

1 **ADMINISTRATIVE SERVICES COMMITTEE**

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3  
4 Courthouse - Room 2024  
5 West Bend, WI

May 2, 2008  
9:00 a.m.

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

8  
9 Also Present: Administrative Coordinator Doug Johnson, Human Resources Director Peter German,  
10 Supervisor William Meyers, County Treasurer Janice Gettelman, Clerk of Courts Kristine Deiss, Register  
11 of Deeds Sharon Martin, and County Board Administrative Assistant Linda Doro.

12  
13 Chairperson Tennes called the meeting to order and read the Affidavit of Posting.

14  
15 **MINUTES**

16 Moved by Mr. Ewert, seconded by Mr. Justman to approve the March 27, 2008, minutes as presented.  
17 Motion carried.

18  
19 **ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON**

20 Mr. Ewert nominated Roy Justman as Chairperson. There being no further nominations, Roy Justman  
21 was duly elected Chairperson of the Administrative Services Committee.

22  
23 Mr. Justman nominated Melvin Ewert as Vice-Chairperson. Moved by Mr. Ewert, seconded by Mr.  
24 Heidtke to close the nominations and cast a unanimous ballot for Melvin Ewert as Vice-Chairperson of  
25 the Administrative Services Committee. Motion carried.

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27 **RESPONSIBILITIES OF THE ADMINISTRATIVE SERVICES COMMITTEE**

28 Mr. Johnson presented the duties of the Administrative Committee.

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30 **HUMAN RESOURCES OVERVIEW**

31 Mr. German presented an overview of the roles and responsibilities Human Resources Department.

32  
33 **RECOMMEND ELECTED OFFICIALS' SALARIES FOR TERMS BEGINNING JANUARY 2009**

34 Mr. German presented a proposed ordinance to amend 7.03 relating to Classification and Compensation  
35 Plan - Elected Department Heads, with the following recommendation for salaries of the County Clerk,  
36 County Treasurer and Register of Deeds. The amounts reflect a 3% increase for 2009, 2.5% increase for  
37 2010, 3% increase for 2011 and a 3% increase for 2012. Mr. German reported the Clerk of Courts and  
38 the Sheriff salaries are set for 2009 and 2010, and will be reevaluated for the 2011 term.

39	Effective 1/01/09		Effective 1/01/11	
40		Annual Rate		Annual Rate
41	County Clerk	\$60,690.98	County Clerk	\$64,074.50
42	County Treasurer	\$60,690.98	County Treasurer	\$64,074.50
43	Register of Deeds	\$60,690.98	Register of Deeds	\$64,074.50
44				
45	Effective 1/01/10		Effective 1/01/12	
46		Annual Rate		Annual Rate
47	County Clerk	\$62,208.25	County Clerk	\$65,996.74
48	County Treasurer	\$62,208.25	County Treasurer	\$65,996.74
49	Register of Deeds	\$62,208.25	Register of Deeds	\$65,996.74
50				

51  
52 Moved by Mr. Core, seconded by Mr. Heidtke to approve the ordinance to amend Section 7.03 of the  
53 code as presented, and forward to the County Board. Motion carried.

1 **AMEND ORDINANCE RELATING TO RESIDENCY POLICY REGARDING THE COOK**  
2 **(SHERIFF'S DEPARTMENT), HUMAN SERVICES DIRECTOR AND RADIO SYSTEMS**  
3 **ADMINISTRATOR POSITIONS**

4 Mr. German presented a proposed ordinance to amend 7.11 of the Code relating to Residency. The  
5 following job classifications are not required to establish residence: CCSA Program Director, Sheriff  
6 Department Cook and Social Services Director. The following job classifications are required to  
7 established residency: Director of Human Services and Radio Systems Administrator. Moved by Mr.  
8 Core, seconded by Heidtke to approve the ordinance to amend Section 7.11 of the Code as presented and  
9 forward to the County Board. Motion carried.

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11 **HUMAN RESOURCES DIRECTOR'S UPDATE**

12 Commendation Resolutions

13 Mr. German reported there are no commendations for May.

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15 Employee Relations Activities

16 Mr. German stated that legal briefs are being prepared after the scheduled Highway arbitration last week.  
17 No date has been set for arbitration for the Sheriff's Deputy and Department of Social Services Clerical  
18 and Social Workers unions.

19  
20 **NEXT MEETING DATE**

21 The Administrative Services Committee will meet on Thursday, May 22, 2008, at 9:00 a.m.

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23 **FACILITIES MANAGEMENT OVERVIEW**

24 *Appearance: Facilities Manager David Loomans*

25 Mr. Loomans gave an overview of the responsibilities of Facilities Management.

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27 **REQUEST FOR USE OF COUNTY PARKING LOTS ON AUGUST 27**

28 Moved by Mr. Ewert, seconded by Mr. Sorce to approve the use of the County Complex parking lots, as  
29 designated by Mr. Johnson, for the H.O.G. Haven event to be held at Fair Park on August 27, 2008,  
30 beginning at 5:00 p.m. Motion carried.

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32 **ADJOURNMENT**

33 Moved by Mr. Sorce, seconded by Mr. Heidtke to adjourn the meeting at 10:26 a.m. Motion carried.

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35  
36 Brenda J. Jaszewski, County Clerk