

1 **ADMINISTRATIVE SERVICES COMMITTEE**

2  
3 Courthouse - Room 2024  
4 West Bend, WI

April 26, 2007  
9:00 a.m.

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6 Present: David N. Radermacher, Brian W. Bausch, Melvin K. Ewert, Roy C. Justman, and Paul A. Tuchscherer.

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8 Also Present: Administrative Coordinator Doug Johnson, Principal Human Resource Analyst Karon Kraft, County Clerk Brenda Jaszewski, and County Board Administrative Assistant Linda Doro.

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

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13 **MINUTES**

14 Moved by Mr. Justman, seconded by Mr. Bausch to approve the March 29, 2007, and April 17, 2007, minutes as presented. Motion carried.

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17 **CENTRAL REPRODUCTIONS - ADDITIONAL MODULE COMPONENT FOR POSTAGE METER AT COURTHOUSE**

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19 Ms. Jaszewski reported on the purchase of the Shape Based Rating Module for the postage meter at the courthouse, at a cost of \$3,612. The U.S. Postal Services (USPS) approved a price increase for First Class mail, as well as approved the new shaped-base pricing structure, effective May 14, 2007. The current pricing structure for first-class mail is based on weight rather than size. The new structure de-emphasizes weight alone and incorporates weight with length, height, shape, and thickness of the parcel. Ms. Jaszewski stated she did have funds from last year's Equipment account, but may be short at the end of this year, after the purchase of the Numbering Machine, which was approved in 2007 budget.

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27 **UPDATE ON THE INSURANCE ASPECT OF THE BARN FIRE AT THE GOLF COURSE**

28 Ms. Jaszewski reported the County does have full replacement coverage on the building and the equipment. The cause of the fire is still under investigation by the insurance company. County Attorney Kim Nass is involved and anticipates releasing the site for cleanup after a final investigation on Monday. Ms. Jaszewski stated because it is such a large loss, Aegis Corporation hired a subcontractor, Crawford and Company, for the building. Assistant Administrator for Golf and Parks Mike Kactro is working directly with Aegis regarding the replacement of the equipment and getting temporary shelter out at the Washington County Golf Course. Moved by Mr. Tuchscherer, seconded by Mr. Justman to accept the report. Motion carried.

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36 **NEXT MEETING DATE**

37 The Administrative Services Committee will meet on Thursday, May 31, 2007 at 9:00 a.m.

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39 **CLOSED SESSION**

40 Moved by Mr. Ewert, seconded by Mr. Justman to convene into closed session at 9:13 a.m., pursuant to Wis. Stats. 19.85(1) (e) to "approve 3/29/07 closed session minutes, discuss Highway negotiations and discuss final offers of county and union in Parks negotiations." Motion carried unanimously by roll call vote.

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44 **RETURN TO OPEN SESSION**

45 Moved by Mr. Bausch, seconded by Mr. Tuchscherer to return to open session at 10:12 a.m. Motion carried unanimously by roll call vote.

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48 The meeting recessed at 10:12 a.m. and reconvened at 10:17 a.m.

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50 **DISCUSS SUBCONTRACTING PROPOSAL REGARDING DOMESTIC SERVICES**

51 *Appearance: Ed Somers, Samaritan Health Center Administrator*

52 Mr. Somers reported he has been solicited by many cleaning firms who claim they can take care of housekeeping and laundry services at substantial savings over what it currently costs. This has been confirmed by other nursing homes. The Samaritan Committee directed him to solicit bids for Housekeeping and Laundry Services for Samaritan Health Center. Bids are due in May, the Samaritan Committee will review them in June, and subcontracting housekeeping and laundry services could start in July or August. Mr. Somers reported this will impact 25 Samaritan employees but most of the companies stated they would make job offers to those individuals.

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1 **REVIEW COUNTY'S HEALTH INSURANCE PROPOSAL FOR NON-UNION EMPLOYEES AND**  
2 **CONSIDER PLAN DESIGN FOR 2008**

3 *Appearance: Michelle Hoey, Employee Benefits Manager*

4 Mr. Johnson presented a resolution proposal to change the coinsurance system from 100% in-network to a 90%/10%  
5 in-network and 70%/30% out-of-network coinsurance system. Moved by Mr. Justman, seconded by Mr.

6 Tuchscherer to approve the resolution with the following changes: Change Paragraph 5 to read: **Four of the five**  
7 **counties surrounding Washington County have already adopted a co-insurance system for their employee**  
8 **health insurance plan.** After Paragraph 7, add language as follows: **WHEREAS, employees will be protected**  
9 **from overwhelming personal medical costs through the setting of maximum out-of-pocket limits of \$1,000 for**  
10 **single and \$3,000 for family in-network bills; and \$2,500 single and \$7,500 family for out-of-network bills** and  
11 forward to the County Board. Motion carried.

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13 **UPDATE ON DEPUTY SHERIFF'S ASSOCIATION GRIEVANCE**

14 Ms. Kraft presented an update on the Deputy Sheriff's Association grievance regarding the use of Special Deputies  
15 for Courthouse Security.

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17 **UPDATE ON EQUAL EMPLOYMENT OPPORTUNITY COMMISSION DECISION REGARDING**  
18 **LAURIE LATZ**

19 Ms. Kraft read a letter from the Equal Employment Opportunity Commission dismissing the Laurie Latz case.  
20 Moved by Mr. Tuchscherer, seconded by Mr. Bausch to approve the update. Motion carried.

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22 **HUMAN RESOURCES UPDATE**

23 Commendation Resolutions

24 Moved by Mr. Tuchscherer, seconded by Mr. Ewert to approve the commendation resolution for Judith A. Kirchoff,  
25 who has 19 years of service and is retiring from her position as a Program Support Clerk from the Department of  
26 Social Services, and forward to the County Board. Motion carried.

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28 Employee Relations Activities

29 None.

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31 Unemployment Update

32 Ms. Kraft reported the County has a current outstanding liability of \$115,000 for potential claims.

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34 Work Permits

35 Mr. Johnson reported the Human Resources Department will no longer issue youth work permits but the Workforce  
36 Development Center, at Moraine Park Technical College, has agreed to offer this service effective June 1, 2007.

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38 **LEASE UPDATES AT PUBLIC AGENCY CENTER AND ANNEX II**

39 *Public Agency Center (PAC) - Rural Development*

40 Mr. Johnson reported Rural Development wants to reduce their leased space by 920 square feet. The office area  
41 they are giving up has a door to the front lobby that can be turned into a small meeting room. Moved by Mr. Ewert,  
42 seconded by Mr. Tuchscherer to approve the reduction in the Rural Development lease by 920 square feet, effective  
43 July 1, 2007. Motion carried.

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45 *Pubic Agency Center- Aging and Disability Resource Center (ADRC)*

46 Moved by Mr. Ewert, seconded by Mr. Bausch to offer ADRC the use of Room 1000A in the PAC at no additional  
47 cost in 2007. Motion carried.

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49 *Annex II*

50 Mr. Johnson reported Lutheran Social Services, who runs an alternative school, as part of the Youth Treatment  
51 Center, is requesting additional space for classrooms. The 2<sup>nd</sup> floor has space available for this use. Moved by Mr.  
52 Tuchscherer, seconded by Mr. to approve the increase in the Lutheran Social Services lease by 360 square feet,  
53 effective August 1, 2007, at the current lease rate and there will be no need to make additional building changes to  
54 satisfy the Americans With Disabilities Act. Motion carried.

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56 **ADJOURNMENT**

57 Moved by Mr. Ewert, seconded by Mr. Tuchscherer to adjourn the meeting at 11:09 a.m. Motion carried.