

1 **ADMINISTRATIVE SERVICES COMMITTEE**

2
3 Courthouse
4 West Bend, WI

February 1, 2007
9:00 a.m.

5
6 Present: David N. Radermacher, Brian W. Bausch, Melvin K. Ewert, and Roy C. Justman. Excused:
7 Paul A. Tuchscherer.

8
9 Also Present: Human Resource Director Gary Moschea, Administrative Coordinator Doug Johnson,
10 County Attorney Kim Nass, County Board Chairman Thomas J. Sackett, Principal Human Resource
11 Analyst Karon Kraft, County Clerk Brenda Jaszewski, and County Board Administrative Assistant Linda
12 Doro.

13
14 Chairman Radermacher called the meeting to order and read the Affidavit of Posting.

15
16 **MINUTES**

17 Moved by Mr. Justman, seconded by Mr. Bausch to approve the January 2, 2007, minutes as presented.
18 Motion carried.

19
20 **LOCATION FOR WASHINGTON COUNTY VET MEMORIAL**

21 *Appearance by Terry Vrana, American Legion Post 36*

22 Mr. Vrana reported three soldiers from Washington County have died in the Iraqi war. Family members
23 of the soldiers and American Legion Post 36 members formed a committee and developed a design for a
24 memorial to honor these three soldiers on the Old Courthouse Square Museum property. This monument
25 is needed because the existing war memorials at the Old Courthouse Museum had no space to add names.
26 Mr. Vrana presented a design concept and proposed two locations for the memorial. The Monument
27 Committee will start a fund raising campaign for the cost of the memorial, which is estimated at \$30-
28 35,000. They are looking to build the memorial late summer and fall and have a dedication on Memorial
29 Day 2008. Moved by Mr. Ewert, seconded by Mr. Bausch to support the Washington County Vet
30 Memorial #4 concept with Mr. Vrana bringing the final design and location back to the Committee.
31 Motion carried.

32
33 **CLOSED SESSION**

34 Moved by Mr. Justman, seconded by Mr. Bausch to convene into closed session at 9:17 a.m. pursuant to
35 Wis. Stats. 19.85 (1)(e) & (f) considering negotiations with Teamsters Local 200 Park Employees and
36 discussions with County Attorney regarding Equal Rights Complaint. Motion carried unanimously by
37 roll call vote.

38
39 **OPEN SESSION**

40 Moved by Mr. Bausch, seconded by Mr. Ewert to return to open session at 9:46 a.m. Motion carried
41 unanimously by roll call vote.

42
43 **IF APPROPRIATE, RATIFY PARK CONTRACT**

44 No action taken.

45
46 **REVIEW OF UNEMPLOYMENT COMPENSATION RULES**

47 *Appearance by Kim Nass, County Attorney*

48 Ms. Nass discussed the legalities of the Unemployment Compensation rules as it relates to
49 part-time Washington County employees who do not have a fixed schedule. Moved by Mr. Bausch,
50 seconded by Mr. Justman to accept the County Attorney's report and authorize Mr. Johnson and Mr.
51 Moschea to give direction to the Sheriff regarding his part-time staff. Motion carried.

1 **AMEND ORDINANCE REGARDING ASSISTANT PLANNING AND PARKS**
2 **ADMINISTRATOR TITLE**

3 *Appearance by Paul Mueller, Planning and Parks Department Administrator*

4 Mr. Mueller requested approval to change the Planning and Parks Department – Land Use Division
5 Assistant Planning and Parks Administrator title to Land Resources Manager. The job description title
6 for the Assistant Administrator position should be changed to a manager title to reflect a narrower focus
7 in duties. There will be no change in the pay rate. Moved by Mr. Bausch, seconded by Mr. Ewert to
8 amend 7.02 of the County Code to change the Planning and Parks Department – Land Use Division
9 Assistant Planning and Parks Administrator title to Land Resources Manager and forward to the County
10 Board. Motion carried.

11
12 **DISCUSS CREATION OF INTERPRETER POOL**

13 *Appearance by Linda Walter, Health Officer*

14 Ms. Walter reported during the budget process last year, the Board of Health discussed the Health
15 Department's growing need for Spanish interpreters. The need for interpretation services continues at the
16 Health Department and some appointments have been canceled due to interpreter shortages. Ms. Walter
17 presented a proposal to create a county pool of interpreters. A larger pool of interpreters will help assure
18 the Health Department Limited English Proficiency (LEP) obligations are met effectively and
19 efficiently. Grants will cover the costs of interpreter services. Moved by Mr. Ewert seconded by Mr.
20 Justman to approve an ordinance to create a county pool of Interpreters and forward to the County Board.
21 Motion carried.

22
23 The meeting recessed at 10:30 a.m. and reconvened at 10:35 a.m.

24
25 **REQUEST FOR OUT-OF-STATE TRAVEL**

26 Mr. Moschea requested approval to send Karon Kraft to the Human Resource/Payroll Software training in
27 Las Vegas on April 15-19, 2007. Moved by Mr. Bausch, seconded by Mr. Ewert to approve the
28 out-of-state travel request to Las Vegas on April 15-19, 2007 for Karon Kraft. Motion carried.

29
30 **REPORT ON DENTAL SURVEY**

31 *Appearance by Michelle Hoey, Employee Benefits Manager*

32 Ms. Hoey presented a comparison and proposal on dental coverage for Washington County employees.
33 Moved by Mr. Bausch, seconded by Mr. Ewert to accept the report and bring this issue back for further
34 discussion at the March meeting after further research. Motion carried.

35
36 **REPORTS ON FAMILY AND MEDICAL LEAVES, AND FUNERAL USAGES**

37 Ms. Kraft reported Family Medical Leave hours used in 2006 totaled 23,236.75, at a cost of \$498,765.46.
38 For 2007, 42 applications have been submitted for Family Medical Leave. Funeral Leave hours used in
39 2006 totaled 1,329, at a cost of \$26,190.05. Moved by Mr. Justman, seconded by Mr. Bausch to accept
40 the report. Motion carried.

41
42 **DISCUSS 2008 HEALTH INSURANCE FOR NON-REPRESENTED EMPLOYEES AND CO-**
43 **PAY**

44 Mr. Moschea discussed a copay change of 90/10 for Health Insurance in 2008 for non-represented
45 employees.

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

48 Commendation Resolutions

49 Moved by Mr. Bausch, seconded by Mr. Justman to approve the commendation resolution for Arlyss R.
50 Speener, who has 20 years of service and is retiring from her position of Certified Nursing Assistant at the
51 Samaritan Health Center, and forward to the County Board. Motion carried.

1 Moved by Mr. Bausch, seconded by Mr. Ewert to approve the commendation resolution for Ted M.
2 Condé, designer and painter of the new Justice Center mural, and forward to the County Board. Motion
3 carried.

4
5 Employee Relations Activities

6 Mr. Moschea read a letter of appreciation from a Washington County employee regarding the support
7 from employees after the death of his son.

8
9 **NEXT MEETING DATE**

10 The Administrative Services Committee will meet on Friday, March 2, 2007, at 9:00 a.m.

11
12 **STATE WIDE VOTER REGISTRATION SYSTEM UPDATE**

13 Ms. Jaszewski informed the Committee that the Memorandums of Understanding between Washington
14 County and the 13 municipalities we are providing the Statewide Voter Registration (SVRS) technical
15 services for expires at the end of this year. Ms. Jaszewski has informed eight of these municipalities that
16 Washington County will be turning over the SVRS services back to these municipalities in 2008. The
17 State Elections Board has agreed to provide the Basic training to these clerks prior to the April, 2007
18 election in order to give them the opportunity to work on the system before 2008. Ms. Jaszewski is
19 working on creating a pool of individuals qualified to provide data entry of voter registration forms for
20 any municipality in Washington County to utilize after major elections. Each municipality would pay for
21 the costs associated with the usage of these individuals for their municipality's data entry. Moved by Mr.
22 Ewert, seconded by Mr. Bausch to accept the report. Motion carried.

23
24 **2006 ACCOUNTS TO NON-LAPSE**

25 *County Clerk*

26 Ms. Jaszewski requested authorization to non-lapse the 2006 balances in the County Clerk-Elections,
27 Landmarks, State Aid – ADA Equipment, ADA Equipment and Outlay accounts to 2007. Mr. Johnson
28 requested that the 2006 request to non-lapse the elections account be withdrawn and recommended that
29 Ms. Jaszewski request a General Fund transfer if the Elections account is overdrawn in 2008. Moved by
30 Mr. Ewert, seconded by Mr. Bausch to approve non-lapsing the 2006 fund balances in the Landmarks,
31 State Aid – ADA Equipment, ADA Equipment and Outlay accounts to 2007 and appropriate
32 consideration be given to funding the 2008 election budget. Motion carried.

33
34 *Facilities*

35 Mr. Johnson requested authorization to non-lapse the 2006 balance in the UWWC accounts to 2007.
36 Moved by Mr. Justman, seconded by Mr. to approve non-lapsing the 2006 fund balance in the UWWC
37 accounts to 2007. Motion carried.

38
39 **2006 TRANSFER FROM GENERAL FUND**

40 Moved by Mr. Ewert, seconded by Mr. Bausch to approve a 2006 year-end general fund transfer in the
41 amount of \$75,025 for overages in the Electric accounts, and \$33,207 for overages in the Natural Gas
42 accounts. Motion carried.

43
44 **ADJOURNMENT**

45 Moved by Mr. Bausch, seconded by Mr. Ewert to adjourn the meeting at 11:55 a.m. Motion carried.

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48
49 Brenda J. Jaszewski, County Clerk