

1 **ADMINISTRATIVE SERVICES COMMITTEE**

2  
3 Courthouse - Room 2024  
4 West Bend, WI

February 28, 2008  
9:03 a.m.

5  
6 Present: Brian Bausch, Melvin Ewert, Roy Justman, David Radermacher, and Paul Tuchscherer.

7  
8 Also Present: Administrative Coordinator Doug Johnson, Human Resources Director Peter German,  
9 County Attorney Kim Nass, Finance Director Susan Haag, County Clerk Brenda Jaszewski, and County  
10 Board Administrative Assistant Linda Doro.

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

13  
14 **CLOSED SESSION**

15 Mr. German reported the closed session has been withdrawn.

16  
17 **MINUTES**

18 Moved by Mr. Justman, seconded by Mr. Bausch to approve the January 31, 2008, minutes as presented.  
19 Motion carried.

20  
21 **NEW STATE FUNDED ADRC POSITIONS REQUESTS: ADULT PROTECTIVE SERVICES**  
22 **SOCIAL WORKER AND INFORMATION AND ASSISTANCE SPECIALIST**

23 *Appearance by ADRC Director Linda Olson*

24 Ms. Olson presented proposed staffing changes to add two positions to the Aging & Disability Resource  
25 Center. The Information and Assistance Specialist position would not be filled until after April 1, 2008.  
26 Salary and benefits for both positions will be fully funded by the State. Moved by Mr. Tuchscherer,  
27 seconded by Mr. Bausch to approve the proposed ordinance to amend Sections 7.02 of the County Code  
28 relating to the staffing changes in the Aging and Disability Resourced Center as presented, and forward to  
29 the County Board. Motion carried.

30  
31 **REVIEW OF JOB TITLE CHANGES WITH NO CHANGE IN PAY CLASSIFICATION**

32 Mr. German reviewed a proposed ordinance for job title changes with no change in pay classifications.  
33 Moved by Mr. Ewert, seconded by Mr. Tuchscherer to approve the proposed ordinance to amend 7.02 of  
34 the County Code to change the Department of Social Services Financial and Employment Planner title to  
35 Economic Support - Lead Worker and forward to the County Board. Motion carried. Moved by Mr.  
36 Tuchscherer, seconded by Mr. Bausch to approve the proposed ordinance to amend 7.02 of the County  
37 Code to change the Finance Department - Purchasing Division Purchasing Assistant/Warehouse  
38 Coordinator title to Purchasing Technician and forward to the County Board. No action was taken on the  
39 proposed ordinance to amend 7.02 of the County Code to change the Health Department Assistant  
40 Director Health Department title to Assistant Director/Deputy Health Officer.

41  
42 Mr. German and the Committee discussed delegating the authority to approve job title changes with no  
43 change in pay classification to the Administrative Services Committee. Ms. Nass stated she could draft a  
44 code amendment that delegates this authority to the Administrative Services under certain parameters.  
45 Moved by Mr. Ewert, seconded by Mr. Justman to instruct the County Attorney to study this issue and  
46 bring back her findings at next meeting.

47  
48 **REVIEW OVERTIME CLASSIFICATION CHANGES**

49 Mr. German presented a proposed ordinance that adds Central Reproduction Supervisor and Adult  
50 Protective Services Social Worker positions to Section 7.05(12)(c) - Employee Benefit Program . Moved  
51 by Mr. Tuchscherer, seconded by Mr. Bausch to approve the ordinance to amend Section 7.05 of the code  
52 relating to Employee Benefit Program – Overtime, as presented, and forward to the County Board.  
53 Motion carried.

54  
55 Mr. German and the Committee discussed streamlining the process of approving overtime classification  
56 changes by delegating the authority to the Administrative Services Committee. Ms. Nass stated this is

1 another section that she could draft a code amendment that delegates this authority to the Administrative  
2 Services Committee instead of the County Board. Moved by Mr. Justman, seconded by Tuchscherer to  
3 instruct the county attorney to draft code language changes that delegates the authority to approve  
4 overtime and compensatory classification changes to the Administrative Services Committee. Motion  
5 carried.  
6

### 7 **COUNTY WELLNESS PROGRAM UPDATE**

8 *Appearance by Human Resources Analyst Sandy Weiland*

9 Ms. Weiland updated the Committee on the new activities in the County Wellness Program. Moved by  
10 Mr. Bausch, seconded by Mr. Tuchscherer to accept the report. Motion carried.  
11

### 12 **HUMAN RESOURCES DIRECTOR'S UPDATE**

13 Commendation Resolutions

14 Moved by Mr. Tuchscherer, seconded by Mr. Justman to approve the commendation resolution for Joann  
15 M. Weaver, who has 19 years of service and is retiring from her position as Unit Secretary at the  
16 Samaritan Health Center and forward to the County Board. Motion carried.  
17

18 Employee Relations Activities

19 Mr. German reported the Deputies and Command Staff Unions have signed the Side Letter of Agreement  
20 for Health Insurance, and the Corrections Union has signed their contract. The Teamsters Union is still  
21 reviewing the Park's Union contract. Mediation is scheduled for the Social Workers Union on March 13,  
22 and the Department of Social Services Clerical Union on March 19. Highway is scheduled for arbitration  
23 on April 28, but no date has been set for Arbitration with the Deputies Union. Moved by Mr. Justman,  
24 seconded by Mr. Ewert to accept the report.  
25

### 26 **NEXT MEETING DATE**

27 The Administrative Services Committee will meet on Thursday, March 27, 2008, at 9:00 a.m.  
28

### 29 **2008 COUNTY CLERK BUDGET UPDATE - REDUCTION IN PASSPORT REVENUES**

30 Ms. Jaszewski reported the Federal Government reduced the compensation for processing passport  
31 applications from \$30 to \$25. Ms. Jaszewski stated she does not anticipate a significant impact on the  
32 County Clerk budget because of the reduction. Moved by Mr. Ewert, seconded by Mr. Tuchscherer to  
33 accept the report. Motion carried.  
34

### 35 **2007 UTILITIES REPORT**

36 *Appearance by Facilities Manager David Loomans*

37 Mr. Loomans presented a Utilities report documenting the annual electric and gas costs for years 2004  
38 through 2007 and a natural gas savings report for 2007 resulting from the switch from WPS to WE  
39 Energies.  
40

### 41 **2007 FUEL STATION FINANCIAL REPORT**

42 *Appearance by Facilities Manager David Loomans*

43 Mr. Loomans presented a Central Fuel Usage report documenting annual fuel usage for years 2004  
44 through 2007. Moved by Mr. Justman, seconded by Mr. Ewert to accept the Utilities and Fuel Station  
45 reports. Motion carried.  
46

### 47 **CONTINUE CONSIDERATION OF TYPE OF REPLACEMENT CHAIRS BOARD MEETING 48 ROOM 1019**

49 Ms. Doro presented sample chairs for the Committee to consider for the replacement of the chairs in the  
50 County Board Room. Moved by Mr. Ewert, seconded by Mr. Bausch to compare the Horizon High Back  
51 to the Horizon Mid Back in the County Board Room at the next meeting. Motion carried.  
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### 53 **ADJOURNMENT**

54 Moved by Mr. Tuchscherer, seconded by Mr. Bausch to adjourn the meeting at 11:10 a.m. Motion  
55 carried.  
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