

1 **ADMINISTRATIVE SERVICES COMMITTEE**

2
3 Courthouse - Room 2024
4 West Bend, WI

February 25, 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, Assistant Finance Director Rich Abbott, County
9 Attorney Kimberly Nass, County Clerk Brenda Jaszewski, Employee Benefits Manager Michelle Hoey,
10 Facilities Manager David Loomans, Human Resources Assistant Erin Jasinski, Human Resources
11 Director Peter German, Aegis Corporation Mark Cronce, Supervisor Charlene Brady, and County Clerk
12 Administrative Assistant Linda Doro.

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

15
16 **CLOSED SESSION**

17 *Appearance: Attorney Nancy Pirkey, and Human Resources Analyst Jo Hutchison*

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19 Moved by Mr. Sorce, seconded by Mr. Core to convene into closed session at 9:02 a.m. pursuant to Wis.
20 Stats. Sections 19.85(1)(e) for purposes of conducting public business of a competitive or bargaining
21 nature, specifically "the Highway Department and Local 809 Paraprofessionals and to formulate
22 bargaining strategies for future collective bargaining agreements." Motion carried unanimously by roll
23 call vote.

24
25 **OPEN SESSION**

26 Moved by Mr. Heidtke, seconded by Mr. Sorce to return to open session at 10:26 a.m. Motion carried
27 unanimously by roll call vote.

28
29 **POSSIBLE ACTION ON ITEMS DISCUSSED IN CLOSED SESSION**

30 Moved by Mr. Core, seconded by Mr. Sorce to approve action on the contracts as stated in the closed
31 session. Motion carried.

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33 The meeting recessed at 10:27 a.m. and reconvened at 10:35 a.m.

34
35 **MINUTES**

36 Moved by Mr. Sorce, seconded by Mr. Heidtke to approve the January 28, and February 1, 2010, minutes
37 as presented. Motion carried.

38
39 **ORDINANCE: HEALTH DEPARTMENT - STAFFING PLAN CHANGE**

40 *Appearance: Health Director/Health Officer Linda Walter*

41 Ms. Walter presented an ordinance amendment to change the position title of the Assistant Director of the
42 Health Department to Assistant Director/Deputy Health Officer. Moved by Mr. Core, seconded by Mr.
43 Ewert to approve an ordinance amendment to 7.02 and 7.03 of the code relating to the Staffing Plan and
44 Classification and Compensation Plan - Health Department, and forward to the County Board. Motion
45 carried.

46
47 **REVIEW AND DISCUSS HEALTH CARE BENEFITS PRESENTATIONS AND ANALYZE
48 INSURANCE OPTIONS**

49 *Appearance: Mark Cronce, Aegis Corporation*

50 Staff and the Committee presented their comments on the health care benefits presentations held on
51 January 28, 2010. Mr. German discussed the fiscal impact if the Manitowoc plan or a hybrid of the plan

1 was implemented in Washington County. Mr. German reported Washington County received savings of
2 \$255,694 by implementing the Health Payment Systems program for the period of July to December
3 2009. This shows the County is moving in the right direction as far as cost savings in health care
4 benefits. The Committee directed Mr. German to prepare a timetable and an approach for insurance
5 options to be presented at the next meeting.
6

7 **MOTION TO DESIGNATE FIRM TO PROVIDE LEGAL REPRESENTATION FOR LABOR** 8 **NEGOTIATIONS**

9 Moved by Mr. Ewert, seconded by Mr. Core to designate the law firm of Buelow, Vetter, Buikema, Olson
10 & Vliet, LLC. to provide Washington County legal representation for labor negotiations. Motion carried.
11

12 **HUMAN RESOURCES DIRECTOR'S UPDATE**

13 Commendation Resolutions

14 Moved by Mr. Heidtke, seconded by Mr. Ewert to approve the commendation resolution for Sharon A.
15 Winter, who has 23 years of service and is retiring from her position as Assistant Director in the Health
16 Department, and Colleen D. Sarnowski, who has 11 years of service and is retiring from her position as
17 Licensed Practical Nurse at the Samaritan Health Center, and forward to the County Board. Motion
18 carried.
19

20 Employee Relations Activities

21 Mr. German reported the Human Resources department is fully staffed.
22

23 **FUTURE AGENDA ITEMS**

- 24 • Health Insurance
- 25 • Driveway Changes to the Courthouse East Parking Lot and Preparation of Guidelines for Project
26 Planning and Implementation
27

28 **NEXT TENTATIVE MEETING DATE**

29 The Administrative Services Committee will tentatively meet on Thursday, March 25, 2010, at 9:00 a.m.
30

31 **ORDINANCE - RESTRICTIONS IN COUNTY PARKING LOTS**

32 Moved by Mr. Ewert, seconded by Mr. Sorce to approve an ordinance amendment to 4.40 of the code
33 relating to parking lot regulations, and forward to the County Board. Motion carried.
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35 **REVIEW OF PROPERTY AND LIABILITY INSURANCE CARRIERS**

36 Ms. Jaszewski reported she had been contacted by a County Board supervisor regarding the county
37 utilizing the Local Government Property Insurance Fund (LGPIF) for our property insurance and
38 specifically questioning why this is not bid out. She is bringing this issue to the Committee to discuss
39 whether or not the Committee would like to solicit bids for property and/or liability insurance coverage.
40

41 Ms. Jaszewski stated she completely supports bidding for services or goods, but she wants to make sure
42 that by doing this for insurance coverage, the county will actually have the potential to save money and
43 does not just go through the process for the sake of doing so because there will be costs involved in the
44 bidding process. Due to the complexity of insurance, Ms. Jaszewski stated she would request guidance
45 from the County's independent insurance consultant, Gander Consulting Group, LLC, in preparing the
46 specifications and reviewing the bids. A rough estimate of between \$4,000 and \$5,000 has been provided
47 by our consultant for this service.
48

49 Also to consider before deciding if the County should bid out our property and/or liability insurance is
50 that currently, we receive an annual dividend from Wisconsin County Mutual Insurance Company and in

1 2009, we received a dividend from the LGPIF. These dividends would not be realized if we were to
2 obtain coverage from a commercial carrier.

3
4 Ms. Jaszewski reviewed the response from Gander Consulting Group, LLC regarding bidding out
5 insurance and the survey results from other county clerks in Wisconsin asking if they bid out their
6 property and/or liability insurance. Moved by Mr. Ewert seconded by Mr. Heidtke to continue with
7 LGPIF as our insurance carrier for property insurance. Motion carried.

8
9 **DISCUSSION OF DRIVEWAY CHANGES TO COURTHOUSE EAST PARKING LOT AND
10 PREPARATION OF GUIDELINES FOR PROJECT PLANNING AND IMPLEMENTATION**

11 Mr. Johnson presented the suggestions made by Executive Committee at their February 2, 2010, meeting
12 regarding driveway changes to the courthouse east parking lot and solicited the Administrative Services
13 Committee's suggestions. Mr. Johnson stated he will incorporate the Committee's suggestions and bring
14 concept plans to the next meeting.

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16 **ADJOURNMENT**

17 Moved by Mr. Heidtke, seconded by Mr. Ewert to adjourn the meeting at 11:50 a.m. Motion carried.

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Brenda J. Jaszewski, County Clerk