

MINUTES
Iowa County – Administrative Services Committee
December 11, 2008

1. **The Administrative Services Committee met in the County Board Room of the Iowa County Courthouse in the City of Dodgeville on Thursday, December 11, 2008 at 6:00 p.m. and was called to order by Sup. Bill Ehr.**
2. **Roll call was taken.**
Committee members present: Sups. Dwayne Hiltbrand, Carol Anderson, Diane McGuire, Mark Masters, Eric Anderson, Peter Berg and Bill Ehr. Absent/Excused: Dave Bauer and Tom Mueller.
Also present: Clerk of Court Carolyn Olson, Social Services Director Darin Smith, Finance Director Roxanne Hamilton, Information Systems Director Amy Kaup, Personnel Director Bud Trader and Randy Terronez, County Administrator.
3. **Motion by Sup. Eric Anderson, second by Sup. Diane McGuire to approve the certification of the meeting. Motion carried.**
4. **Sup. Bill Ehr informed the Committee that he exercised his right as Committee Chair to remove from the agenda Item #16 (Bloomfield Maintenance Position Request to be included in Compensation Study) and that it takes 2/3rds vote to overturn the Chair decision.**

Sup. Carol Anderson moved and Sup. Eric Anderson second to overrule the Chair's action. Roll Call was taken: Ayes – Sups. Carol Anderson and Eric Anderson; Nays – Sups. Peter Berg and Diane McGuire. Motion failed.

Motion by Sup. Diane McGuire, second by Sup. Eric Anderson to approve the revised agenda for this December 11, 2008 meeting with the removal of Item #16. Motion carried.
5. **Sup. Diane McGuire moved and Sup. Eric Anderson second to approve the November 2, 2008 minutes. Motion carried.**
6. **Open session – Comments from audience /Committee members: None.**
6. **Old Business: None**
7. **New Business**

Information Systems Department
Courthouse Building Access Upgrade

Randy Terronez reviewed background of request. Discussion on security has been discussed at monthly department head meetings and was heightened when the downtown suicide and downtown drug store robbery events occurred. The De-escalation training workshop also raised concerns.

Amy Kaup reviewed agenda enclosure. The issue responds to security-related concerns expressed by staff and discussed at monthly department head meetings. Funds would come from unspent County Board tourism funds, and County Administrator's budget.

Discussion given on the exterior door to the secure elevator. Door is to be locked at all times unless used by law enforcement personnel transporting prisoners to the Courtroom.

Motion made by Sup. Eric Anderson seconded by Sup. Carol Anderson to approve the Courthouse Building Access upgrade proposal from SGTS, Incorporated in the amount of \$4,162 with funds to come from the County Board tourism and County Administrator's budget. Motion carried.

Revolving Loan Application Request – Rick Gullickson Trucking, LLC

Rick and Heather Gullickson were present to discuss the application for Revolving Loan funding in the amount of \$80,000. Roxie Hamilton reviewed application highlights. Committee questioned the applicant and requested additional information.

Motion made by Sup. Eric Anderson seconded by Sup. Diane McGuire to delay action on the request pending submission of additional information from applicant. Motion carried.

Social Services Department Phone System Replacement Request

Darin Smith reviewed background and explained status of present system. The existing phone system dates to 1984 and was a hand-me-down from an earlier Courthouse phone system. As the phone system is no longer supported by the vendor, the department has used up the extra parts. The system cannot handle voice mail, and other features available on more updated systems.

Amy Kaup distributed updated quotes from NACR (\$20,015.05) and TSG (\$19,138.15).

Funds are available in the department's budget to purchase the equipment.

Motion made by Sup. Diane McGuire seconded by Sup. Peter Berg to approve the Social Services Department phone system replacement project and award the project to TSG in the amount of \$19,138.15 with funds to come from the Social Services Department budget. Motion carried.

Personnel Department

Clerk of Court Staff Vacancies

Agenda enclosure reviewed. Carolyn Olson, Clerk of Court was also present. The Justice Committee supports the County Administrator's recommendation not to fill the position the part-time position Department Assistant position. A letter from the Register of Deeds was distributed indicating willingness to assist the Clerk of Court clerical needs but also wanting a commitment to not short-staff the Register of Deeds office during vacation/sick leave and heavy workload.

A meeting was held with Carolyn Olson, Dixie Edge and Bud Trader to discuss the concerns. Additional fill-in for the Register of Deeds will be provided by other departments.

Carolyn Olson, Clerk of Court stated her need for the part-time staff position but that she is willing to work with the County provided it be reviewed in a few months.

Sup. Bill Ehr informed Committee of call from District Attorney Larry Nelson. In the event that there is a vacant part-time position available – the District Attorney's Office could use a part-time investigator to assist with interviewing witnesses, etc. Item referred to County Administrator for further review.

Discussion given on recent technology improvements in District Attorney's Office and law enforcement agencies that significantly streamline workload in various offices. Carolyn Olson overviewed the traffic citation data entry process that is repeated in several department/agency databases. The State Highway now process traffic citation electronically and the Sheriff's Department is getting ready to also do so. This has and will greatly increase efficiencies in offices that use the technology.

Motion made by Sup. Diane McGuire seconded by Sup. Carol Anderson to concur with the County Administrator's recommendation to leave the part-time Clerk of Court Department Assistant position vacant with staff from the Register of Deeds office to be assigned to the Clerk of Court's Office and to review the situation at the March 10, 2009 Committee meeting. Motion carried.

Recruitment/Employment/Training Activities

Bud Trader distributed handout that also incorporated Labor Relations activities. Highlights included:

1. The Highway positions (2 County Helpers and a 2nd Mechanic) have been filled.
2. The Clerk of the Court Deputy Clerk full-time vacancy is being advertised to the general public. It is hoped that applications for this position announcement can also be used for future clerical-related vacancies into 2009 similar to the County Highway Department County helper pool.
3. The County Highway Grievances status was given.
4. The Sheriff's Department Teamsters Union negotiations update was given.
5. The AFSCME Highway union negotiations were scheduled for this week but have been postponed.

Review of Labor Relations Activity

See above.

Closed Session

Motion made by Sup. Eric Anderson seconded by Sup. Diane McGuire to go into Executive Session at 7:24 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/Arbitration Process, Sheriff's Department Teamsters, PEHP Plan, Highway Grievances, Nonrepresented Group Compensation)

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

Return to Open Session

Motion made by Sup. Diane McGuire seconded by Sup. Dwayne Hiltbrand to return to Open Session at 7:57 p.m. 7 Yes (Sups., Carol Anderson, Diane McGuire, Dwayne Hiltbrand, Peter Berg, Mark Masters, Bill Ehr and Eric Anderson. Excused/absent: Dave Bauer and Tom Mueller.) 0 No. Motion carried.

Motion made by Sup. Peter Berg second by Sup. Dwayne Hiltbrand to proceed with legal counsel recommendation regarding the PEHP Plan issue. Motion passed.

Finance Department

Sales Tax Monthly Report

Roxie Hamilton distributed latest report that shows the adjusted year to date ahead of 2008 by 2.64%.

Revolving Loan Program Request

Agenda enclosure reviewed Roxie Hamilton contacted the state Department of Commerce and has met with the new EDC Director Rick Terrien.

Motion made by Sup. Diane McGuire seconded by Sup. Carol Anderson to concur with the staff recommendation to transfer the application review and recommendation process of the County's Revolving Loan Fund to the Iowa County Area Economic Development Corporation effective subject to agreement with the State Department of Commerce and forward to the full Board. Motion carried.

Fund Balance Policy

Roxie Hamilton and Randy Terronez reviewed agenda enclosure. Committee members were encouraged to provide feedback to staff. Item will be added to next month's Committee agenda.

Tax Levy Limits

Per discussion at last month's Committee meeting, the agenda enclosure reviews the availability (or lack thereof) to exceed the levy limits for Veterans and Regional Planning activities. The items cannot be outside the levy limits.

2007 Audit Report

Roxie Hamilton distributed the final 2007 annual audit.

Discussion on whether to have the auditors present at next month's Committee meeting to review the report.

Motion made by Sup. Diane McGuire seconded by Sup. Dwayne Hiltbrand to schedule the auditors Johnson & Block, CPA to be present at next month's Committee meeting. Motion carried.

County Administrator

Monthly Report

Randy Terronez will distribute report at next week's County Board meeting due to time constraints.

Highway Commissioner Leo Klosterman Retirement Resolution

A resolution recognizing Leo's service with Iowa County was distributed and reviewed.

Motion by Sup. Eric Anderson second by Sup. Dwayne Hiltbrand to approve the Leo Klosterman Retirement Recognition resolution and forward to the full Board. Motion passed.

Committee Structure Survey

Randy Terronez briefly commented on the survey that was identified from the Committee on Committees meeting.

Strategic Planning Issue Teams

The issue teams met yesterday and Paul Ohlrogge will prepare the results for discussion at next week's County Board meeting.

Discussion given on Rock County GM Plant closure affect on the economy, Lands End, etc.

Health Department Health Educator Continuation Resolution

Randy Terronez distributed resolution regarding the Health Department grant funded part time Health Educator. The position was established earlier this year and was scheduled to sunset at December 31. The Health Department contracts with SW WI Workforce Development. Grant funds have been included in the 2009 budget and it is recommended to continue the position via contract with SW WI Workforce Development provided that grant funds continue.

Motion by Sup. Diane McGuire second by Sup. Peter Berg to approve the Resolution for continuation of contract with SW WI Workforce Development Board for a Health Department part-time Health

Educator position provided that grant funds cover the position costs and forward to the full Board.
Motion passed.

8. **The next meeting date will be Tuesday, January 13, 2009 at 6:00 p.m.**
9. **Motion by Sup. Peter Berg, second by Sup. Eric Anderson to adjourn the meeting.
Motion carried.**

Meeting adjourned at 8:8:27 p.m.

Minutes by Randy Terronez, County Administrator