

MINUTES
Iowa County – Administrative Services Committee
May 13, 2008

1. The Administrative Services Committee met in the County Board Room of the Iowa County Courthouse in the City of Dodgeville on Tuesday, May 13, 2008 at 6:00 p.m. and was called to order by Chairman Bill Ehr.

2. Roll call was taken.

Committee members present: Sups. Dave Bauer, Carol Anderson, Diane McGuire, Tom Mueller, Bill Ehr, Eric Anderson, Mark Masters, Dwayne Hiltbrand and Peter Berg.
Excused/absent: none.

Also present: Sup. Ron Berg, Judge William Dyke, Highway Commissioner Leo Klosterman, Highway Office Administrator Jeri Grabbert, Information Systems Director Amy Kaup, Personnel Director Bud Trader, Finance Director Roxie Hamilton and Randy Terronez, County Administrator.

3. Election of Vice Chair.

Motion by Sup. Eric Anderson, second by Sup. Diane McGuire to elect Sup. Peter Berg as Vice Chair. Motion carried.

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

5. Motion by Sup. Tom Mueller, second by Sup. Peter Berg to approve the agenda for this May 13, 2008 meeting with moving the AIM item to the earlier in the agenda. Motion carried.

6. Motion by Sup. Diane McGuire, second by Sup. Eric Anderson to approve the minutes of the April 8, 2008 Administrative Services Committee meeting as presented. Motion carried.

7. Open session – Comments from audience /Committee members

Sup. Peter Berg reported that the Economic Development, Land and Property Committee has requested this Committee to investigate the issue of a bad check fee policy. Item to be placed on next month's Committee meeting agenda.

8. Old Business: None

9. New Business

A. Personnel Department

Circuit Court- AIM (Assess, Inform and maintain) Program Assessment Update

Judge William Dyke was present and reviewed status of pilot project. Iowa County is one of six pilot projects in the state that will be attempting to increase the effectiveness of matching an offender to the appropriate treatment program. The project would involve establishment of an AIM Coordinator, a limited term position with no benefits that would be scheduled to work 2-4 hours/week. The person in the position would screen offenders coming through the court system. Across the country, there is a need to reduce recidivism.

In 2007, the Court saw 156 felonies, 472 misdemeanors and 120 criminal traffic offenses. Nearly all of the criminal traffic was drunk driving cases.

Judge Dyke noted that the County Board is scheduled to hear a presentation from Attic, an alternatives to incarceration program at the June 17 Board meeting.

Judge Dyke will be working with Bud Trader to finalize the job description and propose a recommended pay rate. The information will be brought back to next month's Committee meeting.

B. Information Systems

Phone System Cost Savings

Agenda enclosure reviewed by Amy Kaup, Information Systems Director that shows the County saving approximately \$53,000 over the next three years. The Committee thanked her for a job well done.

C. Finance Department

Revolving Loan

Roxie Hamilton, Finance Director reviewed agenda enclosure. Discussion given on several delinquent loans including Harvest Market and Blabaum. She reported that a party is interested in resurrecting a grocery store in Highland.

Sup. Tom Mueller commented on Blabaum file. As the company is in bankruptcy and the bank is the 1st lien holder, the County will not be getting its money back.

Motion by Sup. Tom Mueller, second by Sup. Dwayne Hiltbrand to write-off the Blabaum loan in the amount of \$121,822.24 and forward a resolution to the full Board. Motion carried.

Discussion given on the DodgePoint Country Club file. The Committee requested staff to check with corporate counsel on obtaining a court judgment.

In regard to the Schaaf file, the Committee requested staff to check with corporate counsel on options

A handout of information prepared by Southwest Community Action Program (SWCAP) was distributed. Additional discussion will be given at next month's committee meeting.

State Budget Outlook State Share Revenue

Randy Terronez reviewed agenda enclosure.

Updated 2007 Year End Financials

Roxie Hamilton reviewed agenda enclosure and highlighted the following changes from the previous report: additional revenue (grant reimbursements and Highway inventory adjustments).

2007 Carryover

Roxie Hamilton distributed the list and highlighted revisions, some of which will used to offset the Highway Department budget issue.

Health and Human Services Building Project

Agenda enclosure briefly reviewed. The Committee was reminded of tomorrow's informational presentation. While the presentation is aimed for the new Board members, carryover Board members are also invited.

Highway Department Financial Update

Agenda enclosure reviewed. Also present were Leo Klosterman and Jeri Grabbert. Roxie Hamilton distributed updated list of potential sources for the Highway Department budget deficit and reviewed highlights. The Highway Department's 2007 year end fund balance has been increased due to inventory adjustments.

Committee discussed ways to find approximately \$100,000 from the Highway Department's current operating budget such as elimination of seasonal help, rotating short-term layoffs, elimination of night watch positions, decreased mowing, etc.

Discussion given on current freeze on vacant positions (excluding 24 hour minimum staffing). Current vacant positions included: Commission on aging position, Highway Department mechanic, and seasonal helpers (2).

Sup. Mark Masters noted the need for addressing the Highway Department's short term deficit while also keeping an eye on long-term funding issues.

Committee consensus was to have County Administrator return with a proposal that includes additional Highway Department expenditure reductions for the June Committee meeting.

A. Personnel Department (Continued)

Compensation Study Request for Proposal

Agenda enclosure reviewed and Committee was comfortable for the consultant interview date, etc.

Highway Commissioner Recruitment

Agenda enclosure reviewed.

Motion made by Sup. Diane McGuire, seconded by Sup. Tom Mueller to approve the updated Highway Commissioner job description and salary and forward to the full Board. Motion carried.

Elected Officials Compensation

Agenda enclosure reviewed. Committee expressed concern on the high percentages recommended in light of the County's Highway budget issue, state and national economy.

Motion made by Sup. Diane McGuire, second by Sup. Tom Mueller to approve the compensation scheduled for the County Treasurer, Register of Deeds and County Clerk, as follows for the four year term effective January 1, 2009 as required by state statute:

- 2009 3% salary adjustment, plus health insurance contribution at \$82.13/family/mo.
- 2010 3% salary adjustment, plus health insurance contribution midway between \$82.13 and 10% of premium.
- 2011 3% salary adjustment, plus health insurance contribution at 10% of premium.
- 2012 3% salary adjustment, plus health insurance contribution at 10% of premium.

Motion to amend main motion made by Sup. Diane McGuire, second by Sup. Tom Mueller to:

- 2009 3% salary adjustment, plus health insurance contribution at \$34/family/mo.
- 2010 3% salary adjustment, plus health insurance contribution at \$34 /family/mo.
- 2011 3% salary adjustment, plus health insurance contribution at 10% of premium.
- 2012 3% salary adjustment, plus health insurance contribution at 10% of premium.

A tally of the vote showed 4 in favor, 3 against. Sup. Bill Ehr as Committee Chair voted no creating a 4-4 tie. Sup. Bill Ehr declared the motion to amend as defeated.

The Committee was informed that a 3% salary increase and an increase in health insurance contribution to \$84 would result in a net 2% compensation adjustment.

Motion to amend the main motion made by Sup. Dave Bauer second by Sup. Eric Anderson to:

- 2009 4% salary adjustment, plus health insurance contribution at \$82.13/family/mo.
- 2010 4% salary adjustment, plus health insurance contribution midway between \$82.13 and 10% of premium.
- 2011 4% salary adjustment, plus health insurance contribution at 10% of premium.
- 2012 4% salary adjustment, plus health insurance contribution at 10% of premium.

Motion to amend was defeated with 1 voting yes and 4 voting no. (Sup. Eric Anderson not voting)

The main motion passed with 4 voting yes and 3 voting no. Sup. Bill Ehr as Committee chair declined to vote.

Highway Department Administrative Staff 10 Hour Work Week/Holiday

Bud Trader reviewed new contract language that provides s 10 hour holiday pay during the period that the Highway Department is working 4 ten-hour days. (Generally from May through September 30).

The four nonunion – management staff (Highway Commissioner, two Superintendents and Office Administrator) also change work days to four ten-hour days during the May-September season.

Sup. Bill Ehr noted that Highway Department's 4 nonunion staff would also be expecting this benefit, instead of an eight hour holiday pay.

Motion made by Sup. Eric Anderson second by Sup. Diane McGuire to establish the holiday pay for the Highway Management/Nonrepresented staff at an 8 hour basis during the season that the department is on four ten-hour days. Motion carried.

Review of Employment including Training Activity.

Personnel Director Bud Trader updated the Committee on the recruitment for a corrections/dispatch position as a result of a promotion to road deputy.

Scheduling Sexual Harassment Training Session

Bud Trader reviewed the sexual harassment training. The entire county organization periodically receives this session due to the high degree of incidence in the workplace in general. The session for Board members needs to be set. It was agreed to hold the 45-minute session at the July 15 Board meeting and start at 6:00 p.m.

Review of Labor Relations Activity

Personnel Director Bud Trader noted:

- A. Highway AFSCME Grievance arbitration issues include Bernie Casper, Vacation Policy, Selection of Lead person and Night Watch.

Additional discussion given the night watch issue.

Motion by Sup. Dave Bauer second by Sup. Tom Muller to inform the union that the County no longer wishes to contest the issue.

The status of the Highway Clerk grievance is uncertain after the individual failed in her attempt to receive state Labor Department relief.

- B. Background on the Sheriff's Department transition from the WPPA to the Teamsters. The contact expired on 12/31/07 and no negotiations have been started.

Closed Session

Motion made by Sup. Tom Mueller seconded by Sup. Eric Anderson to go into Executive Session at 8:33 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 Mediation Process)

9 Yes (Sups. Dave Bauer, Carol Anderson, Diane McGuire, Tom Mueller, Bill Ehr, Eric Anderson, Dwayne Hiltbrand, Peter Berg and Mark Masters. Excused/absent: None.) 0 No. Motion carried. The following individuals were also included in the closed session: Roxie Hamilton, Bud Trader and Randy Terronez.

Return to Open Session

Motion made by Sup. Eric Anderson seconded by Sup. Diane McGuire to return to Open Session at 8:37 p.m. 9 Yes (Sups. Dave Bauer, Carol Anderson, Diane McGuire, Tom Mueller, Bill Ehr, Eric Anderson, Peter Berg, Dwayne Hiltbrand and Mark Masters. Excused/absent: none) 0 No. Motion carried.

D. County Administrator/Other

County Administrator Monthly Report

Randy Terronez reviewed highlights of agenda enclosure.

Strategic Planning

Randy Terronez reviewed purpose and need for a strategic plan that will involve a Saturday time commitment sometime in the 2nd half of June. Paul Ohlrogge has agreed to facilitate the process.

- 10. The next meeting date will be Tuesday, June 10, 2008 at 6:00 p.m.**
- 11. Motion by Sup. Peter Berg, second by Sup. Dave Bauer to adjourn the meeting. Motion carried.**

Meeting adjourned at 8:38 p.m.

Minutes by Randy Terronez, County Administrator