

1 **ADMINISTRATIVE SERVICES COMMITTEE**

2  
3 Courthouse  
4 West Bend, WI

January 2, 2007  
9:00 a.m.

5  
6 Present: David N. Radermacher, Brian W. Bausch, Melvin K. Ewert (arrived @ 1:14 p.m.), Roy C.  
7 Justman, and Paul A. Tuchscherer.

8  
9 Also Present: Human Resource Director Gary Moschea, Administrative Coordinator Doug Johnson,  
10 County Board Chairman Thomas J. Sackett, Principal Human Resource Analyst Karon Kraft, and County  
11 Board Administrative Assistant Linda Doro.

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13 Chairman Radermacher called the meeting to order and read the Affidavit of Posting.

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15 **MINUTES**

16 Moved by Mr. Justman, seconded by Mr. Tuchscherer to approve the minutes of November 30, 2006, as  
17 presented. Motion carried.

18  
19 **ACTION ON SAMARITAN CONTRACT AS NEEDED**

20 Mr. Moschea reviewed the 2007-2008 Samaritan Health Center Employees Labor Agreement, which was  
21 ratified last Thursday. Moved by Mr. Justman, seconded by Mr. Bausch to approve the 2007-2008  
22 Samaritan Health Center Employees Labor Agreement as presented and forward to County Board.  
23 Motion carried.

24  
25 **DISCUSS CIVIL SERVICE & OTHER COMMISSIONS' PER DIEM - COUNTY CODE 4.20 (2)**

26 Moved by Mr. Bausch, seconded by Mr. Justman to approve 2006 Ordinance 26 – Per Diem  
27 Compensation - 4.20, which increases the per diem for members of the Civil Service Commission,  
28 County Library Board, Ethics Board, and Comprehensive Community Services Agency Board, who are  
29 not County Board Supervisors, from \$25 to \$35 for each day's service and forward to the County Board.  
30 Motion carried.

31  
32 **REVIEW AND APPROVE 2007/2008 EMPLOYEE POLICY, PROCEDURE AND BENEFIT**  
33 **MANUAL**

34 Moved by Mr. Tuchscherer, seconded by Mr. Bausch to approve the 2007/2008 Employee Policy,  
35 Procedure, and Benefit manual as presented. Motion carried.

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37 **DISCUSS TRAINING AND WELLNESS PROGRAMS FOR 2007**

38 Mr. Moschea presented the 2007 Training and Wellness Program Plan and stated in the future, wellness  
39 programs will be an integral part of the County's health insurance program and will have some costs  
40 attached to it.

41  
42 **UPDATE ON DENTAL AND VISION INSURANCE REVIEW**

43 Appearance: Michelle Hoey, Employee Benefits Manager  
44 Ms. Hoey reported on the responses she received from the counties she requested information from  
45 regarding their dental and vision programs. She is still waiting for more information, which she will  
46 bring back to the Committee. Moved by Mr. Bausch, seconded by Mr. Ewert to accept the report.  
47 Motion carried.

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1 **HUMAN RESOURCES DIRECTORS' UPDATE**

2 Commendation Resolutions

3 Moved by Mr. Ewert, seconded by Mr. Bausch to approve the commendation resolution for Herbert F.  
4 Wolf, who has 31 years of service and is retiring from his position as Assistant Planning and Parks  
5 Administrator at the Planning and Parks Department, and forward to the County Board. Motion carried.

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7 Employee Relations Activities

8 Mr. Moschea reviewed the Washington County Park's Union preliminary final offer for mediation. Mr.  
9 Moschea reported the County is seeking a declaratory ruling on the grievance filed by the Deputy  
10 Sheriff's Association regarding the use of special deputies for Courthouse security. The grievance filed  
11 by the Deputy Sheriff's Association regarding compensation for commute time to range training will be  
12 heard on January 26, 2007. Mr. Robert J. Callaway has been appointed as arbitrator for both of these  
13 grievances.

14  
15 Unemployment Compensation Update

16 Mr. Moschea and the Committee discussed the unemployment compensation claim for a part-time  
17 employee of the Sheriff's Department. The Committee asked that the County Attorney provide a legal  
18 interpretation of this claim. Moved by Mr. Tuchscherer, seconded by Mr. Bausch to accept the Human  
19 Resources Director's report. Motion carried.

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21 **NEXT MEETING DATE**

22 The Administrative Services Committee will meet on Thursday, February 1, 2007, at 9:00 a.m.

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24 **ADJOURNMENT**

25 Moved by Mr. Ewert, seconded by Mr. Justman to adjourn the meeting at 2:03 p.m. Motion carried.  
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Brenda J. Jaszewski, County Clerk