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**WASHINGTON COUNTY
ADMINISTRATIVE SERVICES COMMITTEE**

Courthouse - Room 2024
West Bend, WI

September 23, 2010
8:30 a.m.

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

Also Present: Administrative Coordinator Doug Johnson, Chairperson Herbert Tennies, County Clerk Brenda Jaszewski, County Treasurer Janice Gettelman, Facilities Manager Dave Loomans, Assistant Finance Director Rich Abbott, Human Resources Director Peter German, Human Resources Employee Benefits Specialist Michelle Hoey, Sheriff Dale Schmidt, 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. Core to approve the August 26, 2010, minutes as presented.
Motion carried.

REALIGNMENT OF THE REAL PROPERTY LISTER POSITION IN THE REGISTER OF DEEDS

Appearance: Sharon Martin, Register of Deeds and Brian Braithwaite, Real Property Lister

Mr. German provided history of the Real Property Lister job duties. The Real Property Lister is no longer responsible for GIS and Land Information; therefore, the job duties have been reduced and don't align with the E-6 pay grade classification. Mr. German reported Mr. Charlie Carlson, Washington County's Human Resources consultant, performed an analysis study of the Real Property Lister position and is recommending an E-2 pay grade classification. Moved by Mr. Sorce, seconded by Mr. Heidtke to approve the realignment of the pay grade classification for the Real Property Lister position from an E-6 pay grade to E-2 pay grade, effective January 1, 2011. Motion carried.

REPORT ON 2009 HEALTH INSURANCE

Mr. German reviewed the health insurance revenues and expenses for Washington County in 2009 and reported the year ended \$656,212.61 in the black.

ORDINANCE REVISION REGARDING 2011 HEALTH INSURANCE RATES

Mr. German distributed the proposed 2011 health insurance rates for non-represented employees. Moved by Mr. Miller, seconded by Mr. Heidtke to approve the 2011 health insurance rates as presented and an ordinance amendment to Section 7.05 of the code relating to Employee Benefit Program - Group Health Insurance, and forward to the County Board. Motion carried.

ORDINANCE REVISION REGARDING THE LAYOFF AND RECALL PROCEDURE

Mr. German and the Committee discussed amending the current layoff and recall procedures for non-represented employees in the Washington County Code. Mr. German will work with the County Attorney to prepare an ordinance amendment to 7.13 of the Code for the Committee to review.

ACTION TO REQUEST FINANCE COMMITTEE TO RELEASE HEALTH INSURANCE RESERVE ACCOUNT FUNDS

Mr. German reported he is comfortable with the current health insurance fund balance and is requesting approval to release the designated \$750,000 health insurance reserve funds in the General Fund to Undesignated. The Committee expressed their concerns with releasing the total amount designated for health insurance reserve in the General Fund. Moved by Mr. Miller, seconded by Mr. Heidtke to approve the release of \$375,000 of designated health insurance reserve funds in the General Fund to Undesignated for 2011, and forward to Finance Committee. Motion carried.

1 **RECOMMENDATION TO EXTEND WORKER'S COMPENSATION TPA CONTRACT FOR**
2 **2011 AND PLAN FOR RFP FOR 2012**

3 Mr. German reported that due to time constraints, he is requesting approval to extend the contract with
4 CCMSI, the County's current administrator for worker's compensation, for 2011 and he will solicit
5 requests for proposals (RFP) for worker's compensation insurance in 2012. Moved by Mr. Heidtke,
6 seconded by Mr. Core to approve extending the contract with CCMSI, the County's current administrator
7 of Worker's Compensation for 2001, contingent upon no increase in cost. Motion carried. Mr. German
8 will report back to the Committee regarding the status of the RFP process for worker' compensation
9 insurance.

10
11 The meeting recessed at 9:45 a.m. and reconvened at 9:48 a.m.

12
13 **ORDINANCE: HEALTH DEPARTMENT STAFFING PLAN AMENDMENT**

14 Mr. Johnson reported the ordinance amendment to the Health Department staffing plan will be presented
15 to the Finance Committee as part of the budget review for staffing requests for 2011.

16
17 **HUMAN RESOURCES DIRECTOR'S UPDATE**

18 Commendation Resolutions

19 Moved by Mr. Heidtke, seconded by Mr. Sorce to approve the commendation resolution for Rosalie C.
20 Follmann, who has 31 years of service, and is retiring from her position as Meal Site Manager at the
21 Aging and Disability Resource Center, and forward to the County Board. Motion carried.

22
23 Employee Relations Activities

24 No report.

25
26 **NEXT TENTATIVE MEETING DATES**

27 The Administrative Services Committee will tentatively meet on Thursday, October 12, 2010, at 9:00
28 a.m. and on Thursday, November 11, 2010, at 9:00 a.m.

29
30 **AUTHORIZATION TO OVERSPEND IN 2010 ELECTION SUPPLIES ACCOUNT - COUNTY**
31 **CLERK**

32 Ms. Jaszewski requested approval to overspend the 2010 County Clerk Election Supplies account due to
33 the upcoming major election. Ms. Jaszewski reported she anticipates having funds available to cover the
34 overage at the end of the year, and will report back to the Committee. Moved by Mr. Sorce, seconded by
35 Mr. Heidtke to authorize the County Clerk to overspend the 2010 County Clerk Election Supplies
36 accounts, due to the upcoming major election. Motion carried.

37
38 **QUARTERLY REPORT ON FACILITIES MANAGEMENT OPERATIONS**

39 *Appearance: Dave Loomans, Facilities Manager*

40 Mr. Loomans presented the April to June 2010 Facilities Management Operations report.

41
42 **RECOMMENDATION TO EXTEND JOHNSON CONTROLS INC. CONTRACT FOR 2012-14**
43 **AND FREEZE 2011 PRICING AT 2010 COST**

44 *Appearance: Dave Loomans, Facilities Manager*

45 Mr. Johnson reported on his discussions and negotiations with Johnson Controls, Inc. on the 2011
46 contract and three-year extension for facility management services. Mr. Johnson is recommending an
47 amendment to the JCI contract reducing the 2.5% increase for the 2011 budget to 0%, and signing a three-
48 year extension for 2012-2014. In the amendment to this contract, Washington County agrees to use the
49 statistic of Employment Cost Index (ECI) for total compensation under the category in the Federal tables
50 that is specific to service-providing industries to budget for the three-year extension.

51
52 Moved by Mr. Heidtke, seconded by Mr. Miller to approve the 2011 contract amendment and three-year
53 contract extension for 2012-2014 with Johnson Controls Inc. for facility management services as follows:

- 54 1. 2011 pricing will be held the same as 2010 at \$1,105,896 for a County savings of \$27,648.

- 1 2. The current agreement is extended to add years 2012, 2013, and 2014 based on the current
2 contract language with an addendum that just updates pricing.
- 3 3. For each year in the next three, the pricing will be adjusted based on the Employment Cost Index
4 (ECI) from June of the preceding year, specifically identified by "total compensation,"
5 "nonunion", "service-providing industries", and "12-months ended."
- 6 4. If the County does not pay the contract amounts agreed to for 2012-2014 in full, except for
7 termination of the contract for cause, the County agrees to pay JCI \$27,648 of 2011 savings.
8

9 Motion carried with Mr. Sorce voting no.

10
11 **RECOMMENDATION TO ADDRESS LIMITED SCOPE PROJECTS AT THE PUBLIC**
12 **AGENCY CENTER (PAC) FOR AGING AND DISABILITY RESOURCE CENTER (ADRC),**
13 **HEALTH DEPARTMENT, AND HUMAN SERVICES DEPARTMENT IN 2010**

14 Mr. Johnson presented three projects at the PAC for consideration in 2010. The first proposal is to
15 remodel a storage room into an office in the ADRC, the second proposal is to modify the WIC space in
16 the Health Department, and the third proposal is to reconfigure a secure area for medication dispersal in
17 the Human Services Department. All three departments have funding available to cover the costs of their
18 projects. The ADRC project will be completed by Facilities Management. The Human Services
19 Department and Health Department projects will require the services of an architect and general
20 contractor. Mr. Johnson reported funding is available in the 2010 Capital Improvement program, if
21 needed. Moved by Mr. Miller, seconded by Mr. Core to approve the three PAC projects for 2010, as
22 presented. Motion carried.

23
24 **ADJOURNMENT**

25 Moved by Mr. Miller, seconded by Mr. Heidtke to adjourn the meeting at 11:05 a.m. Motion carried.
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28

29 Brenda J. Jaszewski, County Clerk