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**WASHINGTON COUNTY  
ADMINISTRATIVE SERVICES COMMITTEE**

Courthouse - Government  
West Bend, WI

January 27, 2011  
8:30 a.m.

Present: Raymond Heidtke, Roy Justman, Michael Miller, and Peter Sorce. Excused: James Core.

Also Present: Administrative Coordinator Doug Johnson, Chairperson Herbert Tennes, County Clerk Brenda Jaszewski, Facilities Manager Dave Loomans, Finance Director Susan Haag, Human Resources Analyst Jo Hutchison, Human Resources Director Peter German, Samaritan Campus Administrator Ed Somers, Sheriff Dale Schmidt, Supervisor Dennis Myers, Supervisor Paul Ustruck, and County Clerk Administrative Assistant Linda Doro.

Chairperson Justman called the meeting to order at 8:30 a.m. and read the Affidavit of Posting.

**CLOSED SESSION**

Moved by Mr. Sorce, seconded by Mr. Miller to convene into closed session at 8:32 a.m. pursuant to Wis. Stats. §19.85(1)(e), deliberating or negotiating other specified public business whenever competitive or bargaining reasons require a closed session, specifically "to discuss and consider Deputy Sheriff's Association contract offer." Motion carried unanimously by roll call vote.

**OPEN SESSION**

Moved by Mr. Heidtke, seconded by Mr. Sorce to return to open session at 8:47 a.m. Motion carried unanimously by roll call vote.

**POSSIBLE ACTION ON ITEMS DISCUSSED IN CLOSED SESSION**

No action.

**MINUTES**

Moved by Mr. Heidtke, seconded by Mr. Sorce to approve the January 6, and January 11, 2011, minutes as presented. Motion carried.

**ORDINANCE/REPORT ON UNFILLED POSITIONS**

Mr. German reported the Human Resources Department was given the task to examine the Washington County staffing plan and identify those positions that were unfilled. The Human Resources Department contacted Department Heads to discuss their department staffing plan, reviewed all the positions, and determined which positions are currently unfunded and not expected to be filled. As a result of this research, 42 positions were identified that have been vacant and unfunded for at least two years. Mr. Johnson reported these 42 positions can be removed from the County staffing plan without impacting how the County currently operates. A small number of unfilled positions will remain in the County staffing plan to allow the departments to operate properly. Mr. German presented an ordinance amendment to remove the 42 positions from the County staffing plan. Moved by Mr. Miller, seconded by Mr. Heidtke to approve an ordinance amendment to 7.02 and 7.03 of the code relating to the Staffing Plan and Classification and Compensation Plan, subject to removing the County Clerk-Election Coordinator/Secretary position from this ordinance amendment, and forward to the County Board. Motion carried.

**REVIEW STATUS OF PROPOSED SAMARITAN CONTRACT**

Mr. German presented the merits of the proposed Samaritan contract and discussed the impact to Washington County if the contract is not approved. It was the consensus of the Administrative Committee to bring 2010 Resolution 46 - 2011-2012 Samaritan Health Center Employees Labor Agreement back to the County Board for consideration at the February 8, 2011, meeting.

1 The meeting recessed at 9:37 a.m. and reconvened 9:45 a.m.

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3 **REQUEST TO NON-LAPSE 2010 FUNDS TO 2011 - HUMAN RESOURCES**

4 Moved by Mr. Miller, seconded by Mr. Heidtke to approve non-lapsing approximately \$25,000 of the  
5 2010 IS account in the Human Resources budget to 2011 for two specific projects. Motion carried.

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7 **HUMAN RESOURCES DIRECTOR'S UPDATE**

8 Commendations

9 None.

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11 Employee Relations Activities

12 Mr. German reported mediation has been scheduled with the Corrections and Communication union on  
13 February 18, 2011, at 1:00 p.m. and the Parks union on February 25, 2011, at 9:00 a.m.

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15 **NEXT MEETING DATE**

16 The Administrative Services Committee will tentatively meet on Thursday, February 24, 2011, at 9:00  
17 a.m.

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19 **FINAL REPORT ON 2010 ELECTION SUPPLIES ACCOUNT**

20 Ms. Jaszewski reported at the September 23, 2010, meeting, the Administrative Services Committee  
21 authorized the County Clerk to overspend the 2010 Election Supplies account, due to the upcoming major  
22 election. At that time, she indicated that there would be additional election revenues to cover the  
23 overages. Ms. Jaszewski reported for 2010, she spent \$3,003 over what was budgeted for the Election  
24 Supplies account, but received an additional \$16,000 in Election revenues.

25  
26 **REQUEST TO NON-LAPSE 2010 FUNDS TO 2011 - COUNTY CLERK**

27 Moved by Mr. Miller, seconded by Mr. Sorce to approve non-lapsing \$1,400 from the 2010 Other  
28 Purchased Services account, the balance of the 2010 Landmarks account, the balance of the 2010 Outlay  
29 account, and the balance of the 2010 Insurance Deductible account in the County Clerk budget to 2011.  
30 Motion carried.

31  
32 **REQUEST TO NON-LAPSE 2010 FUNDS TO 2011 - FACILITIES**

33 Moved by Mr. Heidtke, seconded by Mr. Sorce to approve non-lapsing \$16,000 from the 2010  
34 Courthouse Repair account to replace the rest of boiler breaching in the boiler room, and the balance of  
35 the 2010 UWWC Operating accounts in the Facilities budget to 2011. Motion carried.

36  
37 **AMENDMENTS TO 2011 CAPITAL IMPROVEMENT PLANS FOR FACILITIES**

38 Mr. Loomans presented a proposal to remove the HVAC Chiller project, due to the rescheduling of the  
39 Public Agency Center Remodel project until 2016, and replace it in 2011 with Flooring Replacements, at  
40 a cost of \$78,000. He is also proposing to move a Boom Lift purchase to 2013 and replace it in 2011 with  
41 the refurbishing of the Cooling Tower, at a cost of \$40,000, and Courthouse Camera System DVR, at a  
42 cost of \$5,000. Moved by Mr. Heidtke, seconded by Mr. Sorce to approve the amendments to the 2011  
43 Capital Improvement Plans for Facilities as presented. Motion carried.

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45 **PLANS FOR EECBG LIGHTING REPLACEMENT PROJECTS**

46 *Appearance: Curt Wiebelhaus, Building Energy Solutions*

47 Mr. Wiebelhaus gave an overview of the Lighting Replacement project at Fair Park and the Public  
48 Agency Center as well as the Focus on Energy lighting incentives. The project is on schedule and within  
49 budget.

50  
51 **HEALTH DEPARTMENT WIC REMODELING UPDATE**

52 Mr. Loomans presented a budget summary of the WIC Remodeling project at the Public Agency Center.  
53 WB Corp. is on schedule to complete the work by January 31, 2011. Although there was no change to the  
54 total budget, an additional \$5,000 in grant funding was received.

1 **HUMAN SERVICES DEPARTMENT REMODELING PLANS AND BIDDING SCHEDULE**

2 Mr. Loomans presented a new layout for a secure area for medication dispersal in the Human Services  
3 Department. Plans are available, the pre-bid meeting was yesterday, and bids are due February 2, 2011.  
4 The project will start once the contract is awarded and has a completion date of May 6, 2011.

5

6 **REPORT AND POSSIBLE ACTION ON SOUND SYSTEM FOR ROOM 2024**

7 Mr. Johnson reported he is working with a New Berlin firm on a sound system for Room 2024. The  
8 system being looked at has three to four hand-held wireless microphones, with an amplifier in the room  
9 and two speakers, at a cost of approximately \$2,500. Supervisors recommended four microphones and a  
10 way to have these stand on tables. He will present a specific proposal at the February meeting.

11

12 **FUTURE AGENDA ITEMS**

13 None.

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15 **ADJOURNMENT**

16 Moved by Mr. Heidtke, seconded by Mr. Sorce to adjourn the meeting at 10:57 a.m. Motion carried.

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Brenda J. Jaszewski, County Clerk