

1 **ADMINISTRATIVE SERVICES COMMITTEE**

2
3 Courthouse - Room 2024
4 West Bend, WI

November 10, 2009
9:00 a.m.

5
6 Present: James Core, Melvin Ewert, Raymond Heidtke, Roy Justman, and Peter Sorce.

7
8 Also Present: Administrative Coordinator Doug Johnson, Human Resources Director Peter German,
9 Chairperson Herbert Tennes, Employee Benefits Manager Michelle Hoey, Human Resources Analyst Jo
10 Hutchinson, Human Services Director James Strachota, Deputy Human Services Director Michael
11 Bloedorn, Health Director Linda Walter, County Clerk Brenda Jaszewski, and County Clerk
12 Administrative Assistant Linda Doro.

13
14 Chairperson Justman called the meeting to order at 9:00 a.m. and read the Affidavit of Posting.

15
16 **MINUTES**

17 Moved by Mr. Sorce, seconded by Mr. Heidtke to approve the September 24, 2009, minutes as presented.
18 Motion carried.

19
20 **CLOSED SESSION**

21 Moved by Mr. Sorce, seconded by Mr. Heidtke to convene into closed session at 9:01 a.m. pursuant to
22 Wis. Stats. 19.85(1)(f) to discuss Human Services Department Grievance #28744 regarding personnel
23 issues. Motion carried unanimously by roll call vote.

24
25 **OPEN SESSION**

26 Moved by Mr. Heidtke, seconded by Mr. Core to return to open session at 10:00 a.m. Motion carried
27 unanimously by roll call vote.

28
29 **CLOSED SESSION**

30 Moved Mr. Ewert, seconded by Mr. Sorce to convene into closed session at 10:02 to approve closed
31 session minutes. Motion carried unanimously by roll call vote.

32
33 **OPEN SESSION**

34 Moved by Mr. Sorce, seconded by Mr. Heidtke to return to open session at 10:04 a.m. Motion carried
35 unanimously by roll call vote.

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37 **POSSIBLE ACTION ON ITEM DISCUSSED IN CLOSED SESSION**

38 Moved by Mr. Core, seconded by Mr. Ewert to deny the Human Services Department Grievance #28744
39 as presented and to continue to move forward with the Performance Improvement Plan. Motion carried.

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41 The meeting recessed at 10:02 a.m. and reconvened a 10:07 a.m.

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43 **DISCUSSION ON HEALTH INSURANCE AND REINSURANCE RENEWAL**

44 Appearance: Rae Anne Beaudry, The Horton Group
45 Ms. Beaudry reported for 2010, Washington County's group health insurance plan policy premium is
46 projected to be \$9,039,903. The estimated incurred claim cost for 2010 is \$8,005,428. Through October
47 31, 2009, claims in the amount of \$6,246,590 were paid, plus \$503,000 in stop loss reimbursement. Of
48 these costs, \$1,819,867 was paid or incurred by 21 individuals. Nine of the 21 have incurred claims over
49 \$75,000. Six more claimants are at \$65,000 and three are expected to be up to the \$75,000 level. The
50 perspective claim reimbursement by stop loss is expected to be approximately \$750,000 this year. The
51 paid premium for that stop loss insurance in 2009 was \$715,000. In 2008, Washington County paid a
52 stop loss premium of \$960,000 for stop loss reimbursement of \$1,241,778. Ms Beaudry reported the
53 estimated fixed costs for 2010 is \$1,034,475. This includes Administrative fees of \$128,422, Specific &
54 Aggregate Stop Loss Fees of \$817,535, and a Transplant Rider of \$88,517. Ms. Beaudry reported on
55 health insurance mandates that were enacted in 2009 that will affect Washington County.
56

1 DECISION ON REINSURANCE RENEWAL

2 Moved by Mr. Core, seconded by Mr. Ewert to approve QBE of Hartford, WI as Washington County's
3 Reinsurance carrier for 2010, with specific deductible of \$75,000 maximum without lasers. Motion
4 carried with Mr. Sorce voting no.
5

6 ORDINANCE: IMPLEMENTING STAFFING CHANGES IN 2010 BUDGET

7 Moved by Mr. Heidtke, seconded by Mr. Ewert to amend Sections 7.02, 7.03 and 7.05 of the code;
8 relating to 2010 Additional Positions - Health Department and Veterans Service Office; Classification and
9 Compensation Plan; and Employee Benefit Program - Overtime. Health Department: add one full-time
10 Environmental Health Supervisor pay grade E-4; eliminate one full-time Environmental Health Specialist
11 pay grade E-3; add one full-time Environmental Health Specialist pay grade E-2; add additional language
12 to ¾ time Environmental Health Specialist II pay grade E-3; add Environmental Health Specialist Pool
13 pay grade E-3 as needed; add one ¾ time Environmental Health Technician pay grade H-3; add one part-
14 time WIC Dietetic Technician pay grade H-5, and Veterans Service Office: increase one part-time to full-
15 time Office Assistant pay grade H-2, and forward to the County Board. Motion carried.
16

17 ORDINANCE: HUMAN SERVICES DEPARTMENT - STAFFING CHANGE

18 Moved by Mr. Core, seconded by Mr. Ewert to amend Sections 7.02, 7.03 and 7.05 of the code; relating
19 to Staffing Plan and Classification and Compensation Plan - Human Services Department and Employee
20 Benefit Program - Overtime. Human Services Department - Access & Outreach: eliminate one full-time
21 Developmental Disabilities Case Manager pay grade E-2; Human Services Department - Behavioral
22 Health: add one full-time Mental Health Technician pay grade E-1, eliminate one full-time
23 Resource/Community Support Specialist pay grade E-2; Human Services Department - Children &
24 Families: add one full-time CLTS Case Manager pay grade E-2, and forward to the County Board.
25 Motion carried.
26

**27 WASHINGTON COUNTY'S ROLE IN CONTRACTING PERSONNEL AT HUMAN SERVICES
28 DEPARTMENT**

29 Mr. Strachota discussed his need for different negotiating tools to recruit contracted personnel in the
30 Human Services Department. He asked for assistance from the Human Resources Department with the
31 recruitment of physicians/medical personnel even though they are not County employees, allow these
32 positions to be eligible or have access to some type of benefits particularly health insurance, and consider
33 directly employ medical personnel.
34

35 HUMAN RESOURCES DIRECTOR'S UPDATE**36 Commendation Resolutions**

37 Moved by Mr. Heidtke, seconded by Mr. Ewert to approve the retirement commendations for Gail
38 Doughty, Sheriff's Department; Eileen German, Sheriff's Department; Gloria Kamrath, Human Services
39 Department; Teri Kressin, Samaritan Health Center; Alice Miller, Clerk of Courts, Mary Miller, Human
40 Services Department; Susan Ponath, Samaritan Health Center; and Louise Severson, Sheriff's
41 Department; and forward to the County Board. Motion carried.
42

43 Employee Relations Activities

44 Mr. German reported the only contract signed is with the Deputy Sheriff's association, but negotiations
45 with the Sheriff's Command Staff union are near completion. Mediation is scheduled with the Highway
46 Employees union on November 18, 2009. A meeting has been set with the WI Social Service Employees
47 union on November 23, 2009. No response has been received from the Parks and Samaritan unions
48 regarding the wage freeze and there has been no contact with the WI Professional Social Workers union.
49 Human Resources has met twice with Corrections & Communications Officers Association and will have
50 a third meeting shortly. Human Resources will be announcing possible layoff notices effective January 1,
51 2010, for employees within unions not accepting the wage freeze. Employees in those unions will also be
52 required to pay their portion of the 9% increase in health insurance.
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1 NEXT MEETING DATES

2 The Administrative Services Committee will tentatively meet on the following dates:

- 3 • Monday, November 30, 2009, at 9:00 a.m.
- 4 • Tuesday, December 29, 2009, at 9:00 a.m.

5
6 UPDATE ON FINANCE COMMITTEE'S RECOMMENDATION FOR THE PROPERTY
7 INSURANCE DEDUCTIBLE ACCOUNT

8 Ms. Jaszewski reported on the Finance Committee's recommendation to provide \$100,000 to \$150,000 in
9 funds for paying the deductibles on the property claims. The county clerk's 2010 budget includes \$57,734
10 of levy for this fund, which will be transferred to the general fund and designated for Insurance
11 Deductible payments of property claims. In addition, early next year a resolution will be presented to the
12 Administrative Services and Finance committees with a proposal to transfer \$42,2266 to \$92,266 from
13 the undesignated portion of the general fund, to the designated insurance deductible account to obtain the
14 \$100,000 to \$150,000 desired amount in that fund. Each year, a portion of the County Clerk's budget
15 would include levy to be transferred into the designated insurance deductible portion of the General Fund
16 to replace funds that have been used.

17
18 REQUEST TO OVERSPEND 2009 INSURANCE DEDUCTIBLE ACCOUNT

19 Moved by Mr. Ewert, seconded by Mr. Core to approve the County Clerk's request to overspend the 2009
20 Insurance Deductible account. Motion carried.

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22 REQUEST TO NON-LAPSE 2009 LANDMARKS ACCOUNT TO 2010

23 Moved by Mr. Heidtke, seconded by Mr. Sorce to approve the Non-Lapse request of the County Clerk for
24 the balance of the 2009 Landmarks account to 2010.

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26 REPORT ON ACQUISITION OF PREMIER ELECTION SOLUTIONS BY ELECTION
27 SYSTEMS & SOFTWARE

28 Ms. Jaszewski reported on the acquisition of Premier Election Solutions by Election Systems & Software.
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30 ORDINANCE CHANGE RELATING TO 4.48 - MARRIAGE LICENSE FEES

31 Ms. Jaszewski presented an ordinance amendment to eliminate Section 4.48 of the code, relating to
32 Marriage License fees which would eliminate all references to marriage license fees in the code and the
33 need to update the code every year when there is a change to marriage license fees. The fees for marriage
34 licenses and waivers are established through the budget process and reviewed by the Administrative
35 Services and Finance Committees. By approval of the budget by the full County Board, the fees are fixed
36 for the next year. Moved by Mr. Sorce, seconded by Mr. Core to remove Section 4.48 of the code
37 relating to Marriage License fees, and forward to the County Board. Motion carried.

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39 2009 FACILITIES OUTLAY REQUEST

40 Moved by Mr. Ewert, seconded by Mr. Sorce to approve Facilities 2009 outlay request to replace a
41 Facilities pick up truck with a car from the Sheriff's Department at a cost of \$1,250. Motion carried.

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43 ADJOURNMENT

44 Moved by Mr. Heidtke, seconded by Mr. Ewert to adjourn the meeting at 11:45 a.m. Motion carried.
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49 Brenda J. Jaszewski, County Clerk