

1 **ADMINISTRATIVE SERVICES COMMITTEE**

2
3 Courthouse - Room 2024
4 West Bend, WI

January 29, 2009
9:00 a.m.

5
6 Present: Roy Justman, James Core, Melvin Ewert, Raymond Heidtke, and Peter Sorce.

7
8 Also Present: Administrative Coordinator Doug Johnson, Chairperson Herb Tennes, Human Resources Director Peter
9 German, Human Resources Analyst Sandy Weiland, County Clerk Brenda Jaszewski, and Administrative Assistant
10 Linda Doro.

11
12 Chairperson Justman called the meeting to order and read the Affidavit of Posting.

13
14 **CLOSED SESSION**

15 Moved by Mr. Ewert, seconded by Mr. Core to convene into closed session at 9:02 a.m. pursuant to Wis. Stats. Section
16 19.85(1) (e) "to consider contract offer for Samaritan Health Center Union." Motion carried unanimously by roll call
17 vote.

18
19 **OPEN SESSION**

20 Moved by Mr. Sorce, seconded by Mr. Heidtke to return to open session at 9:10 a.m. Motion carried unanimously by
21 roll call vote.

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23 **ACTION ON SAMARITAN HEALTH CENTER CONTRACT SETTLEMENT**

24 Moved by Mr. Heidtke, seconded by Mr. Sorce to approve the Samaritan Health Center contract. Motion carried.

25
26 **MINUTES**

27 Moved by Mr. Sorce, seconded by Mr. Ewert to approve the December 11, 2008, minutes as presented. Motion
28 carried.

29
30 **REPORT ON HUMAN RESOURCES ELECTRONIC RESUME SUBMITTAL DESIGN**

31 Mr. German reported on the Electronic Resume Submittal System initiated on September 22, 2008, in the Human
32 Resources office that has streamlined the recruitment process.

33
34 **HUMAN RESOURCES 2008 NON-LAPSE REQUEST**

35 Moved by Mr. Ewert, seconded by Mr. Core to approve non-lapsing the balance from the 2008 Information Services
36 account in the Human Resources budget to 2009. Motion carried.

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38 **REPORT ON HIGH DEDUCTIBLE HEALTH INSURANCE PLANS**

39 Mr. German presented information on Manitowoc County's High Deductible Health Insurance plan.

40
41 **DISCUSS AND APPROVE HEALTH RISK ASSESSMENT ROLLOUT FOR WASHINGTON COUNTY
42 REMAINING EMPLOYEES**

43 Mr. German reported 55% of the eligible non-represented employees took part in the Health Risk Assessment program.
44 Moved by Mr. Core, seconded by Mr. Heidtke to offer the Health Risk Assessment program to all other Washington
45 County employees enrolled in the County Health Insurance plan, effective March 1, 2009. Motion carried.

46
47 **HUMAN RESOURCES DIRECTOR'S UPDATE**

48 Commendation Resolutions

49 Moved by Mr. Sorce, seconded by Mr. Heidtke to approve the commendation resolution for Laurie Janke, who has 20
50 years of service and is retiring from her position as Electronic Health Data Systems Coordinator at the Samaritan
51 Health Center, and forward to the County Board. Motion carried.

52
53
54 Employee Relations Activities

55 Mr. German reported the Sheriff's Deputy arbitration has been postponed indefinitely due to an injury to the arbitrator.
56 Mr. German reported WERC overturned the decision to outsource Samaritan domestic services. Washington County

1 will appeal this decision to the Circuit Court. Washington County will be required to reinstate the seven employees
2 who lost their positions due to the outsourcing, if the appeal is not in Washington County's favor.

3
4 **NEXT MEETING DATE**

5 The Administrative Services Committee will meet on Thursday, February 26, 2009, at 9:00 a.m.

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7 **POLICY FOR 2009 PROPERTY INSURANCE CLAIMS**

8 Appearance: Insurance Coordinator Patty Hoerig and Deputy Finance Director Paul Labonte

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10 Ms. Jaszewski reported in November, the ASC approved a property insurance plan with replacement cost, \$50,000
11 deductible, and an assumed deductible cap of \$100,000, twice the \$50,000 deductible plus \$500 per claim. Last month,
12 the County Clerk was informed that the deductible is actually \$150,000, twice the \$50,000 for property and twice the
13 \$25,000 for auto, plus \$500 each claim. Ms. Jaszewski stated the ASC also directed the County Clerk to set up a
14 \$100,000 Claims account to pay departments for property losses not covered due to large deductible and authorized the
15 County Clerk's office to administer property claims and reimbursements to departments in 2009.

16
17 Ms. Jaszewski reported she budgeted \$35,000 for a dividend from Wisconsin Counties Mutual but actually received
18 \$24,328, leaving the department short in its insurance account by \$10,672. To cover this shortfall, Ms. Jaszewski is
19 proposing to apply \$10,672 from the Deductible Fund Escrow of \$37,284 to the insurance account and non-lapse the
20 balance of \$26,612 to 2009 for the Claims account. The 2009 total in the Claim account will be a total of \$96,612,
21 comprised of the \$26,612 non-lapsed from 2008 and \$70,000 budget tax levy. There may be a possible shortfall of up
22 to \$53,388 in 2009 to cover deductibles. Ms. Jaszewski was instructed by the Committee to inform them if claims are
23 projected to reach the \$96,612. Ms. Jaszewski pointed out that County Clerk is returning \$47,843 to General Fund for
24 year end 2008, which is more than she projected.

25
26 **COUNTY CLERK 2008 TRANSFERS AND & NON-LAPSE REQUESTS**

27 Moved by Mr. Ewert, seconded by Mr. Heidtke to approve non-lapsing the balance from the 2008 Landmarks account
28 and \$26,612 from the Property & Liability Insurance account in the County Clerk budget to 2009. Motion carried.

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30 **FACILITIES 2008 NON-LAPSE REQUEST**

31 Moved by Mr. Sorce, seconded by Mr. Core to approve non-lapsing \$5,048 from the 2008 UWWC Repair and
32 Maintenance account in the Facilities budget to 2009. Motion carried.

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34 **JOHNSON CONTROLS PROJECT DEVELOPMENT PROGRAM**

35 Appearance: Purchasing Agent Bill Kurer

36 Mr. Johnson reported UWWC has two large Capital Projects planned in 2009 and 2010 that may benefit from energy
37 conservation programs, grants and/or rebates available through the State or other government agencies. JCI has a team
38 that is dedicated to finding solutions for renewable energy and securing energy incentives through the state and federal
39 government. JCI will provide UWWC with a preliminary business case that investigates and assesses the Facility
40 improvement measures, including consideration for renewable energy options, analyze operation costs, assess facility
41 infrastructure and asset condition, assess facility budget requests and reliability concerns as related to the facility or
42 support. JCI will propose a contract funding structure that enables
43 the County to meet its financial payback requirements and develop steps for a detailed project development of solution.
44 Mr. Johnson and Dean Nixon, on behalf of UWWC and the Board of Commissioners, signed an agreement to proceed
45 with the preliminary study at no cost to UWWC or the County. Mr. Johnson presented a proposed timeline for the
46 UWWC Project Development Program.

47
48 **ADJOURNMENT**

49 Moved by Mr. Heidtke, seconded by Mr. Sorce to adjourn the meeting at 10:50 a.m. Motion carried.