

1 **ADMINISTRATIVE SERVICES COMMITTEE**

2  
3 Courthouse  
4 West Bend, WI

January 26, 2006  
9:00 a.m.

5  
6 Present: David N. Radermacher (arrived at 9:58 a.m.), Brian W. Bausch, Charlene S. Brady, Donald N. Kempf,  
7 and Delores E. Kruepke.

8  
9 Also Present: Human Resource Director Gary Moschea, Administrative Coordinator Doug Johnson, Principal  
10 Human Resources Analyst Karon Kraft, County Board Chair Kenneth Miller, and County Clerk Brenda  
11 Jaszewski.

12  
13 Vice-Chairperson Kempf called the meeting to order and read the Affidavit of Posting.

14 **MINUTES**

15  
16 Moved by Ms. Brady, seconded by Mr. Bausch to approve the minutes of December 20, 2005. Motion carried.

17 **CLOSED SESSION**

18  
19 Moved by Ms. Brady, seconded by Ms. Kruepke to move into closed session at 9:01 a.m. pursuant to Wis. Stats.  
20 19.85(1) (e) and (f), "Consider ongoing discrimination complaint and consider status of bargaining with Local  
21 609 Professional Social Workers." Motion carried unanimously by roll call vote.

22  
23 **RETURN TO OPEN SESSION**

24  
25 Moved by Mr. Bausch, seconded by Ms. Kruepke to return to open session at 9:27 a.m. Motion carried  
26 unanimously by roll call vote.

27 **ACTION ON ITEM(S) DISCUSSED IN CLOSED SESSION**

28  
29 There was no action taken on items discussed in closed session.

30 **SHIFT ASSIGNMENT GRIEVANCES – SHERIFF’S DEPARTMENT**

31  
32 Appearance: Sheriff Brian Rahn, Detective Mark Sette, and Detective Douglas Kocher.

33  
34 Detectives Sette and Kocher explained their grievance, stating they were given an opportunity to change shifts,  
35 however, they were not allowed to move into the drug unit from the general bureau. Sheriff Rahn stated that the  
36 shift changes were done by seniority, as required, but it was the Sheriff’s discretion as to which unit the detectives  
37 are assigned to. Mr. Moschea explained that it is customary to hear the grievance, however, not take action until  
38 the next meeting.

39  
40 Ms. Karon Kraft left at 9:35 a.m.  
41 Mr. Doug Johnson arrived at 9:45 a.m.

42 **RATIFY DEPUTY SHERIFF CONTRACT AND SHERIFF’S DEPARTMENT COMMAND STAFF**  
43 **MEMORANDUM OF UNDERSTANDING**

44  
45 Moved by Mr. Bausch, seconded by Ms. Kruepke to approve the proposed Resolution to ratify the 2006-2007  
46 Deputy Sheriff’s Association Labor Agreement as presented, and forward to the County Board. Motion carried.

47  
48 Chairperson David Radermacher arrived at 9:58 a.m.

49  
50 Moved by Mr. Bausch, seconded by Ms. Brady to approve the proposed Resolution to ratify the Sheriff’s  
51 Department Protective Services Command Staff Organization voluntary labor agreement and the terms in the  
52 Memorandum of Understanding as presented, and forward to the County Board. Motion carried.

53  
54 County Board Chair Kenneth Miller arrived at 10:05 a.m.

55 **WIRELESS INTERNET – ACTIVE AIR NETWORK PROPOSED AGREEMENT**

56  
57 Appearance: Historical Society Director Chip Beckford; Representatives from Active Air Network, Jim Dickson,  
58 General Manger, and Shawn Ribble, Director of Operations; Ed Moura, President & CEO, Soho Wireless

59  
60 Mr. Dickson gave a PowerPoint presentation regarding Active Air, including their Mission Statement, company  
61 background, wireless Internet services, products and pricing. Mr. Beckford indicated the proposal is to install the  
62 equipment inside the top windows in the tower of the Old Courthouse. Depending upon the transmitter  
63 equipment, wireless Internet service could be provided for up to two or three miles from the tower.

64  
65 Mr. Johnson reviewed a proposed lease agreement, which would authorize Active Air to place transmitters in the  
66 tower of the Old Courthouse, with free use of the service by the Historical Society, plus either \$250 per month to  
67 be paid to Washington County, or some level of free service within County buildings.

68  
69 Moved by Ms. Brady, seconded by Mr. Bausch to proceed with a draft agreement between Active Air Network,  
Washington County, and the Historical Society for wireless Internet service, including the installation of

1 equipment in the Old Courthouse Tower, and present the draft agreement to this Committee at the next meeting.  
2 Motion carried.

3  
4 **NON-UNION EMPLOYEE BENEFITS ORDINANCE**

5 Moved by Ms. Kruepke, seconded by Mr. Kempf to have Mr. Moschea prepare a draft ordinance that addresses  
6 non-union employee benefits, and present the draft ordinance at the next meeting. Motion carried.

7  
8 **ORDINANCE – HOLIDAY SCHEDULE FOR MEDICAL EXAMINER**

9 Mr. Moschea presented a draft Ordinance to place the Medical Examiner in the same category as nurses for  
10 holiday pay. This provision will provide more flexibility to the Medical Examiner, who may be required to work  
11 on holidays.

12  
13 Moved by Mr. Kempf, seconded by Mr. Bausch to approve the proposed Ordinance to amend Section 7.05 of the  
14 code to include the Medical Examiner for holiday benefits, and forward to the County Board. Motion carried.

15  
16 **CCSA ORDINANCE**

17 Moved by Ms. Brady, seconded by Ms. Kruepke to approve the proposed Ordinance to amend Section 7.02, 7.03,  
18 and 7.05 of the code to change the position of Community Services Specialist E2 to Case Manager In-  
19 Home/Outpatient E2 at CCSA, and forward to the County Board. Motion carried.

20  
21 **RESOLUTION – AUTHORIZE REQUEST FOR LEGAL EXPENSE COVERAGE**

22 Moved by Mr. Kempf, seconded by Ms. Kruepke to approve the proposed Resolution designating the County  
23 Clerk as the authorized designee for requesting legal expense coverage from Wisconsin County Mutual Insurance  
24 Corporation, and forward to the County Board. Motion carried.

25  
26 **HUMAN RESOURCE DIRECTOR'S UPDATE**

27 **Commendation Resolutions**

28 Moved by Mr. Kempf, seconded by Mr. Bausch to approve the commendation resolution for Patti Crass, who has  
29 16 years of service and is retiring from her position as Financial Employment Planner from Social Services, and  
30 forward to the County Board. Motion carried.

31  
32 **Employee Relations Activities**

33 Mr. Moschea reported the 2005 health insurance account is \$184,000 in the black.

34  
35 **NEXT MEETING DATE**

36 The next meeting is scheduled for Tuesday, February 28, 2006, at 9:00 a.m.

37  
38 **REPORT ON REMODELING RELOCATION PLAN**

39 Appearance: Facility Manager David Loomans

40  
41 Mr. Loomans distributed and reviewed the tentative schedule for moving departments into the new courthouse  
42 addition. Mr. Johnson indicated the County may use an outside moving company to help facilitate the larger  
43 department moves. It was suggested to ask if County Board members would be interested in helping, as well as  
44 department staff .

45  
46 Moved by Ms. Kruepke, seconded by Mr. Kempf to accept the remodeling relocation plan as presented. Motion  
47 carried.

48  
49 **2005 NON-LAPSING FUNDS AND 2005 TRANSFER REQUESTS**

50 Mr. Johnson distributed a preliminary 2005 year end summary of revenues and expenses for Facilities. At this  
51 point, utilities are \$84,912 over budget. Mr. Johnson will present a final report for the Committee to take action  
52 on at the next meeting.

53  
54 Ms. Jaszewski requested authorization to non-lapse the 2005 balance in the Election Supplies, Landmarks, and  
55 Outlay accounts to 2006.

56  
57 Moved by Ms. Brady, seconded by Mr. Bausch to approve non-lapsing the 2005 fund balances in the County  
58 Clerk Election Supplies, Landmarks, and Outlay accounts to 2006. Motion carried.

59  
60 **ADJOURNMENT**

61 Moved by Mr. Kempf, seconded by Ms. Kruepke to adjourn at 11:40 a.m. Motion carried.