

BLOOMFIELD REFERENDUM QUESTIONS 2014

Shall Iowa County continue to provide nursing home care for the residents of Iowa County?

Shall Iowa County support a new facility for Bloomfield Healthcare & Rehabilitation Center?



Memo

To: Committee on Committees
From: Curt Kephart, Administrator
Date: 8/4/2014
Re: Clarifying 2014 Goals for County Administrator

To assist the Committee on Committees in clarifying goals for the position of County Administrator I offer the following suggestions:

1. Presentation of an analysis and options for the Classification and Compensation Study Report within 30 days of their submission of a final report.
2. Present to the Administrative Services Committee a proposed policy on reducing annual budget carryovers, identifying specific budget methods, and projecting long term budget strategy in the FY 2015 Budget presentation in fourth quarter.
3. Prioritize priority tasks on daily calendar and delegate more routine items to other staff or departments allocating more time for projects of highest priority and advise CoC monthly on status of priority projects.
4. Present to the Administrative Services Committee a draft of a consolidated and updated Employee Handbook in the first quarter of 2015.

Each of the above goals must be identified in the S.M.A.R.T. process which represents Specific, Measurable, Attainable, Related, and Time bound.





COUNTY ADMINISTRATOR 2014 GOALS

EMPLOYEE INFORMATION

Employee Name: Curt Kephart
Job Title: County Administrator Department: Administration
Manager: Committee on Committees
Date: July 07, 2014 Review Period: 01-01-2014 to 01-01-2015

INSTRUCTIONS

Goals should always be: S - Specific M - Measurable A - Achievable R - Realistic T - Time Bound

- 1. Goal/Objective. Briefly describe each goal/objective and when the goal/objective should be met or accomplished.
2. Measurement. How will the goal/objective be evaluated? (Use quantitative measures such as % or dollar increase in revenue or market share and/or use qualitative measures which are descriptive of criteria.)
3. Importance. Rank the goal as Essential, Important, or Desirable as follows:
Essential - required for job performance
Important - helpful for job performance
Desirable - asset for job performance

1ST GOAL/OBJECTIVE

Description: Wage and Compensation Study

Measurement: Within thirty days of study presentation to Administrative Services Committee by consultant provide the County Board with an implementation plan with action steps discussing cost impacts and methods to address adoption of the plan.

Status Update: The consultant is now meeting with Department Heads to verify information provided by employees on the JDQ's and the ASC has made several decisions regarding the design of the new compensation plan. ASC has decided:

- 1. Be a market player at mid-point (could have been low/middle/high)
2. Include 13 counties in the public sector part of the market study (using two other sources for private sector data).
3. Set a range of 12.5% above the mid-point and 12.5% below the mid-point for a pay grid/range, this may change.

Yet to be decided:

- 1. Pay structure options - a) steps b) steps plus pay for performance c) pay for performance d) annual increases
2. Do employees get red lined (circled) and green lined (circled) if above or below the ranges?
3. Implementation schedule - Design in 2014 and implement over 1 - 5 years including items below.
4. Total compensation package including county paid benefits such as Health Insurance/MTO/Life /Dental/etc.

Importance: X Essential [] Important [] Desirable

2ND GOAL/OBJECTIVE

Description:

2015 Budget

Measurement:

Present a proposed balanced budget to the County Board for the September meeting for adoption in November.

Status Update:

Departments have been advised that the County continues to be limited in the amount of money it can raise through the tax levy. Estimates at this time are approximately .5% which will translate to approximately a maximum county-wide increase of appropriates of about \$50,000. Departments are to look at priorities and evaluate essential mandated versus non-mandated programs. Finance and Administrator will begin meeting with Departments in late July and Department presentations to Committees on budget should happen in August and September. In recent Committee meetings the Committee has granted requests to increase funding for various projects which individually does not represent a lot of money but any increases during a time of decreasing revenue spells trouble for the budget without program prioritization. We are at a crossroads, we need Board program priorities to set budget goals and justify saying no or yes.

Importance: Essential Important Desirable

3RD GOAL/OBJECTIVE

Description:

Bloomfield Referendum

Measurement:

Proposed language for a fall referendum question to determine the direction for Bloomfield Healthcare and Rehabilitation Center.

Status Update:

In a meeting with the Corporation Counsel, Nursing Home Administrator, and a representative of the Bloomfield Strategic Task Group the following language was drafted as meeting the standards of a compliant and clearly worded referendum question: **"Should Iowa County be authorized to raise the County Tax levy to construct and operate a new Bloomfield Healthcare and Rehabilitation Center?"** This wording a) comports to legal requirements, b) notifies the public that a new facility is being contemplated, c) asks for authority to raise the tax levy d) may be revised in committee.

Importance: Essential Important Desirable

4TH GOAL/OBJECTIVE

Description:

Economic Development

Measurement:

Work with the Economic Development and Property Committee to establish a presence in the County of a contracted Economic Development agency to replace the Iowa County Economic Development Corporation.

Status Update:

At the County Board discussion of priorities during a committee of the whole the theme of Economic Development kept coming up. Increasing the tax base appears to be one of the few long term options available to stabilize the economic future of Iowa County. In the Dodgeville Chronicle will be a request for proposals from private sector agencies to operate an Economic Development initiative on behalf of the County putting a 'face' on our efforts with an office, phone number and a contracted person to chase down leads, create options, and focus our economic development efforts. This should be in place no later than September of 2014.

Importance: Essential Important Desirable

5TH GOAL/OBJECTIVE

Description:

Court Room Improvement

Measurement:

Present a plan for improving security at the Iowa County Courthouse while preserving the integrity of the historic nature of the facility.

Status Update:

A plan was presented and adopted by the County Board for a Courtroom security project and remodel and is now awaiting approval from the State Circuit Clerk of Courts. A reminder letter was sent recently asking the Clerk what the status was of the request. The County has the option of starting some of the aspects of the security project without going to the construction document phase as some parts are not that complicated and could be done with maintenance funds or staff. We are awaiting direction from the State and the EDP.

Importance: Essential Important Desirable

