

Approved minutes of the Committee on Committee Meeting held May 5, 2014.

1. Chair Meyers called the meeting to order at 5:00 p.m. in the Iowa County Courthouse Upper Leven Conference Room, Dodgeville, WI.
2. Roll Call. Members present: Supervisors Anderson, Benish, Meyers, Nankee and Parman. Others present: Supervisor Griffin and County Administrator Kephart.
3. Motion by Sup. Anderson to approve the agenda for May 5<sup>th</sup>, seconded by Sup. Benish. Motion passed.
4. Motion by Sup. Benish to approve the minutes of April 21, 2014, seconded by Sup. Parman. Motion passed.
5. There was discussion on changing committees or forming new committees if it would go to the full board.
6. County Administrator Kephart discussed the changes to the Iowa County Position Description document.
  - Task #8 - In consultation with the governing committee, has authority to hire and discharge all county employees except for elected officials as governed by state statutes.
  - Task #11 – Attend and participate in county board committee meetings as deemed necessary by the board and requested by committee chairs with a guideline of four night meetings per month.
  - Task #18 – Oversee together with the department heads and appropriate committee, all intergovernmental contracts and rental or lease contracts on behalf of the county.
  - Task #22 – Monitor Department Affirmative Action plans and Americans with Disability Act plans and serve as Compliance Officer for the ADA.
  - Task #23 – Serve as the Director of Employee Relations treating confidential information appropriately and act as the lead negotiator in Labor Contract Negotiations.

The committee discussed Demonstrated Grant Writing and Fund Raising Experience in the public/non-profit sector: Job Description Quest, TIGER Grants, show beyond the grant can sustain it, more focus next year, feedback to committee what administrator has accomplished, department heads to partner.

Task #28 – To be added Motion by Sup. Benish, seconded by Sup. Parman. Motion passed.  
“Seek, Coordinate and Assist in Preparing and Writing, Obtaining and Management of Grants and Contracts.”

Next item of business: Carlson Dittman – Job Description Questionnaire (JDQ).

Sections 18 through 21 filled out by County Administrator, Supervisor Committee on Committee.

Section 18: Level of education should have a Bachelor Degree with a Master’s Degree desired.

Section 19: Experience required, two to four years (could be one year internship and one year experience for minimum experience).

Section 20: Certification/License/Training to perform job. Notary Public is recommended and professional memberships in state and national organizations. ICMA membership, Certified Public Mgrter is required.

Section 21: Supervisor's comments/corrections/additions. None.

9. Motion by Sup. Anderson to send the Committee Appointments to the Board, seconded by Sup. Benish. Motion passed. (Corrections on Bloomfield Committee and SWWDB)

13. Next meeting set for 4:00 p.m. on June 2, 2014. Motion by Sup. Nankee to adjourn, seconded by Sup. Parman. Motion passed at 5:58 p.m.

Respectfully submitted,

Daniel R. Nankee