

1 **ADMINISTRATIVE SERVICES COMMITTEE**

2
3 Courthouse
4 West Bend, WI

April 26, 2005
1:30 p.m.

5
6 Present: Paul J. Beistle, Brian W. Bausch, Donald N. Kempf, Delores E. Kruepke and David N.
7 Radermacher.

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9 Also Present: Human Resource Director Gary Moschea, County Clerk Brenda J. Jaszewski,
10 Administrative Coordinator Doug Johnson, County Board Chair Kenneth Miller, and Secretary
11 Linda M. Boesen.

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

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15 **MINUTES**

16 Corrections were noted to the minutes of March 29, 2005, line 1 page 2, Mr. Mayer's name was
17 misspelled, line 3 page 2, "states" was misspelled, and line 36, Mr. Kempf's name was
18 misspelled.

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20 Moved by Mr. Kempf, seconded by Mr. Bausch to approve the minutes of March 29, 2005, as
21 corrected. Motion carried.

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24 **CLOSED SESSION**

25 Moved by Mr. Bausch, seconded by Mr. Kempf to move into closed session at 1:34 p.m. pursuant
26 to Wis. Stats. S.19.85(1)(e) "considering the status of competitive bargaining with Highway
27 Department Employees – Labor Association." Motion carried unanimously by roll call vote.

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29 **RETURN TO OPEN SESSION**

30 Moved by Mr. Radermacher, seconded by Mr. Kempf to return to open session at 2:20 p.m.
31 Motion carried unanimously by roll call vote.

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33 **AMEND STAFFING ORDINANCE IN COUNTY TREASURER'S OFFICE AND FINANCE
34 DEPARTMENT**

35 Appearance: Finance Director Susan Haag and County Treasurer Janice Gettelman.

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37 Mr. Johnson distributed the proposed ordinance that changes one ¾ time County Treasurer
38 Assistant to full time, and changes one full time Accounting Assistant in the Finance Department
39 to ¾ time. Moved by Mr. Bausch, seconded by Mr. Kempf to approve the ordinance to amend the
40 staffing plan for the County Treasurer's office and Finance Department as presented and forward
41 to the County Board. Motion carried.

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43 **AMEND STAFFING ORDINANCE – CCSA**

44 Appearance: CCSA Director Jim Strachota

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46 As of July, CCSA will contract with St. Joseph's Hospital to run the Mental Health Inpatient
47 Program. Community based mental health services will be put in place that will reduce the
48 number of patients requiring hospitalization.

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50 With these changes, Mr. Strachota recommends staffing changes that will reduce the number of
51 positions by 12.25. Moved by Mr. Radermacher, seconded by Ms. Kruepke to approve the
52 staffing change ordinance as recommended by CCSA and forward to the County Board. Motion
53 carried.

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55 **2004 AURORA HEALTH CARE ANNUAL SUMMARY**

56 Mr. Moschea distributed the 2004 annual summary for the Washington County Aurora Health
57 Care Employee Assistance Program. The cost is approximately \$18,000 a year, and it is
58 estimated the savings for the county is \$31,355.72.

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60 **CONSIDER REQUEST FOR BACK TRAINING FOR STAFF (PLANNING & PARKS AND
61 HIGHWAY DEPARTMENTS)**

62 Appearance: Planning and Parks Administrator Paul Mueller

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64 Mr. Mueller requested Mr. Moschea look into a back school seminar for employees. A request
65 has been made to the insurance carrier to see if this is offered. There has been no response from

1 the insurance carrier at this time. Mr. Moschea expects it would be free or offered at a low cost.
2 If there is a cost involved, it could be charged back to Worker's Compensation, because it is a
3 preventative measure. Moved by Mr. Radermacher, seconded by Mr. Kempf to authorize Mr.
4 Moschea to initiate a back training program for Planning and Parks and Highway department
5 employees, if there is no cost to Washington County. If there is a cost involved to implement this
6 program, Mr. Moschea will present the cost information at the next meeting. Motion carried.

7 8 **HUMAN RESOURCE DIRECTOR'S UPDATE**

9 **Worker's Compensation Claims**

10 Worker's Compensation claims this year are \$112,769.28. At this time last year, Washington
11 County paid out \$114,697.39 in claims.

12 13 **Health Insurance Account**

14 Mr. Moschea reported that for the first quarter, the health insurance account was in the black
15 \$175,000.

16 17 **Wellness Fair**

18 Mr. Moschea distributed a Wellness Fair summary, and stated it was well attended by employees.

19 20 **Economic Development**

21 Mr. Moschea distributed a draft ordinance for staffing changes for Economic Development. This
22 ordinance will move Economic Development from Planning and Parks to County Board, and
23 make the Executive committee the liaison committee.

24 25 **Senate and Assembly Bills**

26 The Wisconsin Counties Association surveyed all the counties to determine how much Senate
27 Bill 114 and Assembly Bill 225, which are the bills that would make corrections officers
28 protective service officers, would cost. A total of 21 counties responded and the cost for the state
29 would be approximately 3 million dollars. Washington County would spend approximately
30 \$184,000 of additional funds that would be paid into the retirement system if this becomes law.

31 32 **UPDATE ON ELECTION RECOUNT**

33 Ms. Jaszewski reported that Multi-Jurisdictional Judge candidate Janet Heins lost the election by
34 45 votes and had submitted a petition for recount. Washington County recounted the Washington
35 County ballots and Ozaukee County recounted the Ozaukee County ballots. After the recount,
36 Ms. Heins lost by 53 votes. John Grundahl was given his oath of office and Certificate of
37 Election on April 26, 2005. Mr. Grundahl takes office on May 1, 2005, to begin his two-year
38 term.

39 40 **EASEMENT FOR RELOCATION OF WE ENERGIES ELECTRIC LINE AT COURTHOUSE**

41 Mr. Johnson distributed the draft resolution to grant WE Energies an easement to move electrical
42 lines in order to proceed with the courthouse addition remodeling project. Moved by Mr. Kempf,
43 seconded by Mr. Bausch to approve the resolution for grant of easement for WE Energies, as
44 presented. Motion carried.

45 46 **REPORT ON VENDING MACHINES**

47 Mr. Johnson distributed vending machine operating costs, and noted the total yearly cost is
48 approximately \$693.

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50 Mr. Kempf left at 3:32 p.m.

51 52 **PLANS AND SCHEDULE FOR CONSIDERING PROPOSALS FOR HVAC PREVENTIVE 53 MAINTENANCE AND EMERGENCY REPAIR SERVICES**

54 Appearance: Facility Manager David Loomans.

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56 Mr. Johnson distributed to the Committee, a draft request for proposal for HVAC Preventive
57 Maintenance and Emergency Repair Services for Washington County Facilities. Interviewing of
58 the top 5 companies will take place at the next meeting. There are 12 companies on the bidding
59 list, and they will have the opportunity to bid separately on services for Samaritan. Moved by Mr.
60 Radermacher, seconded by Mr. Bausch to move forward with the process as recommended by
61 Mr. Johnson for preventative maintenance and emergency repair services for county facilities,
62 and to interview the five low bids, plus Johnson Controls. Motion carried.

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1 **NEXT MEETING DATES**

2 The Administrative Committee will meet Tuesday, May 17, 2005, in Room 2131 of the
3 Courthouse at 1:00 p.m.

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5 **ADJOURNMENT**

6 Moved by Mr. Radermacher, seconded by Ms. Kruepke to adjourn at 3:50 p.m. Motion carried.

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Brenda J Jaszewski, County Clerk

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