

1 **ADMINISTRATIVE SERVICES COMMITTEE**

2
3 Courthouse - Room 2024
4 West Bend, WI

March 25, 2010
9:00 a.m.

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

7
8 Also Present: Chairperson Herbert Tennes, Administrative Coordinator Doug Johnson, Human Resources
9 Director Peter German, County Clerk Brenda Jaszewski, and Employee Benefits Manager Michelle Hoey.

10
11 Chairperson Justman called the meeting to order at 9:00 a.m. and read the Affidavit of Posting.

12
13 **MINUTES**

14 Moved by Mr. Sorce, seconded by Mr. Ewert to approve the February 25, 2010, minutes as presented.
15 Motion carried.

16
17 **INFORMATION ON MILWAUKEE BREWERS NO-COST EMPLOYEE PERK FOR 2010**
18 **SEASON**

19 Mr. Johnson stated he was contacted by the Milwaukee Brewers, who are offering local companies
20 discounted tickets for their employees on select games based on availability. The information for
21 employees will be on Packet, the County's Intranet.

22
23 **ORDINANCE: HEALTH DEPARTMENT STAFFING - ADDITION OF GRANT FUNDED**
24 **POSITIONS**

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

26 Ms. Walter presented an ordinance amendment that would add the following to the Health Department
27 staffing plan: one E-2, ¾ time WIC Registered Dietitian, and one E-2, as needed WIC Dietitian Pool.
28 These positions would only be authorized while appropriate non-county funds meet the full cost of the
29 positions.

30
31 Moved by Mr. Ewert, seconded by Mr. Core to approve an ordinance amendment to 7.02 and 7.03 of the
32 code relating to staffing plan and classification and compensation plan - Health Department, and forward to
33 the County Board. Motion carried.

34
35 **BENEFITS TIMELINE FOR 2010**

36 Mr. German and Ms. Hoey reviewed the 2010-2011 timeline for possible implementation of a high-
37 deductible health savings plan for employees. If approved, this would be an optional plan and the current
38 health insurance program would remain in place for employees that choose not to participate in the high-
39 deductible plan. During April and May, research on a consumer driven health plan will be done, with
40 recommendations presented to this Committee. June through August will be for finalizing the plan
41 changes, setting the 2011 budget for health insurance, and communicating the information to employees.
42 The Committee discussed mandatory meetings for employees. Employee education sessions would be held
43 September through November, and the new plan would begin January, 2011. Mr. Johnson added that the
44 bid process for the stop loss insurance for 2011 should be added to the timeline.

45
46 **DISCUSSION ON OTHER QUESTIONS AND IDEAS FROM SUPERVISORS RELATED TO**
47 **HEALTH CARE**

48 Mr. German reported that at the end of 2009, there was \$650,000 in reserves in the health insurance
49 account, which is approximately 3 months of claims. Mr. German stated Washington County saw

1 significant savings through the Health Payment Systems program and he recently met with Froedtert to
2 encourage their participation. A chart of the distribution of the county's health plan costs was distributed
3 and it was noted that in 2009, 1.62% of the total cost was for Administration, 10.93% for stop loss, and the
4 remaining 87.45% was actual payments for claims.

5 **ORDINANCE - HUMAN RESOURCES DEPARTMENT STAFFING PLAN AMENDMENT**

6 Mr. German is requesting a staffing change to upgrade one full-time H-4 Human Resources Assistant to a
7 full-time E-1 Employee Benefits Specialist, and change one ¾ time H-4 Human Resources Assistant to
8 part-time (20 hrs/wk). With this change, there would be an estimated savings of \$763.70 for eight months
9 in 2010, and \$555.20 savings in 2011. Upgrading the Human Resources Assistant position to an Employee
10 Benefits Specialist position will allow running the health care plan more effectively. Due to new
11 technology implemented, Mr. German feels the clerical duties of the department can be carried out with the
12 reduced hours for the Human Resources Assistant. In reviewing the draft ordinance, the Committee noted
13 some minor changes that should also be included to bring Section 7 of the Code up to date.

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15
16 Moved by Mr. Sorce, seconded by Mr. Heidtke to approve an ordinance amendment to sections 7.02, 7.03,
17 and 7.05 of the code relating to staffing plan and classification and compensation plan - Human Resources
18 Department, and corrections and updates to these sections, and forward to the Finance Committee and
19 County Board. Motion carried.

20 **HUMAN RESOURCES DIRECTOR'S UPDATE**

21 Commendation Resolutions

22 None.

23 Employee Relations Activities

24
25 Mr. German reported we are going to arbitration with the Highway and Human Services Para-professionals
26 unions.

27
28
29 Mr. Justman recessed the meeting at 9:55 a.m. and reconvened at 10:02 a.m.

30 **STATUS OF REWORKING REMODELING PLANS FOR PUBLIC AGENCY CENTER AND** 31 **NEXT STEPS ON ARCHITECT SERVICE PROPOSALS**

32 *Appearance: Facility Manager David Loomans*

33
34
35 Mr. Johnson stated the current Capital Improvement Plan allocates \$100,000 this year for study and
36 beginning design work for remodeling at the PAC, and \$800,000 in 2011 for final design and construction.
37 The tentative schedule was reviewed and Mr. Johnson, Purchasing Agent Bill Kurer, and Planning & Parks
38 Administrator Paul Mueller will review and rate the four proposals that were received for the architectural
39 services. Firms will be interviewed and an award decision will need to be made by this committee on or
40 before April 16, 2010. The Committee reviewed the proposed remodeling within the PAC and Mr.
41 Johnson prioritized the projects as follows:

- 42 1. Relocation of offices so that the Planning and Parks department is located entirely on the third
43 floor
 - 44 2. Remodel the Health Department and ADRC, utilizing most of the current storage area on the
45 first floor
 - 46 3. Remodeling of the Human Services department
 - 47 4. Remodeling for UW-Extension
- 48

1 The final concept plans, scope of work, and budget must be completed by June 15, 2010, and if approved
2 through the Capital Improvement Plan, the bids for construction would be let late in 2010 for construction
3 to begin in 2011. Mr. Johnson stated that a portion of the energy grant we received will be used to replace
4 lighting in the PAC and these funds must be used in 2011. The remodeling project will need to be
5 coordinated with the lighting project.

6
7 Moved by Mr. Heidtke, seconded by Mr. Core to authorize Mr. Johnson to schedule no more than three
8 architect firms for interviews by this Committee on Thursday, April 8, 2010. Motion carried.

9
10 **NEXT TENTATIVE MEETING DATES**

11 The Administrative Services Committee will tentatively meet on Thursday, April 8, 2010 at 8:30 a.m.,
12 Tuesday, May 4, 2010, at 1:00 p.m., and Thursday, May 27, 2010, at 9:00 a.m.

13
14 **CENTRAL REPRODUCTIONS STAFFING AND FINANCIAL STATUS REPORT**

15 Ms. Jaszewski reported that Central Reproductions is currently at full staff. The final 2009 financial report
16 shows that Central Reproductions has ended the year \$29,471.87 in the black.

17
18 **CENTRAL REPRODUCTIONS - SERVICE CONTRACT ON COPY MACHINES AND**
19 **PHOTOCOPY CHARGES TO DEPARTMENTS**

20 Ms. Jaszewski reviewed the policy that Central Reproductions no longer purchases copy machines for
21 departments; however, is still responsible for the service and maintenance of the machines that were
22 purchased prior to 2009. Some of the older machines are no longer under contract for the maintenance
23 service and Ms. Jaszewski recommends Central Reproductions continue the per copy fee for these
24 machines and when service is required, Central Reproductions will pay for the initial service call. The cost
25 of any repairs required to keep the machine operational would be the responsibility of the department
26 where the machine is located. The department could choose to purchase a new copy machine through IS,
27 following the normal process of liaison committee and Finance committee approval. Central
28 Reproductions does have a few loaner machines and if available, would offer one of these to a department
29 who does not wish to pay for repairs.

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31 Moved by Mr. Heidtke, seconded by Mr. Ewert to have Central Reproductions pay for initial service calls
32 for copy machines that are no longer under the maintenance service agreement and allow the department
33 the option of either paying for any repairs, or initiate the process to purchase a new copy machine through
34 IS. Motion carried.

35
36 **UPDATE ON STATUS OF ELECTION VENDOR AND 2010 ELECTION EQUIPMENT**
37 **PURCHASE**

38 Ms. Jaszewski informed the Committee that the Department of Justice is requiring Election Systems &
39 Software (ES&S), who acquired our election vendor, Premier Election Systems in September of 2009, to
40 divest all Premier assets to a completely separate company within 60 days. Because of this, the planned
41 purchase of the new equipment for Washington County and several municipalities will be delayed.

42
43 **FUTURE AGENDA ITEMS**

44 Establish salaries for elected officials, specifically the Clerk of Circuit Court and Sheriff.

45
46 Mr. Justman recessed the meeting at 11:10 a.m. and reconvene at 11:14 a.m.

47
48 **REQUEST TO ADD BENCHES TO MEMORIAL AT OLD COURTHOUSE SQUARE**

49 *Appearance: Terry Vrana*

1 Mr. Vrana presented a request to place two benches in Veteran's plaza at the Old Courthouse Square. A 10
2 ft. by 16 ft. extension of concrete, along with a small retaining wall, will need to be constructed to
3 accommodate the benches. All costs would be paid by local American Legion Posts. A flower bed would
4 be planted between the retaining wall and the benches. The concrete extension would be designed to
5 provide for minimal maintenance.

6
7 Moved by Mr. Ewert, seconded by Mr. Heidtke to approve the request for an extension of concrete and
8 installation of two benches at the Old Courthouse Veteran's plaza as presented, at no cost to Washington
9 County. Motion carried.

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11 **ADJOURNMENT**

12 Moved by Mr. Heidtke, seconded by Mr. Sorce to adjourn at 11:21 a.m. Motion carried.

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Brenda J. Jaszewski, County Clerk