

1 **ADMINISTRATIVE SERVICES COMMITTEE**

2
3 Courthouse
4 West Bend, WI

February 28, 2006
9:00 a.m.

5
6 Present: David N. Radermacher, Brian W. Bausch, Charlene S. Brady, Donald N. Kempf, and Delores
7 E. Kruepke.

8
9 Also Present: Human Resource Director Gary Moschea, Administrative Coordinator Doug Johnson, and
10 County Clerk Brenda Jaszewski.

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

13
14 **MINUTES**

15 Moved by Ms. Brady, seconded by Mr. Kempf to approve the minutes of January 26, 2006. Motion
16 carried.

17
18 **DECISION ON OFFICERS SHIFT ASSIGNMENT GRIEVANCE**

19 Moved by Mr. Bausch, seconded by Ms. Kruepke to deny the grievances filed by Detectives Mark Sette
20 and Douglas Kocher based on the Sheriff having the discretion to assign workloads within the
21 department. Motion carried.

22
23 **REPORT ON STATUS OF SOCIAL WORKERS ARBITRATION**

24 Mr. Moschea stated Mr. Amedeo Greco would be the arbitrator when arbitration begins the week of
25 May 15, 2006, with the Social Workers. Moved by Mr. Kempf, seconded by Ms. Brady to accept the
26 report on the status of arbitration with the Social Worker’s Union. Motion carried.

27
28 **ORDINANCES TO AMEND EMPLOYEE BENEFIT PROGRAMS**

29
30 **Vacation**

31 Mr. Moschea explained this ordinance is intended to bring the non-union employee vacation benefits in
32 conformity with the vacation benefits of the union employees, and would become effective April 1,
33 2006. The changes allow for the earning of 80 hours of vacation from the first through the sixth year of
34 continuous employment and the earning of 120 hours of vacation from the seventh through the thirteenth
35 year of continuous employment. Presently, the non-union employees earn 80 hours from the first
36 through the seventh and 120 hours from the eight through the thirteenth year.

37
38 Moved by Mr. Kempf, seconded by Ms. Brady to approve the ordinance to amend Section 7.05 of the
39 code relating to Employee Benefit Program – Vacations as presented, and forward to the County Board.
40 Motion carried.

41
42 **Sheriff’s Dept. Command Staff Uniform Allowance & Long Term Disability**

43 Mr. Moschea stated this ordinance would bring the non-union Sheriff’s Department staff uniform
44 allowance and Long Term Disability insurance in conformity with the uniform allowance and Long
45 Term Disability Insurance benefit of the union employees. The Committee discussed the possibility of
46 allowing retired Deputies to donate uniforms to active Deputies. Mr. Moschea will contact the Sheriff
47 regarding this.

48
49 Moved by Ms. Kruepke, seconded by Mr. Bausch to approve the ordinance to amend Section 7.05(10)
50 of the code relating to Employee Benefit Program – Uniform Allowance and to create Section 7.05(26)
51 of the code relating to Long Term Disability Insurance, as presented, and forward to the County Board.
52 Motion carried.

53
54 **Overtime Status of Housing Manager at Samaritan**

55 Mr. Moschea stated this ordinance removes the Housing Manager from accumulating up to 90 hours of
56 comp. time and anything above that paid as overtime. The change will allow this position to accumulate
57 up to 120 hours of comp. time, with no overtime pay, allowing for more flexibility.

58
59 Moved by Mr. Bausch, seconded by Mr. Kempf to approve the ordinance to amend Section 7.05 of the
60 code relating to Employee Benefit Program – Overtime, as presented, and forward to the County Board.
61 Motion carried.

62
63 **AMEND MISCELLANEOUS RATES ORDINANCE REGARDING SWAT OR DIVE TEAM**
64 **PAYMENTS**

1 Mr. Moschea explained that currently, only sworn staff assigned by the Sheriff to the SWAT or Dive
2 team receive an additional \$1.00 per hour, when working during SWAT or Dive team calls. This
3 ordinance removes the word “sworn”, allowing any staff member assigned by the Sheriff to the SWAT
4 or Dive team, the benefit of the additional \$1.00 per hour when working during SWAT or Dive team
5 calls.

6
7 Moved by Ms. Brady, seconded by Mr. Bausch to approve the ordinance to amend Section 7.03 of the
8 code relating to Miscellaneous Rates, as presented, and forward to the County Board. Motion carried.

9
10 **UPDATE ON NON-LAPSE ACCOUNTS**

11 Mr. Moschea stated he had previously requested to non-lapse the entire balance in the 2005 Arbitration
12 account; however, he will be reducing that amount to \$10,000.

13
14 **UPDATE ON HIGHWAY DEPARTMENT EMPLOYEE’S REQUEST TO RETURN TO WORK**

15 Mr. Moschea informed the Committee that the employee at the Highway Department that was injured
16 and out for almost two years due to a shoulder injury has been reinstated effective February 20, 2006,
17 after receiving medical authorization to return to work.

18
19 **HUMAN RESOURCE DIRECTOR’S UPDATE**

20 **Commendation Resolutions**

21 There were no Commendation resolutions.

22
23 **Employee Relations Activities**

24 A summary of the items that will be offered at the 2006 employee wellness fair was distributed. The fair
25 will be held April 5 at the Samaritan Health Center.

26
27 **NEXT MEETING DATE**

28 The next meeting is scheduled for Thursday, March 30, 2006, at 9:00 a.m.

29
30 Mr. Moschea left at 9:50 a.m.

31
32 **FACILITIES TRANSFERS AND NON-LAPSE FUNDS**

33 Appearance: Facility Manager David Loomans

34
35 Moved by Mr. Bausch, seconded by Ms. Brady to non-lapse \$2,960 in the Courthouse Machinery &
36 Equipment account from 2005 to 2006. Motion carried.

37
38 Moved by Ms. Brady, seconded by Mr. Kempf to approve 2005 year-end account transfers between
39 Administration – Facilities cost centers in the amount of \$28,957. Motion carried.

40
41 Moved by Ms. Kruepke, seconded by Ms. Brady to approve a year-end general fund transfer in the
42 amount of \$79,413 due to overages in Sheriff’s Department Natural Gas and PAC Electricity accounts.
43 Motion carried.

44
45 **REPORT ON ANNEX II FURNACE**

46 Appearance: Facility Manager David Loomans

47
48 Mr. Loomans stated that two weeks ago, the boiler at Annex II began deteriorating to the point where it
49 was beginning to come apart. The Gruneau staff was able to keep the boiler running until temporary
50 heat could be brought to the building and a new boiler installed. The cost of the new boiler was \$40,160
51 and funds from the Capital Improvement Plan – Schmidt Road project were used.

52
53 Moved by Mr. Kempf, seconded Ms. Kruepke to accept the report on the installation of a new boiler at
54 Annex II, and authorize the use of \$40,160 allocated to the Capital Improvement Plan-Schmidt Road
55 project as the funding source. Motion carried.

56
57 **UPDATE ON CENTRAL REPRODUCTIONS REVENUES & EXPENSES**

58 Ms. Jaszewski distributed the preliminary final 2005 revenues and expenses for Central Reproductions,
59 and stated that for 2005, there was a \$1,493 loss. Recommendations for additional cost savings or
60 revenue increases will be presented at a future meeting.

61
62 Moved by Mr. Bausch, seconded by Mr. Kempf to accept the report on the 2005 Central Reproductions
63 revenues and expenses. Motion carried.

1 **CONSIDERATION OF MEMO OF UNDERSTANDING BETWEEN WASHINGTON COUNTY**
2 **AND MUNICIPALITIES FOR THE PURCHASE OF ADA-COMPLIANT VOTING**
3 **EQUIPMENT**

4 Ms. Jaszewski explained that municipalities must have an ADA-compliant voting machine in each
5 polling location prior to the September Partisan Primary election. Funding from federal HAVA money,
6 through the State of Wisconsin, is available for an amount not to exceed \$6,000 per polling place,
7 through a reimbursement program. The approximate cost of an ADA-compliant machine that will be
8 compatible with the current electronic Accu-vote units in Washington County is \$5,500. In order to
9 program the ADA-compliant machine memory cards for each election, test the balloting database
10 programmed on the ADA memory cards, and provide municipalities with reprogramming in the event of
11 problems associated with their ADA machine memory cards, Washington County will also require an
12 ADA-compliant machine. The funding, however, will only allow reimbursement for ADA machines
13 purchased for a polling location.

14
15 Ms. Jaszewski is recommending offering each municipality the opportunity to enter into a Memo of
16 Understanding with Washington County to provide the up-front funding for the procurement of these
17 machines. Washington County would apply for the reimbursement and use any remaining funding to
18 pay for an ADA-compliant machine for the County, future programming, and training costs. Any
19 municipality entering into this MOU would be required to have their polling location(s) considered
20 ADA accessible by the State Elections Board, as reimbursement for the ADA machine is limited to
21 municipalities with ADA accessible polling location(s).

22
23 Moved by Mr. Bausch, seconded by Ms. Brady to offer municipalities the opportunity to enter into a
24 Memorandum of Understanding with Washington County for the purchase of ADA-compliant voting
25 machines. Motion carried.

26
27 **ADJOURNMENT**

28 Moved by Ms. Kruepke, seconded by Mr. Kempf to adjourn at 10:55 a.m. Motion carried.
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Brenda J. Jaszewski, County Clerk