the September 15, 2009 County Board meeting. Based on the consensus of the committee the standing committees should review the budgets for the departments that report to them at the regularly schedule October committee meetings. The committee also discussed a special meeting to review the budget in length. Based on the consensus of the committee that meeting will be scheduled for Monday October 12, 2009.

Personnel Department

9. Sup. Carol Anderson reported discussed the two changes made to the County Administrator Position Description. Sup. Dave Bauer had concerns about adding additional job duties and the pay range for the position. Motion by Sup. Peter Berg second by Sup. Diane McGuire to approve the job description and to forward to the full County Board for approval. Motion Carried.

10. The committee discussed having Southwest Wisconsin Workforce Development Board assist the Administrator Recruitment Committee. Sup. Carol Anderson reported she received the proposal today at 4:00 and that the Administrator Recruitment Committee will be reviewing the proposal at the committee meeting on Wednesday. Sup. Carol Anderson on behalf of the Administrator Recruitment Committee is requesting approval of funds to pay for the assistance that Southwest Wisconsin Workforce Development Board would provide to the committee. Motion by Sup. Diane McGuire second by Sup. Peter Berg to approve up to \$4,000 for the assistance provided by Southwest Wisconsin Workforce Development Board. Motion Carried.

11. Sup Carol Anderson reported that the Administrator Recruitment Committee has discussed in length the current salary range for the County Administrator position and felt that the top of \$80,000 is too low. Discussion followed. Motion by Sup. Peter Berg second by Sup. Dwayne Hiltbrand to set the salary range of \$75,000 to \$98,000 for the County Administrator position. Motion Carried.

12. The provider that administers the County's self-funded dental plan, Auxiant, is proposing an administrative fee increase of ten cents to \$4.50 per month per employee. Bud Trader reported that this fee has not increased for two years. Roxie Hamilton informed the committee that this would increase the administrative cost by approximately \$270.00 per year which is paid from the self-funded dental checking account. Motion by Sup. Diane McGuire second by Sup. Peter Berg to approve the administrative fee increase for Auxiant. Motion Carried.

13. Bud Trader reviewed and updated the Committee on the current positions.

Emergency Management Coordinator: recruiting is underway and the deadline is September 21, 2009. Letters were sent to all of the prior applicants informing them that the position has been reopened and that if they would like to be considered for the position then a formal letter should be sent to the Personnel Department.

Land Conservation Professional Positions: Bud Trader, Craig Hardy, Jim McCaulley, and a representative from the USDA Service Center interviewed fifteen applicants in the past two weeks and Bud Trader is completing references on three candidates.

I.S. Technical Support Specialist: outside recruiting is now open for this position and the deadline is October 2, 2009.

Health Department Temporary Employees for Flu Vaccination Clinics: Roxie Hamilton reported that the funding for the additional clinic for the H1N1 flu vaccinations will be fully funded by the federal government. Motion by Sup. Carol Anderson second by Sup. Dave Bauer to approve the resolution with the addition of wording stating that no County funds will be used for these positions or clinics. Motion Carried.

14. Bud Trader explained to the committee who was included on the original interview panel for the Emergency Management position and the committee determined the existing panel is too large. The committee also discussed who would review the applications to determine who would be interviewed and the consensus of the Committee is this would include Personnel Director Bud Trader, Sheriff Steve Michek, Health Director June Meudt, and County Board Chair Mark Masters. Motion by Sup. Carol Anderson second by Sup. Dave Bauer to set the interview panel as Sup. Joe Thomas, representing Justice Committee and Fire Districts, Personnel Director Bud Trader, Health Director June Meudt, Sheriff Steve Michek, Deb Hoffman representing EMS, County Board Chair Mark Masters and Sauk County Emergency Management Coordinator. Motion Carried.

15. Bud Trader and Roxie Hamilton outlined the history of the flexible spending plan - employee case review issue. Discussion followed. Sup. Carol Anderson inquired whether additional education could be provided to employees on an annual or bi-annually basis. Motion by Sup. Dave Bauer second by Sup. Dwayne Hiltbrand to follow the Attorney's opinion to deny the request unless the Internal Revenue Service responds with a different opinion which at that time the Committee would revisit this issue. Motion Carried.

16. Closed Session: Motion made by Sup. Peter Berg, second by Sup. Dave Bauer to go into Executive Session at 8:30 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. (AFSCME Courthouse and Professional Arbitration, Sheriff's Department Teamsters Negotiations, Sheriff's Department Chapter 59 Grievances, AFSCME Highway Negotiations, Teamsters WERC Complaint)

6 Yes (Sups. Carol Anderson, Peter Berg, Dave Bauer, Bill Ehr, Dwayne Hiltbrand and Diane McGuire. Excused/absent: Sups. Mark Masters, Eric Anderson and Thomas Mueller. 0 No. Motion carried. The following individuals were also included in the closed session: Bud Trader, and Roxie Hamilton.

17. Return to Open Session: Motion made by Sups. Peter Berg, second by Sup. Dave Bauer to return to Open Session at 9:05 p.m. 6 Yes (Sups. Carol Anderson, Peter Berg, Dave Bauer, Bill Ehr, Dwayne Hiltbrand, and Diane McGuire. Excused/absent: Sups. Eric Anderson, Mark Masters and Thomas Mueller) 0 No. Motion carried.

Motion by Sup. Peter Berg, second by Sup. Carol Anderson to approve the resolution that recommends ratification of the 2008-2009-2010 Sheriff's Department Employee Union Contract. Motion Carried.

Motion by Sup. Peter Berg second by Sup. Dwayne Hiltbrand to approve the Memorandum of Understanding between Iowa County and Teamsters Local No. 695 concerning compensatory time under the Collective Bargaining Agreement. Motion Carried.

Motion by Sup. Dave Bauer second by Sup. Peter Berg to waive the Chapter 59 Hearing. Motion Carried.

The next meeting dates are Monday October 12, 2009 at 6:00 p.m. and Tuesday, October 13, 2009 at 6:00 p.m.

- 4. Motion by Sup. Dave Bauer, second by Sup. Peter Berg to adjourn the meeting. Motion carried**

Meeting adjourned at 9:07 p.m.

Minutes by Roxie Hamilton, Finance Director & Bud Trader, Personnel Director