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**WASHINGTON COUNTY
ADMINISTRATIVE SERVICES COMMITTEE**

Courthouse - Government
West Bend, WI

April 5, 2011
9:00 a.m.

Present: James Core, Raymond Heidtke, Michael Miller, and Peter Sorce. Excused: Roy Justman.

Also Present: Administrative Coordinator Doug Johnson, Chairperson Herbert Tennes, County Attorney Kim Nass, County Clerk Brenda Jaszewski, Facilities Manager Dave Loomans, Finance Director Susan Haag, Assistant Finance Director Rich Abbott, Human Resources Analyst Jo Hutchison, Human Resources Employee Benefits Specialist Erin Jasinski, Human Resources Director Peter German, Jail Administrator Shirley Miller, Samaritan Campus Administrator Ed Somers, Sheriff Dale Schmidt, Captain Steve Gonwa, Supervisor Brian Bausch, Supervisor Rick Gundrum, Supervisor Joseph Gonnering, and County Clerk Administrative Assistant Linda Doro.

Vice-Chairperson Core called the meeting to order at 9:00 a.m. and read the Affidavit of Posting.

CLOSED SESSION

Moved by Mr. Sorce, seconded by Mr. Heidtke to convene into closed session at 9:01 a.m. pursuant to Wis. Stats. §19.85(1)(e), deliberating or negotiating other specified public business whenever competitive or bargaining reasons require a closed session, specifically, "to discuss Deputy Sheriff's, Corrections and Communications Officers, and Sheriff's Department Protective Services Command Staff contracts, and to formulate bargaining strategies for future collective bargaining agreements." Motion carried unanimously by roll call vote.

OPEN SESSION

Moved by Mr. Sorce, seconded by Mr. Heidtke to return to open session at 9:37 a.m. Motion carried unanimously by roll call vote.

POSSIBLE ACTION ON ITEM DISCUSSED IN CLOSED SESSION

No action.

MINUTES

Moved by Mr. Sorce, seconded by Mr. Miller to approve the February 24, 2011, minutes as presented. Motion carried.

DISCUSS AND COMPARE BENEFITS ACROSS BARGAINING UNITS AS WELL AS WITH ORDINANCE EMPLOYEES

Mr. German presented a report that compares the benefits of three union contracts and the ordinance employees and discussed how these benefits would be affected upon the enactment Wisconsin Act 10.

DISCUSSION OF COUNTY GRIEVANCE PROCEDURE AND POTENTIAL CHANGES RELATED TO WISCONSIN ACT 10

Ms. Nass discussed the potential changes to section 7.10 of the County code regarding employee grievance procedures that would be implemented to comply with Wisconsin Act 10.

HUMAN RESOURCES DIRECTOR'S UPDATE

Commendations

Moved by Mr. Miller, seconded by Mr. Heidtke to approve the commendation resolution for Linda S. Kunze, who has 27 years of service and is retiring from her position of Office Supervisor in the Human Resources Department, and Robert A. Nehrbass, who has 21 years of service and is retiring from his position of Laborer/Operator/Patrolperson in the Highway Department, and forward to the County Board. Motion carried.

1 Employee Relations Activities

2 No report.

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4 **NEXT MEETING DATES**

5 The Administrative Services Committee will tentatively meet on Thursday, April 28, 2011, at 9:00 a.m.,
6 Thursday, May 12, 2011, at 9:00 a.m., and Thursday, May 26, 2011, at 9:00 a.m.

7

8 **AUTHORIZATION TO OVERSPEND IN ELECTION RELATED ACCOUNTS DUE TO**
9 **SPECIAL ELECTION(S)**

10 Moved by Mr. Heidtke, seconded by Mr. Miller to authorize the County Clerk to overspend in the 2011
11 Advertising & Legal and Election Supplies accounts due to special elections, with the County Clerk
12 providing election costs updates to the Committee. Motion carried.

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14 **REPORT ON PROPERTY INSURANCE COVERAGE**

15 Ms. Jaszewski reported Washington County is not insured with earthquake or flood insurance. Ms.
16 Jaszewski presented the costs to acquire earthquake and flood insurance coverage. The Administrative
17 Services Committee was not in favor of purchasing earthquake or flood insurance and took no action.

18

19 **CONSIDER ADDITIONAL LIGHTING PROJECTS TO BE FUNDED BY REMAINING EECB**
20 **GRANT**

21 Mr. Loomans provided an update on the EECB grant project at the Public Agency Center and Fair Park
22 Pavilion. There is a potential three to four week setback of the project, due to a delay in delivery of the
23 light fixture retro fit kits. Mr. Loomans reported there will be approximately \$70,000 in grant funds
24 available to be used for additional lighting projects. The four proposed projects are: 1) PAC Energy Star
25 rating at a cost of \$2,400, 2) Jail/Sheriff Department Partial Fixture Upgrade at a cost of 25,783, 3)
26 Government Center Partial Fixture Upgrade at a cost of \$27,036, and 4) Government Center West Park
27 Lot, at a cost of \$6,255. Moved by Mr. Heidtke, seconded by Mr. Sorce to approve the four additional
28 lighting projects as presented. Motion carried with Mr. Miller voting no.

29

30 **PAC REMODELING**

31 WIC Project Final Report

32 Mr. Loomans presented the final report and costs for the WIC project. The established budget was
33 \$59,020 and the final budget was \$60,040. The overage was due to additional costs that were not
34 included in the original estimate for blueprints for bidding, a paging module, advertising, and a required
35 code cleanup.

36

37 Mr. Loomans reported the Human Services project is on schedule and within budget. The Phase 1
38 medical records area and two offices are complete, the Phase 2 secure medicine storage area, workroom
39 and nursing offices is approximately 50% complete, the Phase 3 daily medicine distribution area will start
40 next week, and the Phase 4 24-hour crisis center is approximately 50% complete.

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42 **FUTURE AGENDA ITEMS**

43 None.

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45 **ADJOURNMENT**

46 Moved by Mr. Miller, seconded by Mr. Sorce to adjourn the meeting at 10:41 a.m. Motion carried.

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Brenda J. Jaszewski, County Clerk