

1 **ADMINISTRATIVE SERVICES COMMITTEE**

2
3 Courthouse
4 West Bend, WI

March 2, 2007
9:00 a.m.

5
6 Present: David N. Radermacher, Brian W. Bausch, Melvin K. Ewert, Roy C. Justman, and Paul A.
7 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, and County Board Administrative Assistant Linda Doro.

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

14
15 **MINUTES**

16 Moved by Mr. Bausch, seconded by Mr. Justman to approve the February 1, 2007, minutes as presented.
17 Motion carried.

18
19 **REVIEW AMENDMENT TO STAFFING PLAN ESTABLISHING INTERPRETER POOL**

20 Moved by Mr. Ewert, seconded by Mr. Bausch, to approve the ordinance to amend 7.02 of the code
21 creating an Interpreter Pool in the Human Resources Department and forward to the County Board.
22 Motion carried with Mr. Tuchscherer voting no.

23
24 **DISCUSS VOLUNTARY DENTAL INSURANCE COVERAGE**

25 *Appearance by Michelle Hoey, Employee Benefits Manager*

26 Moved by Mr. Tuchscherer, seconded by Mr. Justman to authorize the Human Resources Director to
27 solicit bids from insurance companies for a voluntary Dental Plan for Washington County employees.
28 Motion carried.

29
30 **2006 HEALTH INSURANCE FUND REPORT**

31 Mr. Moschea reported the Health Insurance Fund has a positive balance of \$801,784 for year end 2006 as
32 compared to \$408,456 for year end 2005. Moved by Mr. Tuchscherer, seconded by Mr. Bausch to accept
33 the report. Motion carried.

34
35 **REVIEW WORKERS COMPENSATION ALTERNATIVE SETTLEMENT FOR ANGELA
36 HELM VS WASHINGTON COUNTY**

37 Mr. Moschea reported a preliminary settlement has been reached and recommended by our lawyer, Jason
38 Kunschke of Michael Best & Friedrich. The settlement is for \$47,500 full and final with hold harmless of
39 medical (approximately \$23,000). Mr. Moschea stated he concurs with Mr. Kunschke recommendation
40 to settle. Moved by Mr. Justman, seconded by Mr. Ewert to approve the settlement of \$47,500 for
41 compensation and not to exceed \$23,000 for medical for the Angela Helm Workers Compensation claim.
42 Motion carried.

43
44 **CORRESPONDENCE FROM SHERIFF RE: PAY ADDITIONAL COMPENSATION TO
45 CAPTAIN WITHIN THE RANGE**

46 Mr. Moschea presented a request from Sheriff Schmidt to review the salary structure in regard to Captain
47 Steve Gonwa's new salary and raise him up one level from the normal step. Under the current
48 promotional procedure, Captain Gonwa will go from the top Lieutenant pay step to the next higher
49 Captain Step 5. Sheriff Schmidt believes that Step 6 is much more appropriate for this promotion.
50 Moved by Mr. Tuchscherer, seconded by Mr. Justman to approve the step increase for the Sheriff's
51 Department Captain from E8 Step 5 to E8 Step 6, retroactive to the date of hire. Motion carried.

1 **UPDATE ON PROHIBITED PRACTICE COMPLAINT HEARING (TEAMSTERS LOCAL 200-**
2 **PARKS)**

3 Mr. Moschea reported the Prohibited Practice Complaint hearing by the Parks union for charging extra for
4 health insurance as of the first of the year is scheduled for next Tuesday. The County is represented by
5 Attorney Nancy Pirkey.

6
7 **NEXT MEETING DATE**

8 The Administrative Services Committee will meet on Thursday, March 29, 2007, at 9:00 a.m.
9

10 **REPORT ON 2006 AND 2007 CAPITAL PROJECTS**

11 *Appearance by David Loomans, Facility Manager*

12 Mr. Loomans gave a status report on the 2006 and 2007 Facilities capital projects. Moved by Mr. Ewert,
13 seconded by Mr. Bausch to accept the report. Motion carried.

14
15 **HUMAN RESOURCES DIRECTOR'S UPDATE**

16 Commendation Resolutions

17 Moved by Mr. Justman, seconded by Mr. Tuchscherer to approve the commendation resolution for
18 Timothy A. Ewing, who has 27 years of service and is retiring from his position as Deputy Sheriff from
19 the Sheriff's Department, and forward to the County Board. Motion carried.

20
21 Moved by Mr. Justman, seconded by Mr. Tuchscherer to approve the commendation resolution for
22 Kenneth L. Knop, who has 30 years of service and is retiring from his position as Deputy Sheriff from the
23 Sheriff's Department, and forward to the County Board. Motion carried.

24
25 Moved by Mr. Justman, seconded by Mr. Tuchscherer to approve the commendation resolution for
26 Carolyn A. Pavlovich, who has 28 years of service and is retiring from her position as Information
27 Services Technician II from the Finance Department, and forward to the County Board. Motion carried.

28
29 Moved by Mr. Justman, seconded by Mr. Tuchscherer to approve the commendation resolution for Carol
30 A. Theusch, who has 21 years of service and is retiring from her position as Legal Secretary from the
31 County Attorney's office, and forward to the County Board. Motion carried.

32
33 Moved by Mr. Justman, seconded by Mr. Tuchscherer to approve the commendation resolution for Gary
34 G. Moschea, who has 35 years of service and is retiring from his position as Director of Human
35 Resources from the Human Resources Department, and forward to the County Board. Motion carried.

36
37 Employee Relations Activities

38 Mr. Moschea presented an update on the Deputy Sheriff's Association lawsuit regarding the use of special
39 deputies for Courthouse security.

40
41 Unemployment Update

42 Mr. Moschea reported in 2005, Washington County spent \$ 79,782.56 in unemployment and in 2006,
43 \$57,342.78.

44
45 **ADJOURNMENT**

46 Moved by Mr. Justman, seconded by Mr. Bausch to adjourn the meeting at 10:20 a.m. Motion carried.
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Brenda J. Jaszewski, County Clerk