

1 **ADMINISTRATIVE SERVICES COMMITTEE**

2
3 Courthouse - Room 2024
4 West Bend, WI

January 31, 2008
9:04 a.m.

5
6 Present: Brian Bausch, Melvin Ewert, Roy Justman, David Radermacher, and Paul Tuchscherer.

7
8 Also Present: Administrative Coordinator Doug Johnson, Human Resources Director Peter German,
9 Human Resources Analyst Jo Hutchison, County Clerk Brenda Jaszewski, and County Board
10 Administrative Assistant Linda Doro.

11
12 Chairman Radermacher called the meeting to order and read the Affidavit of Posting.

13
14 **MINUTES**

15 Moved by Mr. Ewert, seconded by Mr. Bausch to approve the December 18, 2007, minutes and January
16 15, 2008, minutes as presented. Motion carried.

17
18 **CLOSED SESSION**

19 Moved by Mr. Bausch, seconded by Mr. Tuchscherer to convene in closed session at 9:06 a.m. pursuant
20 to Wisconsin Stats. 19.85(1)(e) "Additional Sheriff's Department Union Employees Health Insurance
21 Contract Side Agreements." and Wisconsin. Stats. 19.85(1)(f) "Review Worker's Compensation
22 Alternative Settlements for Joy Willis vs. Washington County." Motion carried unanimously by roll call
23 vote.

24
25 **OPEN SESSION**

26 Moved by Mr. Bausch, seconded by Mr. Justman to return to open session at 9:30 a.m. Motion carried
27 unanimously by roll call vote.

28
29 **ACTION ON SHERIFF'S DEPARTMENT UNION EMPLOYEES HEALTH INSURANCE**
30 **CONTRACT SIDE AGREEMENT**

31 Moved by Mr. Tuchscherer, seconded by Mr. Bausch to approve the Side Letter Agreement for Health
32 Insurance for the Deputy Sheriff's Association Union. Motion carried.

33
34 **ACTION ON WORKER'S COMPENSATION SETTLEMENT**

35 Moved by Mr. Justman, seconded by Mr. Tuchscherer to approve a lump sum Worker's Compensation
36 Settlement payment of \$25,000 to Joy Wills. Motion carried.

37
38 **REVIEW PLANS REGARDING HUMAN RESOURCES DEPARTMENT STAFFING**

39 Mr. German presented a proposed ordinance for the Human Resources Department, which would change
40 the full-time Lead Human Resources Assistant pay grade H-7 to one full-time Human Resources
41 Assistant pay grade H-4. Moved by Mr. Tuchscherer, seconded by Mr. Ewert to approve the proposed
42 ordinance to amend Section 7.02 of the code relating to Human Resources Department as presented, and
43 forward to the County Board. Motion carried.

44
45 **HUMAN RESOURCES GENERAL FUND TRANSFER REQUEST**

46 Moved by Mr. Tuchscherer, seconded by Mr. Justman to approve a 2007 year-end General Fund transfer
47 in the amount of \$39,811.78, plus any additional costs incurred in closing the 2007 Human Resources
48 budget, and forward to Finance Committee and County Board. Motion carried.

49
50 **ADD ANNUAL PHYSICAL EXAM FOR SPOUSE IN HEALTH INSURANCE BENEFITS FOR**
51 **NON-REPRESENTED EMPLOYEES**

52 Moved by Mr. Bausch, seconded by Mr. Justman to add a physical exam for spouse in health insurance
53 benefits for non-represented employees. Motion carried.

54

1 **INCREASE LIFETIME CAP IN HEALTH INSURANCE BENEFITS FOR NON-**
2 **REPRESENTED EMPLOYEES**

3 Moved by Mr. Tuchscherer, seconded by Mr. Ewert to increase the lifetime cap from \$1 million to
4 \$2 million in the health insurance benefits for non-represented employees. Motion carried.

5
6 **HUMAN RESOURCES DIRECTOR'S UPDATE**

7 Commendation Resolutions

8 Moved by Mr. Ewert, seconded by Mr. Bausch to approve the commendation resolutions for Kathleen M.
9 Dries, who has 38 years of service; Judith Y. Dynes, who has 19 years of service; Cheryl E. Gray, who
10 has 25 years of service; Shirley A. Miranda, who has 23 years of service; Rachel A. Stutzman, who has
11 12 years of service; and Janet E. Techtmann, who has 28 years of service; and forward to the County
12 Board. Motion carried.

13
14 Employee Relations Activities

15 Mr. German reported Samaritan, Parks and Corrections Unions have signed their side letters of
16 Agreement for health insurance. Highway is scheduled for arbitration March 14, and April 20. The
17 Department of Social Services Clerical Union is scheduled for mediation on March 19, and the Social
18 Workers Union on March 13. The County submitted its final offer to the Deputy Sheriff's Association
19 last Tuesday. The Command Staff is waiting for the Deputy Sheriff's Association decision before acting
20 on their contract. Moved Mr. Justman, seconded by Mr. Tuchscherer to accept the Employee Relations
21 Activities report. Motion carried.

22
23 **NEXT MEETING DATE**

24 The Administrative Services Committee will meet on Thursday, February 28, 2008, at 9:00 a.m.

25
26 **REVIEW REVISED PLANS FOR REGISTER OF DEEDS REMODELING**

27 *Appearance: Facilities Manager David Loomans and Register of Deeds Sharon Martin*

28 Mr. Loomans and Ms. Martin presented the revised plans for the Register of Deeds Office remodeling
29 project. Total cost of the project is approximately \$13,000 and it is scheduled to start in April.

30
31 **REVIEW AND SELECT CHAIRS FOR COUNTY BOARD ROOM 1019**

32 Mr. Loomans and Ms. Doro presented sample chairs for the Committee to consider the replacement of the
33 chairs in the County Board Room. The Committee requested additional chair samples at the February
34 meeting.

35
36 **ADJOURNMENT**

37 Moved by Mr. Ewert, seconded by Mr. Tuchscherer to adjourn the meeting at 10:39 a.m. Motion carried.

38
39
40
41
Brenda J. Jaszewski, County Clerk