

1 **ADMINISTRATIVE SERVICES COMMITTEE**

2
3 Courthouse
4 West Bend, WI

March 29, 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 Principal Human Resource Analyst Karon Kraft, 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 **MINUTES**

16 Moved by Mr. Justman, seconded by Mr. Ewert to approve the March 2, 2007, minutes as presented.
17 Motion carried.

18
19 **CLOSED SESSION**

20 Moved by Mr. Ewert, seconded by Mr. Justman to convene into closed session at 9:04 a.m. pursuant to
21 Wis. Stats. 19.85(1) (e) to “discuss negotiations regarding the Highway Department and review
22 Prohibited Practice Hearing (Teamsters Local 200-Parks) held 3/23/07.” Motion carried unanimously by
23 roll call vote.

24
25 **RETURN TO OPEN SESSION**

26 Moved by Mr. Justman, seconded by Mr. Tuchscherer to return to open session at 10:00 a.m. Motion
27 carried unanimously by roll call vote.

28
29 The meeting recessed at 10:00 a.m. and reconvened at 10:05 a.m.

30
31 **REVIEW ORDINANCE AMENDING SAMARITAN STAFFING PLAN**

32 Mr. Moschea presented an amendment to County Ordinance 7.02 changing the title of the Samaritan
33 Health Center - Plant Operations/Custodian Building Maintenance II to Plant Operations Maintenance
34 Worker. Moved by Mr. Tuchscherer, seconded by Mr. Justman to amend 7.02 of the County Code to
35 change the Samaritan Health Center - Plant Operations/Custodian Building Maintenance II title to Plant
36 Operations Maintenance Worker and forward to the County Board. Motion carried.

37
38 **HUMAN RESOURCES DIRECTOR’S UPDATE**

39 Commendation Resolutions

40 Moved by Mr. Bausch, seconded by Mr. Ewert to approve the commendation resolution for Dixie
41 Neldner, who has 21 years of service and is retiring from her position as a Certified Nursing Assistant
42 from the Samaritan Health Center, and forward to the County Board. Motion carried.

43
44 Moved by Mr. Bausch, seconded by Mr. Ewert to approve the commendation resolution for Michael
45 Hetzel, who has 35 years of service and is retiring from his position as a Lieutenant from the Sheriff’s
46 Department, and forward to the County Board. Motion carried.

47
48 Employee Relations Activities

49 Mr. Moschea distributed the Request for Proposal and timeline for the Voluntary Employee Pay Stand
50 Alone Dental Plan for Washington County employees.

1 Unemployment Update

2 None. Mr. Moschea reported he did send a letter to the Sheriff regarding his part-time staff but has not
3 received a response yet.

4
5 **NEXT MEETING DATE**

6 The Administrative Services Committee will meet on Thursday, April 26, 2007, at 9:00 a.m.
7

8 **UPDATE ON CENTRAL REPRODUCTIONS 2006 FINAL BUDGET**

9 Ms. Jaszewski stated that the final figures for Central Reproductions show a net profit of \$3,470 for 2006.
10 Moved by Mr. Justman, seconded by Mr. Tuchscherer to accept the report. Motion carried.
11

12 **UPDATE ON STATE WIDE VOTER REGISTRATION SYSTEM**

13 Ms. Jaszewski reported the State Elections Board conducted a two-day training this week for nine
14 municipalities that the County provides the technical services for the Statewide Voter Registration
15 (SVRS). Ms. Jaszewski stated she expects all nine municipalities to take over SVRS technical services
16 by the end of the year. Ms. Jaszewski reported she attended the County Clerk's conference last week and
17 many of the County Clerks are following suit of having their municipalities provide their own SVRS
18 technical services. Moved by Mr. Ewert, seconded by Mr. Justman to accept the report. Motion carried.
19

20 **ENERGY CONSERVATION REPORT AND RECOMMENDATIONS FROM STAFF**
21 **COMMITTEE (EXTRA)**

22 Mr. Johnson presented the energy conservation report and recommendations from the EXTRA
23 Committee. Moved by Mr. Bausch, seconded by Mr. Justman to accept the report. Motion carried.
24

25 **UPDATE ON WASHINGTON COUNTY VETERANS MEMORIAL**

26 Mr. Johnson reported the Executive Committee, at their meeting yesterday, approved a resolution
27 sponsored by Supervisor Tennes to transfer \$15,000 from the General Fund to contribute toward the
28 memorial proposed for the Old Courthouse Square, subject to the acceptance of the final design and
29 placement by the Administrative Services Committee. Mr. Tennes is sponsoring the resolution himself
30 and has not been solicited for funds by any organizations. Mr. Johnson reported Finance Committee is
31 considering the resolution today and if it is approved, the resolution will advance to the County Board in
32 April. Administrative Committee members expressed their concerns with this resolution being advanced
33 to Executive and Finance Committees without being presented to the Administrative Services Committee
34 first.
35

36 **ADJOURNMENT**

37 Moved by Mr. Justman, seconded by Mr. Ewert to adjourn the meeting at 11:10 a.m. Motion carried.
38
39
40
41

Brenda J. Jaszewski, County Clerk