

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18

**WASHINGTON COUNTY
ADMINISTRATIVE SERVICES COMMITTEE**

4 Courthouse - Government
5 West Bend, WI

November 11, 2010
9:00 a.m.

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

9 Also Present: Administrative Coordinator Doug Johnson, Chairperson Herbert Tennes, County Attorney
10 Kim Nass, County Clerk Brenda Jaszewski, Employee Benefits Manager Michelle Hoey, Facilities
11 Manager Dave Loomans, Finance Director Susan Haag, Health Director Linda Walter, Human Resources
12 Director Peter German, Human Services Director Jim Strachota, Purchasing Agent Bill Kurer, Samaritan
13 Campus Administrator Ed Somers, Sheriff Dale Schmidt, Supervisor Leslie Borman, Supervisor Dennis
14 Myers, UWEX Family Living Educator Marma McIntee, and County Clerk Administrative Assistant
15 Linda Doro.

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

19 **PLANS AND SCHEDULE FOR REMODELING OF HEALTH DEPARTMENT WIC AREA**

20 *Appearance: Tom Poweleit, Venture Architects*

21 Mr. Poweleit presented the concept plan and project timeline for the remodeling of the Health Department
22 WIC area. The construction budget is approximately \$50,000, plus Venture Architect's fee of \$9,020.
23 Mr. Johnson reported the Health Department has \$42,000 in state funding available for this project. There
24 are also designated 2010 Capital Improvement Program funds available for the architect fees and any
25 actual construction costs above the \$42,000. Moved by Mr. Core, seconded by Mr. Heidtke to approve
26 the Health Department WIC Area remodeling project, at cost of \$59,020. Motion carried.

28 **CONCEPT PLAN FOR CHANGES TO HUMAN SERVICES DEPARTMENT MEDICATION
29 AREA**

30 *Appearance: Tom Poweleit, Venture Architects*

31 Mr. Poweleit presented the concept plan for changes to the Human Services Department Medication area.
32 The construction budget is approximately \$75,000, plus Venture Architect's fee of \$13,640. Mr. Johnson
33 reported there is funding for this project available from the Human Services Department Audit Balance
34 account. Moved by Mr. Heidtke, seconded by Mr. Miller to approve the Human Services Department
35 Medication area remodeling project, at a cost of \$88,640, and forward to the Finance Committee. Motion
36 carried.

37
38 **STATUS REPORT ON EECBG LIGHTING PROJECT PLANS**

39 Mr. Loomans reviewed the timeline for EECBG Lighting project at the Public Agency Center and Fair
40 Park. The management team, plus two members of the Administrative Services Committee, will review
41 the Request for Proposals for a project manager on December 1, 2010, and bring their recommendation to
42 the Administrative Services Committee on December 9, 2010. Moved by Mr. Sorce, seconded by Mr.
43 Core to approve the timeline for the EECBG Lighting project. Motion carried.

44
45 **MINUTES**

46 Moved by Mr. Sorce, seconded by Mr. Heidtke to approve the October 12, 2010, meeting minutes as
47 presented. Motion carried.

48
49 **REINSURANCE RENEWAL**

50 *Appearance: Rae Anne Beaudry, Horton Group*

51 Ms. Beaudry reported she negotiated a contract renewal for the 2011 reinsurance with QBE of America
52 for no increase in cost. Moved by Mr. Heidtke, seconded by Mr. Miller to approve QBE of America as
53 Washington County's Reinsurance carrier for 2011. Motion carried.

54

2011 POSITION RECLASSIFICATION RECOMMENDATIONS

Appearance: Charlie Carlson, Consultant

Mr. Carlson presented the 2011 classification requests and his recommendations.

1. UW Extension - 4H Youth Development Staff Assistant: current pay grade H-6, requesting E-1.
Recommendation: Recommend H-7 reallocation in view of the large range change to E-1 with the County to review the professional exempt versus technical non-exempt status of this position when it vacates.
2. ADRC - Program Assistant: current pay grade H-3, requesting H-4 with title change to ADRC Program Assistant.
Recommendation: Recommend tabling for subsequent consideration in 2011 if requested by the ADRC.
3. Finance - Assistant Director: current pay grade E-6, requesting E-8 with title change to Deputy Director.
Recommendation: Recommend one grade reallocation to E-7 and retaining the title of Assistant Director to maintain differentiation with Deputy Director in E-8.
4. Finance - Payroll Supervisor: current pay grade E-5, requesting E-6.
Recommendation: Recommend tabling for subsequent consideration in 2011, if requested by Finance.
5. County Attorney - Assistant County Attorney (2): current pay grade E-8, requesting E-9.
Recommendation: Recommend further review in the budget process regarding the transition of external legal work to internal, and the impact on staffing and workload.
6. County Attorney - Deputy County Attorney: current pay grade E-10, requesting E-11.
Recommendation: Recommend further review in the budget process regarding the transition of external legal work to internal, and the impact on staffing and workload.
7. Human Services - Mental Health Technician: current pay grade E-1, requesting E-2 with a title change to Mental Health Specialist.
Recommendation: Recommend approval. This is an existing classification in the job series, and the incumbent is working at the Specialist level.
8. Human Services - Secretary Receptionist: current pay grade H-3, requesting H-4, with a title change to Case Management Technician.
Recommendation: Recommend tabling for subsequent consideration in 2011, if requested by Human Services.

Moved by Mr. Miller, seconded by Mr. Heidtke to approve the 2011 position reclassifications as presented by Charlie Carlson, Consultant. Motion carried with Mr. Core voting no.

The meeting recessed at 10:13 a.m. and reconvened at 10:23 a.m.

REVIEW AND RECOMMEND 2011 PAY PLAN FOR NON-UNION EMPLOYEES EFFECTIVE JANUARY 1, 2011

Moved by Mr. Miller, seconded by Mr. Sorce to approve an ordinance amendment to 7.03 of the code relating to a general 1% increase January 1, 2011, and a 1% increase effective July 1, 2011, to non-represented personnel in pay grades H-1 thru H-7 and E-1 thru E-13, and Classification and Compensation Plan - Miscellaneous Rates, and forward to the County Board. Motion carried.

ORDINANCE IMPLEMENTING STAFFING CHANGES IN 2011 BUDGET

Moved by Mr. Core, seconded by Mr. Heidtke to amend Sections 7.02, 7.03 and 7.05 of the code; relating to 2011 Additional Positions - Aging and Disability Resource Center, Finance Department, Health Department, Human Services Department, Planning and Parks Department and Sheriff's Department; Classification and Compensation Plan; and Employee Benefit Program - Overtime. Aging and Disability Resource Center: add one part-time Resource Specialist-Adult Services pay grade E-2; Finance Department: increase one part-time Accounting Assistant pay grade H-6 to full-time; Finance Department-IS: eliminate one part-time Office Assistant pay grade H-2; Health Department: increase one three-quarter time Environmental Health Specialist II pay grade E-3 to full-time, increase one three-

1 quarter time Public Health Data Specialist pay grade E-3 to full-time, eliminate one part-time Public
2 Health Nurse pay grade E-3, change title from WIC Dietitian Pool to WIC Registered Dietitian Pool pay
3 grade E-2; Human Services Department-Access & Outreach: increase one part-time Psychiatric Social
4 Worker pay grade E-5 to full-time; Human Services Department-Behavioral Health: add one full-time
5 Mental Health Specialist/CTS pay grade E-2; Human Services Department-Economic Support: add one
6 full-time Economic Support Specialist pay grade "C"; Planning and Parks Department-Land and Water
7 Conservation Division: add one summer season Conservation Intern pay grade "MR"; and forward to the
8 County Board. Motion carried.
9

10 **SAMARITAN EMPLOYEE'S REQUEST FOR UNPAID ADMINISTRATIVE LEAVE OF** 11 **ABSENCE**

12 *Appearance: Ed Somers, Samaritan Campus Administrator*

13 Moved by Mr. Miller, seconded by Mr. Sorce to approve the request of a Samaritan Health Center
14 employee for an unpaid administrative leave of absence from November 14, 2010, through December 16,
15 2010. Motion carried.
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 Kristine M.
20 Deiss, who has 30 years of service and is retiring from her position as Clerk of Circuit Court, and forward
21 to the County Board. Motion carried.
22

23 Employee Relations Activities

24 Mr. German reported negotiations are ongoing and staff is working toward obtaining signed contracts.
25 Mr. German reported Washington County is having a very successful health insurance enrollment
26 program this year.
27

28 **NEXT TENTATIVE MEETING DATES**

29 The Administrative Services Committee will tentatively meet on Tuesday, December 7, 2010, at 9:00
30 a.m.
31

32 **CLOSED SESSION**

33 Moved by Mr. Sorce, seconded by Mr. Heidtke to convene into closed session at 10:45 a.m. pursuant to
34 Wis. Stats. §19.85(1)(c), (e) and (f) for the following specific reasons:

- 35 • (c) considering employment and performance evaluation data, specifically "extending a
36 Samaritan Health Center employee's probation for three months";
- 37 • (e) for purposes of conducting public business of a competitive or bargaining nature
38 specifically "discuss Deputy Sheriff's contract, Corrections & Communications Officers'
39 contract, and Highway Department arbitration, and to formulate bargaining strategies for
40 future collective bargaining agreements"; and
- 41 • (f) considering, medical, social or personal histories of specific employees, which if
42 discussed in public, would have a substantial adverse effect on the reputation of the
43 person referred to in the such data, specifically "Samaritan Health Center employees:
44 three 30-day extended medical unpaid leave of absence requests."

45 Motion carried unanimously by roll call vote.
46

47 **OPEN SESSION**

48 Moved by Mr. Miller, seconded by Mr. Heidtke to return to open session at 12:44 p.m. Motion carried
49 unanimously by roll call vote.
50

51 **POSSIBLE ACTION ON ITEMS DISCUSSED IN CLOSED SESSION**

52 Moved by Mr. Miller, seconded by Mr. Core to extend the probationary period of a Samaritan Health
53 Center employee for three months. Motion carried.

1 Moved by Mr. Heidtke, seconded by Mr. Core to grant a 30-day extended medical unpaid leave of
2 absence for Samaritan Health Center employee A, and to deny a 30-day medical unpaid leave of absence
3 for Samaritan Health Center employee B. Motion carried.

4
5 Moved by Mr. Core, seconded by Mr. Heidtke to authorize Human Resources Director Peter German to
6 move ahead with the negotiations' strategy as discussed in closed session. Motion carried.

7
8 **ADJOURNMENT**

9 Moved by Mr. Heidtke, seconded by Mr. Core to adjourn the meeting at 12:46 p.m. Motion carried.

10
11
12
13

Brenda J. Jaszewski, County Clerk