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**WASHINGTON COUNTY
ADMINISTRATIVE SERVICES COMMITTEE**

Courthouse - Room 2024
West Bend, WI

July 29, 2010
8:30 a.m.

Present: Raymond Heidtke, Roy Justman, Michael Miller, and Peter Sorce. Excused: James Core.

Also Present: Administrative Coordinator Doug Johnson, Chairperson Herbert Tennies, County Attorney Kim Nass, County Clerk Brenda Jaszewski, Facilities Manager Dave Loomans, Finance Director Susan Haag, Human Resources Director Peter German, Human Resources Employee Benefits Specialist Michelle Hoey, Payroll Supervisor Sandy Pftonhauer, Real Property Lister Brian Braithwaite, Sheriff Dale Schmidt, Supervisor Dennis Myers, and County Clerk Administrative Assistant Linda Doro.

Chairperson Justman called the meeting to order at 8:30 a.m. and read the Affidavit of Posting.

MINUTES

Moved by Mr. Sorce, seconded by Mr. Heidtke to approve the June 24, 2010, and July 20, 2010, minutes as presented. Motion carried.

ORDINANCE: AGING & DISABILITY RESOURCE CENTER (ADRC) STAFFING PLAN AMENDMENT

Ms. Olson presented a proposal for a part time limited Resource Specialist-Aging, pay grade E-2 to be added to the ADRC staffing plan. The ADRC needs additional assistance for the Medicare Part D open enrollment period and the reassessment of Home Delivered Meal clients. The total cost this year for this position will be \$13,138. This position is not eligible for benefits because the hours are less than 600 per year. This position is fully funded by state and federal grants and will only be authorized while the appropriate non-county funds meet the full cost of this position.

Moved by Mr. Heidtke, seconded by Mr. Sorce to approve an ordinance amendment to 7.02, 7.03, and 7.05 of the code relating to the Staffing Plan and Classification and Compensation Plan - Aging & Disability Resource Center as presented, and forward to the Administrative Services Committee and County Board. Motion carried.

E1 TO E6 COMPENSATION AND OVERTIME STUDY REPORT AND RECOMMENDATIONS

Appearance: Charlie Carlson, Consultant

Mr. Carlson provided a history of the the Fair Labor Standards Act and reviewed the current changes that have narrowed the exempt class for some employees and broaden it for others. Mr. Carlson presented his findings regarding Washington's County E-1 to E-6 Pay Grade as it relates to compensation and overtime. Presently, there are 185 Washington County employees in the E-1 to E-6 Pay Grade that covers 99 job classifications. Of those 99 job classifications, 57 are exempt and 42 are non-exempt. The key issue to address is how to compensate employees in the E-1 to E-6 for overtime. Mr. Carlson reported he will continue his analysis and work with Mr. German to prepare a plan that is revenue neutral to bring to the Committee.

INTERACTIVE HEALTH SOLUTIONS, INC. (IHS) PRESENTATION

Appearance: Jennifer Stucker, Interactive Health Solutions, Inc.

Ms. Stucker recognized Washington County for our commitment to the health of our employees and presented Washington County the Healthiest Companies in America Award. Out of over 1,300 companies IHS works with, only 34 received this award and Washington County was one of these.

1 **DISCUSS THE STEP LEVEL OF HIRING A MEDICARE COORDINATOR/RN AT THE**
2 **SAMARITAN HEALTH CENTER**

3 *Appearance: Samaritan Health Center Administrator Ed Somers, Director of Nursing Kathie Braun*
4 Moved by Mr. Sorce, seconded by Mr. Heidtke to authorize Mr. Somers to hire the candidate for the
5 Medicare Coordinator/RN position at Pay Grade E-3, Step Level 6. Motion carried.
6

7 **CONSIDER DELAYED TIMING OF ANNUAL POSITION RECLASSIFICATION REQUESTS**
8 **AND SET DIRECTIONS FOR DEPARTMENTS**

9 The Committee discussed whether to consider reclassification requests for 2011. Mr. Miller requested
10 that any reclassification requests be compared to similar jobs at both public and private employers. Mr.
11 German explained this may not be possible, since private employers are not required to reveal salaries or
12 benefits paid to their employees. Moved by Mr. Miller, seconded by Mr. Sorce to continue the annual
13 position reclassification requests and require a total compensation study and comparison for each
14 position. Motion carried with Mr. Justman voting no.
15

16 The meeting recessed at 10:05 a.m. and reconvened at 10:10 a.m.
17

18 **2010 RESOLUTION - SUPPORT UNITED WAY**

19 Moved by Mr. Heidtke, seconded by Mr. Miller to approve 2010 Resolution - Support for the United
20 Way, and forward to the County Board. Motion carried.
21

22 **FURTHER DISCUSSION ON A VOLUNTARY HIGH DEDUCTIBLE HEALTH INSURANCE**
23 **PLAN**

24 *Appearance: Kelly Jagelski, Horton Group*

25 Ms. Hoey presented two voluntary high deductible Health Insurance plans and pricing for Committee
26 review and consideration. Consideration of implementation of these plans will be brought back to the
27 Committee at a future date.
28

29 **HUMAN RESOURCES DIRECTOR'S UPDATE**

30 Commendation Resolutions

31 Moved by Mr. Heidtke, seconded by Mr. Sorce to approve the commendation resolution for Carol A.
32 Prost, who has 29 years of service and is retiring from her position as Cook at the Samaritan Health
33 Center, and forward to the County Board. Motion carried.
34

35 Employee Relations Activities

36 Mr. German reported requests for negotiations have been initiated by the Corrections, Parks, and Sheriff
37 Deputies unions. Mr. German reported the department received an age discrimination complaint from a
38 park employee regarding working duties.
39

40 **NEXT TENTATIVE MEETING DATES**

41 The Administrative Services Committee will tentatively meet on Thursday, August 26, 2010, at 8:30 a.m.,
42 and Thursday, September 23, 2010, at 8:30 a.m.
43

44 **OVERVIEW OF THE COUNTY CLERK'S OFFICE**

45 Ms Jaszewski presented an overview of the roles and responsibilities of the County Clerk's office.
46

47 **UPDATE ON CHANGE OF ELECTION VENDOR**

48 Ms. Jaszewski reported in September of 2009, the County Clerk office's was notified that Election
49 Systems & Software (ES&S) acquired our election vendor, Premier Election Solutions, which made them
50 the provider of over 70% of the voter systems in the United States. In March of this year, the Department
51 of Justice required ES&S to divest the Premier Election Solutions' assets in order to restore competition.
52 On May 19, 2010, Dominion Voting Systems acquired the Premier assets. Ms. Jaszewski reported she
53 has signed a contract with Dominion Systems and has meet with municipal clerks and informed them as

1 Washington County upgrades our election software, they will be required to contract with Dominion if
2 they want the County to continue to provide election services.

3
4 **FEES TO MUNICIPALITIES AND SCHOOL DISTRICTS FOR COUNTY CLERK ELECTION**
5 **PROGRAMMING**

6 Ms. Jaszewski presented a proposed fee schedule for charging municipalities and school districts for
7 election programming done by the County Clerk's office. Moved by Mr. Sorce, seconded by Mr. Miller
8 to approve the proposed fees to municipalities and school districts for County Clerk election
9 programming effective immediately, and forward to the Finance Committee. Motion carried.

10
11 **PROPOSED RESOLUTION - AUTHORIZE BIDDING OF PUBLIC AGENCY CENTER (PAC)**
12 **REMODELING PROJECTS FOR WINTER CONSTRUCTION**

13 Mr. Johnson reported the Executive Committee, at their last meeting, deferred the PAC remodeling
14 project in the CIP program until 2016. The energy conservation lighting project in the PAC, which was
15 coordinated with the remodeling project, will still go forward.

16
17 **UPDATE ON COURTHOUSE CAMPUS PARKING LOTS PROJECTS**

18 Mr. Loomans presented an update on the East and West parking lot projects. The entrance modifications,
19 crack filling, seal coating and striping for the East parking lot have been completed. The parking lot
20 ground signs at the entrances have been installed and landscaped. Staff is currently working on retexting
21 the additional signs to be installed along STH 33 and Schmidt Road. Mr. Loomans reported the County
22 awarded the West parking regrinding and curb replacement project to TP Concrete, at a cost of \$123,000,
23 which is under budget. TP Concrete will partner with Payne & Dolan to complete the asphalt work
24 scheduled from August 11 to August 27, 2010.

25
26 **ADJOURNMENT**

27 Moved by Mr. Heidtke, seconded by Mr. Sorce to adjourn the meeting at 11:16 a.m. Motion carried.
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31
Brenda J. Jaszewski, County Clerk