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**WASHINGTON COUNTY
ADMINISTRATIVE SERVICES COMMITTEE**

Courthouse - Government Center
West Bend, WI

April 28, 2011
9:00 a.m.

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

Also Present: Administrative Coordinator Doug Johnson, Chairperson Herbert Tennes, Supervisor Dennis Myers, Human Resources Analyst Jo Hutchison, Human Resources Director Peter German, Finance Director Sue Haag, Sheriff Dale Schmidt, County Engineer Scott Schmidt and Administrative Assistant Judy Steinert.

Chairperson Justman 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 9:02 a.m. pursuant to Wis. Stats. §19.85(1)(e) and §19.85(1)(g), deliberating or negotiating other specified public business whenever competitive or bargaining reasons require a closed session, specifically, "to discuss Corrections and Communications Officers contract," and conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, specifically "to discuss Worker's Compensation Appeal." Motion carried unanimously by roll call vote.

OPEN SESSION

Moved by Mr. Heidtke, seconded by Mr. Miller 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 April 5, 2011, minutes as presented. Motion carried.

DISCUSS THE STEP LEVEL OF HIRING A CORRECTIONS SERGEANT AT THE SHERIFF'S DEPARTMENT

Appearance: Sheriff Dale Schmidt

Sheriff Schmidt explained that one of his staff has accepted the budgeted position of Corrections Sergeant as of April 4, 2011. With the current employee WRS contribution requirement, the increase in salary for the position is very minimal. Sheriff Schmidt is requesting to move the position to the six month level to compensate for the additional WRS contribution, due to the uncertainty of the timeframe for approval of Act 10. After discussion by the committee, it was agreed to wait until the May 26th meeting to review the status of Act 10.

Moved by Mr. Heidtke, seconded by Mr. Sorce to delay a decision on the Step Level request until the May 26th Administrative Services Committee meeting. Motion carried.

JOB TITLE CHANGE WITH NO CHANGE IN PAY CLASSIFICATION - ADMINISTRATOR TO CAMPUS ADMINISTRATOR

Mr. German explained the request to change the title for the Administrator of the Samaritan Health Center campus reflects the change in duties for that position. The Samaritan Campus encompasses three different areas, the nursing home, RCAC and the CBRF Assisted Living each governed by different state regulations. The Samaritan Committee has approved this title change.

1
2 Moved by Mr. Miller, seconded by Mr. Core to approve the title change for the Samaritan Health Center
3 Administrator to Campus Administrator. Motion carried.
4

5 **DISCUSSION AND POSSIBLE ACTION ON REQUEST FOR PROPOSAL FOR**
6 **PRESCRIPTION BENEFIT MANAGER AND UPDATE ON ADDITIONAL REQUEST FOR**
7 **PROPOSALS FOR COUNTY BENEFITS**

8 Mr. German explained that the current Prescription Benefits Manager contract is being renewed but the
9 contract has not been signed by either party yet. The county's benefits consultant is recommending a
10 change from the current provider due to a decline in customer service. Since the Committee gave
11 direction that a request for proposal for the full health insurance plan be done effective in January of
12 2012, Mr. German is requesting direction as to whether to wait until that time and roll them together.
13

14 Moved by Mr. Sorce, seconded by Mr. Heidtke to submit the request for proposal for prescription benefit
15 manager along with the full proposal for county benefits. Motion carried.
16

17 **UPDATE REGARDING UNFILLED POSITIONS**

18 Mr. German reported that forty-one unfilled positions were eliminated in January of 2011. An additional
19 twenty-six vacancies were given to the respective Liaison Committees to review. Ten additional
20 positions are being recommended to be eliminated and sixteen are being recommended to be retained.
21 Two of the positions to be retained include the Election Coordinator, which the committee voted to retain
22 at a previous meeting, and a Custodian. The Committee agreed the half time custodian position should be
23 retained to allow for flexibility with vacations and unforeseen medical leaves.
24

25 Moved by Mr. Miller, seconded by Mr. Sorce to retain the Facilities half time custodian position in the
26 staffing plan. Motion carried.
27

28 Moved by Mr. Sorce, seconded by Mr. Heidtke to forward to the County Board, the additional ten staffing
29 positions to be eliminated from the Washington County Staffing Plan. Motion carried with Mr. Heidtke
30 and Mr. Core voting no.
31

32 **HUMAN RESOURCES DIRECTOR'S UPDATE**

33 Commendations - None
34

35 Employee Relations Activities – No Report
36

37 Status of WRS Contribution

38 Mr. German reported that a Court Briefing on Act 10 is due May 23rd. No other information is available
39 at this time.
40

41 **NEXT MEETING DATES**

42 The Administrative Services Committee will tentatively meet on Thursday, May 12, 2011, at 9:00 a.m. at
43 the PAC, and Thursday, May 26, 2011, at 9:00 a.m.
44

45 **CHANGES TO WE ENERGIES EASEMENT AT YOUTH TREATMENT CENTER**

46 *Appearance: County Engineer Scott Schmidt*

47 Mr. Schmidt reported that WE Energies is requesting changes to the current easement that runs from the
48 Youth Treatment Center to the Samaritan Health Center. These changes would include moving the
49 electrical lines closer to East Washington Street which would be beneficial for any future expansion at
50 The Fields.
51

52 Moved by Mr. Miller, seconded by Mr. Core to recommend the WE Energies easement change at the
53 Youth Treatment Center. Motion carried.
54

1 **CITY EASEMENTS FOR TRAFFIC SIGNALS AT CORNER OF E. WASHINGTON STREET**
2 **AND INDIANA AVENUE**

3 *Appearance: County Engineer Scott Schmidt*

4 Mr. Schmidt explained that the City of West Bend needs to do repairs to the electrical lines for the traffic
5 signals at the corner of East Washington and Indiana Avenue.

6
7 Moved by Mr. Sorce, seconded by Mr. Heidtke to recommend the easements at the corner of East
8 Washington Street and Indiana Avenue. Motion carried.

9
10 **HEALTH DEPARTMENT REMODELING PROJECT - WAY FINDING AND DEPARTMENT**
11 **SIGNS**

12 Mr. Johnson reviewed the proposed Public Agency Center Way Finding and Department Sign Project.
13 With the completion of the remodeling at the Health Department on the west side of the first floor of the
14 Pubic Agency Center, improved public way finding signs are needed. The project would include new
15 directories on each of the floors, new overhead signs for the restrooms and meeting rooms, a color system
16 for each of the departments to include corresponding colored lines on the walls. The total cost of the
17 project is estimated between \$7,000 and \$10,000. Funds would be used from the Public Agency Center
18 remodeling account from 2010.

19
20 Moved by Mr. Miller, seconded by Mr. Heidtke to approve the Public Agency Center Way Find and
21 Department Sign Project. Motion carried.

22
23 **FUTURE AGENDA ITEMS**

- 24 • Facilities Capital Improvement Projects – PAC Ice Storage Tank Leak (meeting scheduled at
25 PAC)
26 • Human Service Department Remodel Project Tour
27 • Report on Special Elections
28 • Report on Expenses for Deputies Coverage in Madison

29
30 **ADJOURNMENT**

31 Moved by Mr. Miller, seconded by Mr. Heidtke to adjourn the meeting at 11:17 a.m. Motion carried.
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Brenda J. Jaszewski, County Clerk