

MINUTES
Iowa County – Administrative Services Committee
October 12, 2009
Approved at the October 29, 2009 Committee Meeting

1. **The Administrative Services Committee met in the County Board Room of the Iowa County Courthouse Annex in the City of Dodgeville on Monday, October 12, 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, Mark Masters, Tom Mueller, Peter Berg and Dave Bauer (arrived at 7:30 p.m.). Absent/Excused: Sups. Eric Anderson.

- Also present: Personnel Director Bud Trader, Finance Director Roxanne Hamilton, and Hidden Valley Representative Jack Reynolds.

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

- c. **Motion by Sup. Tom Mueller, second by Sup. Carol Anderson to approve the agenda for this October 12, 2009 meeting agenda. Motion Carried.**

- Motion by Sup. Dwayne Hiltbrand, second by Sup. Tom Mueller to approve the minutes of the September 9, 2009 meetings. Motion carried.**

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

3. **Department Reports**
Finance Department

1. Jack Reynolds, Hidden Valley Representative, discussed the history of the Hidden Valleys Magazine and tourism it generates to the Iowa County area. He asked the committee to consider continuing to pay the dues even if the county was not able to continue advertising in the magazine. Discussion followed. Based on the consensus of the committee this will be reviewed with the budget agenda item.

2. 2010 Budget:

- The committee reviewed the 2010 budget and the changes to the 2010 Budget since the September 15, 2009 County Board Meeting which included changes from last week's standing Committee meetings.

The Committee made the following motions after discussing the 2010 budget:

Motion by Sup. Mark Masters, seconded by Sup. Tom Mueller to decrease the contribution to Unified Community Services by \$30,000 which will lower the 2010 budget amount to \$193,625. Motion Carried.

Motion made by Sup. Tom Mueller, seconded by Sup. Dwayne Hiltbrand, to reduce the Iowa County Veterans Service Officer position from full time to half time, effective January 1, 2010, and included in the Motion is the recommendation that this action taken be evaluated by the Administrative Services Committee in July 2010. Motion Carried

Motion by Sup. Tom Mueller, seconded by Sup. Dwayne to reduce the funding for a 4-H intern by 50% which will leave \$2,819 in the 2010 budget. Motion Carried.

Motion made by Sup. Tom Mueller, seconded by Sup. Diane McGuire, to eliminate the part time Department Assistant position in the Land Conservation Department, effective January 1, 2010, with the expectation that technical support will be provided by the Information Systems Department to ease the transition through enhanced utilization of telecommunication equipment and/or personal computer software or hardware. Motion Carried.

Motion made by Sup. Carol Anderson, seconded by Sup. Peter Berg to mandate the establishment of centralized purchasing for all of Iowa County operations effective January 1, 2010, to include but not limited to office supplies, and to be managed by the County Clerk's office. Motion Carried.

Motion made by Sup. Tom Mueller, seconded by Sup. Dwayne Hiltbrand, in an effort to better understand work assignments and evaluate employee productivity, that the Commission on Aging/ADRC two Department Assistant level positions (one county employee and one contracted employee), and the one part time Benefit Specialist positions be directed to complete time study records with half hour intervals, for one complete month. Motion Carried.

Motion by Sup. Peter Berg, seconded by Sup. Diane McGuire that the allocation of Department Assistant services provided to the University of Wisconsin's Extension office be converted from the current 70% Extension/30% Finance Department, to 60% Extension/30% County Administrator/10% Finance Department, and with the recognition that the County Administrator and Finance Director will schedule and receive their allocated hours of service based upon their Department's operational needs, and retain primary control of the Department Assistant's weekly work schedule and the Personnel/ Finance Confidential Administrative Secretary will also reflect a change from the current 10% Finance, 40% Personnel, and 50% County Administrator to 30% Finance, 60% Personnel and 10% County Administrator. Motion Carried.

Motion made by Sup. Carol Anderson, seconded by Sup. Peter Berg to recommend that the amount the 2010 budget is below the maximum levy limit is allocated equally between the Communications Project in the Capital Projects Fund and the Highway Department. Motion Carried.

Motion by Sup. Tom Mueller, second by Sup. Peter Berg to recommend the 2010 Budget to the full County Board at their October 20, 2009 meeting. Motion Carried with Sup. Dave Bauer abstaining.

The next meeting date is Tuesday October 13, 2009 at 6:00 p.m.

- 4. Motion by Sup. Peter Berg, second by Sup. Tom Mueller to adjourn the meeting. Motion Carried**

Meeting adjourned at 8:00 p.m.

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