

MINUTES
Iowa County – Administrative Services Committee
April 8, 2008

1. The Administrative Services Committee met in the County Board Room of the Iowa County Courthouse in the City of Dodgeville on Tuesday, April 8, 2008 at 6:00 p.m. and was called to order by Chairman Dana Perry.

2. Roll call was taken.
Committee members present: Sups. Dana Perry, Diane McGuire, Tom Mueller, Bill Ehr, Eric Anderson, Mark Masters and Peter Berg. Excused/absent: Dwayne Hiltbrand and John Lind.

Also present: Sup. Ron Benish, Sup. Elect Dave Bauer, County Treasurer Jolene Millard, Personnel Director Bud Trader, Finance Director Roxie Hamilton, Health Director June Meudt, Bloomfield Manor Administrator Barbara Linscheid and Randy Terronez, County Administrator.

3. Motion by Sup. Tom Mueller, second by Sup. Peter Berg to approve the certification of the meeting. Motion carried.
5. Motion by Sup. Tom Mueller, second by Sup. Bill Ehr to approve the agenda for this April 8, 2008 meeting and minutes of the March 11, 2008 Administrative Services Committee meeting as presented. Motion carried.

Chairman Dana Perry turned over the gavel to Vice Chair Bill Ehr.

7. Open session – Comments from audience /Committee members: None.
8. Old Business: None
9. New Business

A. County Treasurer

1. 2007 Annual Report

Agenda enclosure briefly reviewed by County Treasurer Jolene Millard who was available for any questions from the Committee.

Motion by Sup. Diane McGuire, second by Sup. Dana Perry to approve the County Treasurer 20067 Annual Report and forward to full Board. Motion carried.

B. Finance Department

2. Revolving Loan
A. Summary

Roxie Hamilton, Finance Director reviewed agenda enclosure. Discussion given on several delinquent loans including Harvest Market and Blabaum.

B. Harvest Market Update

Roxie Hamilton gave update. Sup. Dana Perry informed the Committee that the business has notified customers that it will be closing on April 19.

C. Updated Application Form

Roxie Hamilton reviewed new application format. The new form will be placed on the County's website for increased accessibility. Sup. Dana Perry commented on making the form more user-friendly.

3. Federal Legislation on Personal Use of Cell Phone Tax Exemption (HR 5450)

Roxie Hamilton reviewed agenda enclosure.

Motion by Sup. Eric Anderson, second by Sup. Dana Perry to approve a letter of support on Personal Use of Cell Phone Tax Exemption (HR 5450) and forward to full Board. Motion carried.

4. Sales Tax Report

Roxie Hamilton reviewed agenda enclosure.

5. Highway Department Financial Update

Due to the severe 2007-2008 winter season, the Highway budget has been hit hard. The Highway Fund a few years ago had over \$2 million in fund balance and is projected at 12/31/08 to have \$180,000. The 2008 budget will be short in the area of \$1.5 million and breaks down as follows:

-	Amount over budget at 3/31/08	\$	663,000
-	Proj'd additional Nov. /Dec. winter	\$	250,000
-	Salt replacement	\$	450,000
-	Replacement Truck costs not covered by Ins.	\$	30,000
-	Rounding	\$	107,000
	Total	\$	1,500,000

Preliminary discussion was held at the Monday, March 31 Transportation Committee and a follow-up meeting was held on Monday, April 8. County staff plan on presenting a preliminary plan to address the 2008 Highway Department shortfall for the May 5 Committee meeting.

Options include road project elimination, debt funding for capital-related budget items, and analysis of current operational expenses such as staff.

Randy Terronez commented on staff vacancies.

6. 2008 Quarterly Financial Statements

Roxie Hamilton distributed 2008 Quarterly Statements and reviewed highlights. Roxie noted that historically, the 1st quarter activity is light due to January activity accruing back to the prior year. With the exception of the Highway Department, the 1st quarter results are generally in line.

7. Lands' End/Sears Property Tax Appeal Update

Additional court dates have been scheduled for later this month.

C. Personnel Department

8. Health Department Tobacco Control Expansion Funding Grant and Request to Extend Workforce Development Contract Position

Staff reviewed agenda enclosure.

Motion made by Sup. Tom Mueller seconded by Sup. Dana Perry to approve the Health Department Tobacco Control Expansion Funding Grant in the amount of \$5,282 and the request to extend Workforce Development Contract Position to handle the additional hours. Motion carried.

9. Review of Employment including Training Activity.

Personnel Director Bud Trader updated the Committee on the following employment and training activities:

- A. Child Support Specialist position filled on March 13.
- B. Highway County Helper position filled on March 30.
- C. UW Extension Interns (2) will be starting around May 31.
- D. Deputy vacancy in the Sheriff's Department has two internal candidates (Corrections/Dispatcher). Tomorrow the written test will be administered. Subject to passage of written test, interviews will be scheduled.
- E. Due to prior discussion on Highway fiscal condition, the County Administrator will not be approving the filling of vacant positions – **unless** – to fill the requirement of minimum 24 hour staff levels that would prove more costly in paying overtime.

Randy Terronez stated that the only other exception at this time is the recruitment for the Highway Commissioner and a recruitment plan will be forwarded to the appropriate committees as early as May.

At this time, a Highway Truck Driver position and Commission on Aging Transportation Coordinator position remained unfilled.

- F. Sexual harassment Training is nearly complete. With management - Nonrepresented group attending sessions earlier this year, the balance of the county workforce including Bloomfield Manor has received the training. One final follow up session will be scheduled the same day the County Board receives training anticipated in May or June.

10. Review of Labor Relations Activity

Personnel Director Bud Trader noted:

- A. The Sheriff's Department union election was held on March 18 and the Teamsters are the new union representing the Sheriff's Department union workforce. Gene Govey is the new union representative and he has already been in contact with management personnel. Negotiations will be delayed until later this summer based upon the union schedule.
- B. The Highway AFSCME Grievance arbitration scheduled for today was postponed by request of the union and related to the County's Resignation Policy.
- C. The Highway Department has four outstanding grievances that the union may file for arbitration.

- 11. Motion made by Sup. Dana Perry, seconded by Sup. Eric Anderson to move the Closed Session agenda item to the end of the agenda. Motion carried.

D. Facilities

12. Mowing Bids

Randy Terronez review agenda enclosure and noted that bids are due April 30 and a recommendation will be forwarded to the May Economic Development, Land and Property Committee.

E. County Administrator/Other

13. Grants Update

Randy Terronez reviewed agenda enclosure and noted that corrected form will include the Board Chairman's signature. Meetings have been held with the County's grant-writers. Ricky Rolfsmeyer will be working on the new Health and Human Services Building grants (energy, etc.) and Starfish Consulting will be working on justice-related grants (e.g., alcohol treatment court program).

14. Orientation Sessions for New Board Members
The Committee was updated on last weeks and this weeks sessions for new Board members. Sup. Elect Dave Bauer appreciated the department presentations.

15. County Administrator Report

Randy Terronez will be distributing his report next week.

16. Motion made by Sup. Eric Anderson seconded by Sup. Diane McGuire to go into Executive Session at 7:00 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. . (Nonrepresented Group Compensation, AFSCME Courthouse and Professional Mediation Process, Bloomfield Manor Compensation Proposal)

7 Yes (Sups. Dana Perry, Diane McGuire, Tom Mueller, Bill Ehr, Eric Anderson, Peter Berg and Mark Masters. Excused/absent: Dwayne Hiltbrand and John Lind.) 0 No. Motion carried. The following individuals were also included in the closed session: Sups Ron Benish, Roxie Hamilton, Bud Trader, Barb Linscheid and Randy Terronez.

17. Return to Open Session

Motion made by Sup. Eric Anderson seconded by Sup. Dana Perry to return to Open Session at 7:33 p.m. 7 Yes (Sups. Dana Perry, Diane McGuire, Tom Mueller, Bill Ehr, Eric Anderson, Peter Berg and Mark Masters. Excused/absent: Dwayne Hiltbrand and John Lind) 0 No. Motion carried.

Motion made by Sup. Dana Perry, seconded by Sup. Diane McGuire to approve the Resolution approving the 2009 Health Insurance contribution for the Nonrepresented group. Motion carried with one nay (Sup. Tom Mueller).

Motion made by Sup. Dana Perry, seconded by Sup. Eric Anderson to approve the Resolution establishing the 2008 compensation and the 2009 health insurance contribution for Bloomfield Manor employees. Motion carried.

18. Sup. Bill Ehr returned the gavel to Sup. Perry. The Committee thanked Sup. Perry for his dedication and leadership as Committee Chair.

10. **The next meeting date will be Tuesday, May 13, 2008 at 6:00 p.m.**

11. **Motion by Sup. Diane McGuire, second by Sup. Eric Anderson to adjourn the meeting.
Motion carried.**

Meeting adjourned at 7:35 p.m.

Minutes by Randy Terronez, County Administrator

DRAFT