

1 ADMINISTRATIVE SERVICES COMMITTEE

2
3 Courthouse
4 West Bend, WI

January 4, 2005
1:00 p.m.

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

7
8 Also Present: Administrative Coordinator Doug Johnson, County Clerk Brenda Jaszewski, and Director of Human
9 Resources Gary Moschea.

10
11 Chairperson Beistle called the meeting to order and read the Affidavit of Posting.

12
13 **MINUTES**

14 Moved by Mr. Bausch, seconded by Ms. Kruepke to approve the minutes of December 3, 2004, as presented. Motion
15 carried.

16
17 **CLOSED SESSION**

18 Moved by Mr. Kempf, seconded by Ms. Kruepke to go into closed session at 1:05 p.m. pursuant to Wis. Stats.
19 S.19.85(1)(e) "considering the status of competitive bargaining with Sheriff's Department Supervisors Association."
20 Motion carried unanimously by roll call vote.

21
22 **RETURN TO OPEN SESSION**

23 Moved by Mr. Bausch, seconded by Mr. Kempf to return to open session at 1:55 p.m. Motion carried unanimously by
24 roll call vote.

25
26 **ADOPT 2005/2006 EMPLOYEE MANUAL**

27 Mr. Moschea reviewed the changes that were made to the 2005/2006 Employee Manual and presented the revised
28 manual for approval. Moved by Ms. Kruepke, seconded by Mr. Bausch to approve the 2005/2006 Employee Manual
29 as presented by Mr. Moschea. Motion carried.

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31 **SHERIFF'S DEPARTMENT SUPERVISORS ASSOCIATION AGREEMENT**

32 Appearance: Detective Lieutenant Robert A. Konstanz

33
34 Detective Lt. Konstanz addressed the Committee and stated that for this year, the two issues they wish to discuss
35 further with the County are the potential for long-term disability insurance and health insurance deductibles. Mr.
36 Moschea will respond to Lt. Konstanz and update this Committee.

37
38 **RESOLUTION REGARDING CHANGES TO STATE BINDING ARBITRATION LAW**

39 The Committee requested Mr. Moschea prepare a draft resolution proposing changes to Wisconsin's binding
40 arbitration laws and present it at the next meeting.

41
42 **FINANCIAL PLANNING SERVICE RECOMMENDED BY WISCONSIN COUNTIES ASSOCIATION**

43 Mr. Moschea distributed information from Waddell and Reed Financial Services, who would like to give a
44 presentation to this Committee regarding their products. Moved by Mr. Radermacher, seconded by Mr. Bausch to
45 have Mr. Moschea contact the sales representative for a presentation by Waddell & Reed Financial Services at the next
46 meeting. Motion carried.

47
48 **ORDINANCE AMENDMENT – MAINTENANCE STAFF**

49 Due to shifting the responsibilities of Facility Management from the County Clerk to the Administrative Coordinator,
50 Mr. Moschea stated an amendment to the staffing plan ordinance is required. There is no fiscal impact with this
51 ordinance amendment. Moved by Mr. Kempf, seconded by Ms. Kruepke to amend the staffing plan ordinance
52 removing custodial employees from under the direction of the County Clerk to Administration, retroactive to January
53 1, 2005, and forward to the County Board. Motion carried.

54
55 **ORDINANCE AMENDMENT – OVERTIME STATUS FOR NON-UNION POSITION**

56 Mr. Moschea stated that several new job titles need to be put in the appropriate overtime section of the county code.
57 These new job titles fall under the exempt job classifications regarding overtime. Moved by Ms. Kruepke, seconded
58 by Mr. Radermacher to approve the ordinance to amend Section 7.05 of the county code relating to Employee Benefit
59 Program for Overtime to include Administrative Assistant to the Administrative Coordinator/Deputy Emergency
60 Management Coordinator, Office Manager Planning and Parks, and Public Health Data Specialist, retroactive to
61 January 1, 2005, and forward to the County Board. Motion carried.

62
63 **ORDINANCE AMENDMENT – CORRECT 2005 LPN NON-BENEFIT POOL SHIFT RATE**

64 Mr. Moschea stated that the hourly rate for LPN Non-Benefit Pool 2nd & 3rd shift employees that was previously
65 approved was in error. The pay rate listed was \$25.75 per hour and it should have been \$25.69 per hour. Moved by
66 Mr. Bausch, seconded by Mr. Kempf to approve the ordinance to amend the classification and compensation plan for
67 LPN Non-Benefit Pool 2nd & 3rd shift from \$25.75 per hour to \$25.69 per hour, retroactive to January 1, 2005, and
68 forward to the County Board. Motion carried.

69
70 **HUMAN RESOURCES DIRECTOR'S UPDATE**

1 **Health Insurance Account**

2 Mr. Moschea reported that through the end of November, the health insurance account was in the black \$10,703.53.

3
4 **Commendations**

5 Moved by Mr. Bausch, seconded by Mr. Radermacher to approve the commendation ordinance for Marilyn H. Merten,
6 who has retired from her position as County Clerk, and forward to the County Board. Motion carried.

7
8 Moved by Mr. Kempf, seconded by Ms. Kruepke to approve the commendation ordinance for Judy Krell who has
9 retired from her position as Office Supervisor in the County Attorney's office, and forward to the County Board.
10 Motion carried.

11
12 **Employee Hearing Tests**

13 Mr. Moschea stated that hearing tests must be given to Highway employees, Deputy Sheriffs, and Parks employees on
14 an annual basis. In the past, an employee in the Health Department was certified to conduct the hearing tests. This
15 individual has now retired and Mr. Moschea suggested that we either certify a staff member in the Health Department,
16 or consider using an outside source. The Committee expressed concern that when these tests are conducted, they are in
17 a room that is acoustically appropriate for hearing tests. Mr. Moschea will research the options and will bring a
18 recommendation to this Committee at the next meeting.

19
20 **Equal Rights Complaint**

21 Mr. Moschea stated that an Equal Rights complaint has been filed against him on behalf of an individual who applied
22 for a position in the Sheriff's Department. The complaint has been forwarded to the County Attorney and the County's
23 Insurance company.

24
25 **NEXT MEETING**

26 The next meeting will be Friday, February 4, 2005, at 9:00 a.m. in Room 2131.

27
28 **UPDATE ON TAX DEED PROPERTIES**

29 Ms. Jaszewski informed the Committee that no bids were received on the Elliott property and it will be addressed at
30 the next Tax Deed Sub-Committee meeting scheduled for Wednesday, January 5, 2005. The Pietschmann property is
31 to be sold within the next several days, and once the sale is complete, all back taxes, interest, and penalties will be paid
32 to Washington County.

33
34 **SCOPE OF EAST PARKING LOT PROJECT AND REQUEST FOR ENGINEERING PROPOSAL**

35 Mr. Johnson is requesting authorization to request a proposal from SIGMA Environmental Services for the new
36 parking lot. Items to be included in the proposal are regrading the hill, overseeing the removal of contaminated soils,
37 layout and design of the parking lot, and preparation of construction documents for hiring paving, lighting, and
38 landscape contractors. Moved by Mr. Radermacher, seconded by Mr. Kempf to authorize Mr. Johnson request a
39 proposal from SIGMA Environmental Services for the parking lot project. Motion carried.

40
41 **ADJOURNMENT**

42 Moved by Mr. Radermacher, seconded by Mr. Bausch to adjourn at 3:10 p.m. Motion carried.

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45
46 Brenda J. Jaszewski, County Clerk
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