

1 **ADMINISTRATIVE SERVICES COMMITTEE**

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3  
4 Courthouse - Room 2024  
5 West Bend, WI

March 27, 2008  
9:00 a.m.

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

8  
9 Also Present: Administrative Coordinator Doug Johnson, Human Resources Director Peter German,  
10 Human Resources Analyst Jo Hutchison, County Clerk Brenda Jaszewski, and County Board  
11 Administrative Assistant Linda Doro.

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

14  
15 **CLOSED SESSION**

16 Moved by Mr. Bausch, seconded by Mr. Justman to convene into Closed Session at 9:03 a.m. pursuant to  
17 Wis. Stats. §19.85(1) (f) "to discuss Department of Social Services Grievance #2007-59 regarding the  
18 denial of paid sick time. " Motion carried unanimously by roll call vote.

19  
20 **OPEN SESSION**

21 Moved by Mr. Tuchscherer, seconded by Mr. Justman to return to Open Session at 9:30 a.m. Motion  
22 carried unanimously by roll call vote.

23  
24 **ACTION ON DEPARTMENT OF SOCIAL SERVICES GRIEVANCE #2007-59**

25 Moved by Mr. Justman, seconded by Mr. Tuchscherer to approve the deduction of 1.5 hours of sick leave  
26 from Brenda Karimi's sick leave account. Motion carried.

27  
28 **MINUTES**

29 Moved by Mr. Tuchscherer, seconded by Mr. Justman to approve the February 28, 2008, minutes as  
30 presented. Motion carried.

31  
32 **PROPOSED ORDINANCE TO ADD POSITION OF DIRECTOR, DEPUTY DIRECTOR AND**  
33 **CHILDREN AND FAMILIES COORDINATOR IN THE PROPOSED HUMAN SERVICES**  
34 **DEPARTMENT**

35 Mr. Johnson and Committee discussed the staffing plan for the merger of Comprehensive Community  
36 Services Agency and Department of Social Services to a Human Services Department. Mr. German  
37 presented a proposed ordinance for the Human Services Department that adds one full-time Director pay  
38 grade E-13, one full-time Deputy Director pay grade E-10 and one full-time Children and Families  
39 Coordinator pay grade E-7. Moved by Mr. Tuchscherer, seconded by Mr. Bausch to approve the  
40 proposed ordinance to amend Section 7.02 of the code as presented, and forward to the County Board.  
41 Motion carried.

42  
43 **REVIEW OF JOB TITLE CHANGES WITH NO CHANGE IN PAY CLASSIFICATION**

44 Moved by Mr. Tuchscherer, seconded by Mr. Ewert to delegate the authority to approve job title changes  
45 with no change in pay classification to the Administrative Services Committee, and forward to the County  
46 Board. Motion carried.

47  
48 **REPORT ON COMP TIME**

49 Mr. German presented the overtime and compensatory schedule for Washington County employees.  
50 Moved by Mr. Bausch, seconded by Mr. Ewert to accept the report. Motion carried.

51  
52 **CASE MANAGER POSITION REQUEST FOR FAMILY CARE**

53 Mr. Johnson presented a proposed ordinance for the Comprehensive Community Services Agency-Family  
54 Care Program that adds one full-time Developmental Disabilities Case Manager pay grade E-2,  
55 authorized only while non-County Funds meet the full cost of this position. Moved by Mr. Tuchscherer,

1 seconded by Mr. Bausch to approve the proposed ordinance to amend Section 7.02 of the County Code as  
2 presented, and forward to the County Board. Motion carried.

3  
4 **HUMAN RESOURCES DIRECTOR'S UPDATE**

5 Commendation Resolutions

6 Moved by Mr. Bausch, seconded by Mr. Justman to approve the commendation resolution for Karen R.  
7 Kutz, who has 22 years of service and is retiring from her position as Head Cook at the Sheriff's  
8 Department, and forward to the County Board. Motion carried.

9  
10 Employee Relations Activities

11 Mr. German reported mediation sessions were held between the County and the Department of Social  
12 Services (DSS) Professional Social Workers Association on March 13, 2008, and with the DSS Social  
13 Service Employees Association on March 19, 2008. There were no voluntary agreements reached with  
14 either contract and for each contract, both sides are now submitting final offers for arbitration.

15  
16 **NEXT MEETING DATE**

17 Moved Mr. Bausch, seconded by Mr. Tuchscherer to tentatively schedule the next Administrative  
18 Services Committee on Friday, May 2, 2008, at 9:00 a.m. Motion carried.

19  
20 **COUNTY CLERK'S OFFICE REQUEST FOR A TRANSFER TO OUTLAY – STORAGE**  
21 **CABINETS**

22 Moved by Mr. Justman, seconded by Mr. Bausch to approve a transfer of not to exceed \$2,000 to the  
23 County Clerk's outlay account for the purchase of storage cabinets in the County Clerk office. Motion  
24 carried.

25  
26 **CONTINUE CONSIDERATION OF TYPE OF REPLACEMENT CHAIRS BOARD MEETING**  
27 **ROOM 1019**

28 Moved by Mr. Justman, seconded by Mr. Bausch to replace the existing chairs in the County Board Room  
29 1019 with the Model No. 92123 LaZ Boy Horizon High Back Leather/Vinyl Combination chair at a cost  
30 not to exceed budgeted funds for this project. Motion carried.

31  
32 Moved by Mr. Ewert, seconded by Mr. Bausch to offer the existing chairs in the County Board Room  
33 1019 to the Historical Society. Motion carried.

34  
35 **ADJOURNMENT**

36 Moved by Mr. Justman, seconded by Mr. Ewert to adjourn the meeting at 10:57 a.m. Motion carried.

37  
38  
39 Brenda J. Jaszewski, County Clerk