

1 **ADMINISTRATIVE SERVICES COMMITTEE**

2
3 Courthouse - Room 2024
4 West Bend, WI

August 28, 2008
9:00 a.m.

5
6 Present: James Core, Melvin Ewert, Raymond Heidtke, Roy Justman, and Peter Sorce (arrived at 9:07
7 a.m.)

8
9 Also Present: Administrative Coordinator Doug Johnson, County Board Chairperson Herbert Tennes,
10 Human Resources Director Peter German, Employee Benefits Manager Michelle Hoey, Facilities
11 Manager Dave Loomans, County Clerk Brenda Jaszewski, and County Clerk Administrative Assistant
12 Linda Doro.

13
14 Chairperson Justman called the meeting to order and read the Affidavit of Posting.

15
16 **MINUTES**

17 Moved by Mr. Heidtke, seconded by Mr. Ewert to approve the July 24, 2008, minutes as presented.
18 Motion carried.

19
20 **HEALTH INSURANCE OVERVIEW**

21 *Appearance by Michelle Hoey, Employee Benefits Manager*

22 Ms. Hoey gave an overview of the Washington County Health Insurance Plan.

23
24 Supervisor Sorce arrived at 9:07 a.m.

25
26 **REVIEW AND APPROVE 2009 DENTAL INSURANCE RENEWAL**

27 *Appearance by Michelle Hoey, Employee Benefits Manager*

28 Ms. Hoey presented the Dental Insurance rates for 2009, which is a 12% increase over 2008. Moved by
29 Mr. Sorce, second by Mr. Core to approve the 2009 Dental Insurance Renewal rates. Motion carried.

30
31 **AMEND POSITIONS IN SHERIFF'S DEPARTMENT COMMAND STAFF FOR LONG TERM
32 DISABILITY INSURANCE - ADD RADIO SYSTEMS ADMINISTRATOR**

33 Moved by Mr. Heidtke, seconded by Mr. Sorce to approve an ordinance amendment to 7.05(26) of the
34 County Code relating to Long Term Disability Insurance: add Radio Systems Administrator position, and
35 forward to the County Board. Motion carried.

36
37 **HUMAN RESOURCES DIRECTOR'S UPDATE**

38 Commendation Resolutions

39 Moved by Mr. Core, seconded by Mr. Heidtke to approve the commendation resolution for Sharon R.
40 Roell, who has 20 years of service and is retiring from her position as a Program Assistant in the Human
41 Services Department, and forward to the County Board. Motion carried.

42
43 Moved by Mr. Ewert, seconded by Mr. Sorce to approve the commendation resolution for Bonnie J.
44 Kasseckert, who has 20 years of service and is retiring from her position as a Dietary Aide in the
45 Samaritan Health Center, and forward to the County Board. Motion carried.

46
47 Employee Relations Activities

48 Mr. German reported Washington County received a favorable ruling in the Highway arbitration and an
49 updated contract has been forwarded to the Teamster's Union for signature.

50
51 Mr. German reported on the Worker's Compensation Settlement claims of Angie Peeples and Samantha
52 Boylen. Motion carried.

53
54 **2008 ELECTIONS SUPPLIES AND 2008 ADVERTISING & LEGAL ACCOUNTS**

55 Ms. Jaszewski requested approval to overspend the County Clerk Advertising & Legal and Election
56 Supplies accounts due to the upcoming two major elections. Ms. Jaszewski reported at year end, she will

1 transfer funds from other County Clerk accounts to cover the overages in these accounts. Moved by Mr.
2 Ewert, seconded by Mr. Heidtke to authorize the County Clerk to overspend the County Clerk
3 Advertising & Legal and Election Supplies accounts due to the upcoming two major elections. Motion
4 carried.

5
6 **CONSIDER BID RESULTS ON OLD COURTHOUSE SQUARE GROUNDS KEEPING**

7 Mr. Johnson reported Washington County Purchasing Department did not receive any bids for grounds
8 keeping service at the Old Courthouse Square Museum.

9
10 **2008 OUTLAY - CONSIDER PURCHASE OF USED TRUCK**

11 *Appearance by Facilities Manager Dave Loomans*

12 Moved by Mr. Ewert, seconded by Mr. Sorce to approve a 2008 transfer in the amount of \$3,500 from the
13 Facilities Management Repair account to the Facilities Management Outlay account to purchase a used
14 truck from the Highway Department that will replace a Facilities Management truck that is inoperable and
15 requiring major repairs. Motion carried.

16
17 **COUNTY CLERK 2009 BUDGET REVIEW**

18 County Clerk Brenda Jaszewski presented the 2009 County Clerk budget.

19
20 The 2009 County Clerk base level budget is \$407,315, and the requested level budget is \$406,583. There
21 are no new position requests or out-of-state travel for 2009.

22
23 **2009 Outlay**

24 **Central Reproductions**

25 1. Medium Copy Machines - four (4) at a cost of \$24,000

26
27 **2009 User Fees**

28 The 2009 County Clerks Fee Schedule was presented.

29
30 Moved by Mr. Sorce, seconded by Mr. Ewert to approve the 2009 County Clerk budget with a net levy in
31 the amount of \$406,583, including user fees and outlay for 2009, and forward to Administration. Motion
32 carried.

33
34 **HUMAN RESOURCES 2009 BUDGET REVIEW**

35 Human Resources Director Peter German presented the 2009 Human Resources budget.

36
37 The 2009 Human Resources base level budget is \$762,485, and the requested level budget is \$802,485.
38 There are no new position requests or outlay for 2009.

39
40 **2009 Out-of-State Travel**

41 One (1) person to attend the Collaborate 09 in Orlando, Florida at a cost of \$3,000.

42
43 **2008 User Fees**

44 Mr. German presented the 2009 User Fee Schedule.

45
46 Moved by Mr. Sorce, seconded by Mr. Ewert to approve the 2009 Human Resources budget with a net
47 levy in the amount of \$797,485, including out-of-state travel and user fees for 2009, and forward to
48 Administration. Motion carried.

49
50 **FACILITIES MANAGEMENT (ADMINISTRATION) 2009 BUDGET**

51 Administrative Coordinator Doug Johnson and Facility Manager David Loomans presented the 2009
52 Facilities Management budget.

53
54 The 2009 Facilities Management base level budget is \$2,551,221 and the requested level budget is
55 \$2,599,543. There are no user fees, new position requests or out-of-state travel for 2009.

56

1 **2009 Outlay**

2 1. Truck One (1) \$16,000

3

4 Moved by Mr. Core, seconded by Mr. Ewert to approve the 2009 Facilities Management budget with a
5 net levy in the amount of \$2,599,543 including outlay, plus an amount to be determined by Mr. Johnson
6 for the expected utility costs from the Sheriff's Addition, and forward to Administration. Motion carried.

7

8 **NEXT MEETING DATE**

9 The Administrative Services Committee will meet on Thursday, September 11, 2008, at 9:00 a.m. and
10 September 25, 2008, at 9:00 a.m.

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12 **AGENDA ITEMS FOR FUTURE MEETINGS**

- 13 • Update on final 2009 Facilities Management budget
14 • County Master Plan

15

16 **ADJOURNMENT**

17 Moved by Mr. Ewert, seconded by Mr. Heidtke to adjourn the meeting at 10:58 a.m. Motion carried.

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Brenda J. Jaszewski, County Clerk