

1 **ADMINISTRATIVE SERVICES COMMITTEE**

2
3 Courthouse - Room 2024
4 West Bend, WI

February 1, 2010
9:00 a.m.

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

7
8 Also Present: Administrative Coordinator Doug Johnson, County Attorney Kimberly Nass, County Board
9 Chairperson Herb Tennes, County Clerk Brenda Jaszewski, Human Resources Director Peter German,
10 Sheriff Dale Schmidt, Supervisor Leslie Borman, Supervisor Joseph Gonnering, Supervisor Ralph
11 Hensel, Supervisor William Meyers, Supervisor Stoffel, and County Clerk Administrative Assistant
12 Linda Doro.

13
14 Chairperson Justman called the meeting to order at 9:00 a.m. and read the Affidavit of Posting.

15
16 **MINUTES**

17 Moved by Mr. Sorce, seconded by Mr. Ewert to approve the corrected December 29, 2009, minutes.
18 Motion carried.

19
20 **CLOSED SESSION**

21 *Appearance: Attorney Nancy Pirkey, Benefits Specialist Michelle Hoey, Deputy County Attorney Chris*
22 *Ohlis, Human Resources Analyst Sandy Weiland, Human Resources Assistant Erin Jasinski, Samaritan*
23 *Administrator Ed Somers*

24 Moved by Mr. Core, seconded by Mr. Sorce to convene into closed session at 9:01 a.m. pursuant to Wis.
25 Stats. Sections 19.85(1)(e), 19.85(1)(f) and 19.85(1)(g) for purposes of conducting public business of a
26 competitive or bargaining nature, specifically "to consider contract offer for Sheriff's Department
27 Corrections and Communications Officers Association and to formulate bargaining strategies for future
28 collective bargaining agreements"; "to discuss and confer with legal counsel on possible worker's
29 compensation settlement on pending worker's compensation case/claim," and "to discuss court decision
30 on the appeal of the subcontracting out the housekeeping/laundry service at Samaritan." Motion carried
31 unanimously by roll call vote.

32
33 **OPEN SESSION**

34 Moved by Mr. Sorce, seconded by Mr. Ewert to return to open session at 10:21 a.m. Motion carried
35 unanimously by roll call vote.

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

38 Moved by Mr. Sorce, seconded by Mr. Core to approve action on the contract as stated in closed session.
39 Motion carried.

40
41 Moved by Mr. Core, seconded by Mr. Heidtke to approve the recommended action on the Worker's
42 Compensation case as discussed in closed session. Motion carried with Mr. Sorce voting no.

43
44 Moved by Mr. Sorce, seconded by Mr. Ewert to pursue strategies regarding the Samaritan court decision
45 as discussed in closed session. Motion carried.

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47 The meeting recessed at 10:26 a.m. and reconvened at 10:31 a.m.

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49 **NEXT TENTATIVE MEETING DATE**

50 The Administrative Services Committee will tentatively meet on Thursday, February 25, 2010, at 9:00
51 a.m. and Thursday, March 25, 2010, at 9:00 a.m.

1 **ORDINANCE: CLERK OF CIRCUIT COURT AND PROBATE AND JUVENILE COURT**
2 **OFFICE - STAFFING PLAN AND OVERTIME AMENDMENT**

3 *Appearance: Clerk of Courts Kris Deiss and Deputy Register in Probate Denise Kist*

4 Ms. Deiss presented a proposal to consolidate the Probate & Juvenile Court office into the Clerk of
5 Circuit Court's office. This proposed consolidation will increase the efficiencies and effectiveness of the
6 court system. The Clerk of Circuit Court will assume all department head responsibilities and budget and
7 financial management. The Register in Probate and Clerk of Juvenile Court will become two separate
8 and distinct positions with specific duties as assigned in the Wisconsin State Statutes. Washington
9 County can anticipate an approximate savings of \$40,000 to \$45,000 in the first year with this
10 reorganization proposal. Ms. Deiss reviewed the proposed departmental staffing plan for the Clerk of
11 Circuit Court - Probate and Juvenile Court Division. Moved by Mr. Sorce, seconded by Mr. Core to
12 approve an ordinance amendment to 7.02 and 7.03 of the code relating to the Staffing Plan and
13 Classification and Compensation Plan - Clerk of Courts - Probate and Juvenile Court Division, and
14 forward to the County Board. Motion carried.

15
16 **DISCUSS REQUEST BY HUMAN SERVICES BOARD TO GATHER COMPENSATION**
17 **INFORMATION FOR PSYCHIATRIC SERVICES**

18 *Appearance: Human Services Director Jim Strachota and Supervisor Leslie Borman.*

19 Mr. Strachota reported after review of the current contractual arrangements, the Human Service Board
20 appointed a sub-committee of the Board to study the method of providing these services and make
21 recommendations for future direction. The sub-committee is recommending the County complete a
22 market compensation study, consider hiring psychiatric staff as County employees, consider a greater role
23 for the Human Resources Department, utilize outside recruiting firms as a last resort, and establish a
24 future direction for psychiatric coverage by June 1, 2010. Moved by Mr. Sorce, seconded by Mr. Core to
25 accept the recommendations brought forward by the Human Services Board regarding psychiatric
26 coverage requirements for the Human Services Department, with specific emphasis on the role of Human
27 Resources in providing a cost analysis on fair market rates and assuming the lead role in the recruitment
28 of medical/clinical personnel. Motion carried.

29
30 **DISCUSS RESIDENCY POLICY FOR SPECIFIC JOB CLASSIFICATIONS**

31 The Transportation Committee had requested the Administrative Services Committee consider amending
32 the residency policy for Department Heads. This request did lead to significant feedback from County
33 Board Supervisors and Department Heads.

34
35 Ms. Nass presented an overview of the current residency requirements set forth by the County Code. The
36 Committee may recommend repealing the ordinance, allowing the ordinance to remain as is, expanding
37 the ordinance to include additional positions, or reducing the list of employees to which the residency
38 policy applies. A pick and choose approach to revising the list of employees to which the policy should
39 apply subjects the county to legal challenges unless the reasons for adding or removing position are
40 justifiable. Ms. Nass stated expanding the requirement to contiguous counties may serve the declared
41 policy of rapid response but not commitment to the County.

42
43 The Committee discussed the reasons behind the policy and acknowledged the difficulty individuals may
44 have in meeting the requirements within the specified timeframe. It was suggested that the Transportation
45 Committee consider extending the deadline for the residency requirement if they feel an individual should
46 be allowed more time to establish residency. Moved by Mr. Ewert, seconded by Mr. Core to maintain the
47 current residency policy. Motion carried.

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49 **HUMAN RESOURCES DEPARTMENT NON-LAPSE REQUEST**

50 Moved by Mr. Heidtke, seconded by Mr. Sorce to approve non-lapsing the balance of the 2009 IS account
51 in the Human Resources budget to 2010. Motion carried.

1 **HUMAN RESOURCES DIRECTOR'S UPDATE**

2 Commendation Resolutions

3 Moved by Mr. Ewert, seconded by Mr. Core to approve the commendation resolution for Mary M. Daley,
4 who has 14 years of service and is retiring from her position as Accounting Assistant in the County
5 Treasurer's Office, and forward to the County Board. Motion carried.

6
7 Employee Relations Activities

8 Mr. German reported on the mediation with the Highway union that took place on Tuesday, January 26,
9 2010. Mediation with the Para Professional union is scheduled for February 10, 2010.

10
11 **REQUEST TO NONLAPSE 2009 INSURANCE DEDUCTIBLE FUNDS TO 2010 - COUNTY**
12 **CLERK**

13 Moved by Mr. Ewert, seconded by Mr. Heidtke to approve non-lapsing the balance of the 2009 Property
14 & Liability Insurance account in the County Clerk budget to 2010. Motion carried.

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16 **RESOLUTION - DESIGNATED GENERAL FUNDS FOR INSURANCE DEDUCTIBLES**

17 Moved by Mr. Sorce, seconded by Mr. Core to approve the resolution authorizing \$150,000 be transferred
18 within the General Fund from Undesignated to Designated for Insurance Deductibles, and forward to the
19 County Board. Motion carried.

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21 **ORDINANCE - LOITERING IN COUNTY PARKING LOTS**

22 Ms. Jaszewski asked the Committee if they would consider an ordinance that would prevent loitering in
23 county parking lots as safety prevention. The Committee directed the County Clerk and County Attorney
24 to draft an ordinance and bring it back for consideration at the next meeting.

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26 **ADJOURNMENT**

27 Moved by Mr. Ewert, seconded by Mr. Heidtke to adjourn the meeting at 11:42 a.m. Motion carried.

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Brenda J. Jaszewski, County Clerk