

1 **ADMINISTRATIVE SERVICES COMMITTEE**

2
3 Courthouse - Room 2024
4 West Bend, WI

April 14, 2009
9:00 a.m.

5
6 Present: Roy Justman, James Core, Melvin Ewert, Raymond Heidtke, and Peter Sorce.

7
8 Also Present: Administrative Coordinator Doug Johnson, Human Resources Director Peter German, Human
9 Resources Analyst Jo Hutchison, Employee Benefits Manager Michelle Hoey, Finance Director Susan Haag,
10 Supervisor William Meyers, and Administrative Assistant Linda Doro.

11
12 Chairperson Justman called the meeting to order and read the Affidavit of Posting.

13
14 **MINUTES**

15 Moved by Mr. Sorce, seconded by Mr. Heidtke to approve the April 3, 2009, minutes as presented. Motion
16 carried.

17
18 **CLOSED SESSION**

19 Moved by Mr. Core, seconded by Mr. Sorce to convene into closed session at 9:03 a.m. pursuant to Wis. Stats. §
20 19.85(1) (f) "to discuss Highway Department grievance re: sick time/overtime in the same day and to discuss
21 Sheriff's Department Command Staff contract." Motion carried unanimously by roll call vote.

22
23 **OPEN SESSION**

24 Moved by Mr. Sorce, seconded by Mr. Core to return to open session at 9:41 a.m. Motion carried unanimously
25 by roll call vote.

26
27 **ACTION ON ITEMS DISCUSSED IN CLOSED SESSION**

28 Moved by Mr. Sorce, seconded by Mr. Ewert to deny the Highway Department Grievance Number 20994.
29 Motion carried.

30
31 Moved by Mr. Ewert, seconded by Mr. Heidtke to approve the January 1, 2008 - December 31, 2009, Washington
32 County Sheriff's Department Protective Services Command Staff Association contract, and forward to the County
33 Board. Motion carried.

34
35 **RESOLUTION REAUTHORIZING SELF-INSURANCE FOR WORKER'S COMPENSATION**
36 **LIABILITIES**

37 Moved by Mr. Core, seconded by Mr. Ewert to approve a resolution reauthorizing self-insurance for worker's
38 compensation liabilities, and forward to the County Board. Motion carried.

39
40 **DISCUSS HEALTH PAYMENT SYSTEMS "SUPER EOB"**

41 Appearance: Margaret Dallmann, Health Payment Systems

42 Ms. Dallmann gave a presentation on Health Payment Systems SuperEOB program. HPS provides contracting
43 methods to help reduce overall health care costs by minimizing the time it takes to pay providers for their
44 services. There would be a significant cost savings to the county and employees and the program offers an
45 additional value without changing benefits. Administrative Services will take action on this item at the next
46 meeting.

47
48 The meeting recessed at 10:28 a.m. and reconvened at 10:38 a.m.

49
50 **ORDINANCE REVISION REGARDING HUMAN SERVICES DEPARTMENT STAFFING**

51 Appearance: Human Services Director Jim Strachota, Human Services Deputy Director Michael Bloedorn

52 Moved by Mr. Ewert, seconded by Mr. Core to approve an ordinance to amend 7.02, 7.03 and 7.05 of the code
53 relating to the Staffing Plan and Classification and Compensation plan - Comprehensive Community Services

1 Agency; Department of Social Services and Human Services Department; and Employee Benefit Program –
2 Overtime, and forward to the County Board. Motion carried.

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

5 Commendation Resolution

6 Moved by Mr. Core, seconded by Mr. Heidtke to approve the commendation resolution for Tom M. McLaughlin,
7 who has 12 years of service and is retiring from his position as Psychiatric Social Worker at the Human Services
8 Department, and forward to the County Board. Motion carried.

9
10 Moved by Mr. Sorce, seconded by Mr. Heidtke to approve the commendation resolution for Gail I. Thomas, who
11 has 20 years of service and is retiring from her position as Senior Social Worker at the Human Services
12 Department, and forward to the County Board. Motion carried.

13
14 Employee Relations Activities

15 Mr. German reported the Department will have a UW-Stevens Point intern working this summer on the Wellness
16 program.

17
18 Mr. German reported the Department received a site license for the program Taleo that will allow supervisors to
19 view resumes online so they don't have to wait for Human Resources to forward them. The site license allows
20 Human Resources to set up anyone in Taleo, not just Human Resources staff.

21
22 Mr. German reported on April 22, 2009, in conjunction with the Information Systems Tech Fair, Human
23 Resources will roll out a new intranet for county employees. County employees will now have access to "Packet"
24 from their home.

25
26 Mr. German reported the County was not successful in the April 6 mediation session with Samaritan regarding the
27 outsourcing grievance and the case will go to circuit court. The Highway Union has notified the Department that
28 they would like to open up negotiations for next year's contract.

29
30 **ACTION ON SELECTION OF ARCHITECT FOR MASTER PLAN AND SPACE STUDY**

31 Appearance: Purchasing Agent Bill Kurer

32 Mr. Kurer presented final analysis and reference checks of the three candidates that were interviewed on April 3.
33 Moved by Mr. Sorce, seconded by Mr. Core to award the contract to Potter and Lawson for the architectural
34 services for the Master Plan and Space study, subject to County Attorney review. Motion carried.

35
36 **DRAFT CAPITAL PLAN UPDATE FOR FACILITIES PROJECTS 2010-2015**

37 Appearance: Dave Loomans, Facilities Manager

38 Mr. Loomans presented the 2010-2015 Facilities Capital Improvement plan stating that the total yearly allocation
39 request of \$400,000 will remain the same. Moved by Mr. Ewert, seconded by Mr. Heidtke to approve the
40 Facilities Capital Improvement Plan for 2010-2015. Motion carried

41
42 **NEXT MEETING DATES**

- 43 • Thursday, April 23, 2009, at 9:00 a.m.
- 44 • Thursday, May 28, 2009, at 9:00 a.m.
- 45 • Thursday, June 25, 2009, at 9:00 a.m.

46
47 **ADJOURNMENT**

48 Moved by Mr. Sorce, seconded by Mr. Ewert to adjourn the meeting at 11:45 a.m. Motion carried.