

1 **ADMINISTRATIVE SERVICES COMMITTEE**

2
3 Courthouse
4 West Bend, WI

May 25, 2006
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, County
10 Clerk Brenda Jaszewski, and Linda M. Boesen, Deputy County Clerk.

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

13
14 **MINUTES**

15 Moved by Mr. Tuchscherer, seconded by Mr. Bausch to approve the minutes of May 2, 2006 and May 11,
16 2006. Motion carried.

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18 **INTRODUCTION OF HUMAN RESOURCES DEPARTMENT**

19 Mr. Moschea presented the duties, staffing plan, and 2006 Budget of the Human Resources Department.

20
21 Mr. Tuchscherer has a concern about the law firm Washington County uses for labor negotiations,
22 specifically that Mr. Roger Walsh is associated with that law firm. Mr. Moschea will consult with the County
23 Attorney regarding this matter.

24
25 Moved by Mr. Bausch, seconded by Mr. Justman to accept the report of the Human Resources Director.

26
27 **DISCUSS ASSISTANT FINANCE DIRECTOR STEP INCREASE**

28 Appearance: Finance Director Sue Haag.

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30 Ms. Haag is requesting the Committee consider allowing the Assistant Finance Director a two step pay
31 increase, rather than the normal one step increase. The Committee discussed the pay step process, as well as
32 the job reclassification process.

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34 Moved by Mr. Bausch, seconded by Mr. Justman to have Assistant Finance Director, Paul Labonte's position
35 be studied for reclassification through the normal process. Motion carried.

36
37 **REVIEW REQUEST FROM SHERIFF TO INCLUDE JUVENILE DETENTION**
38 **ADMINISTRATOR/LEAD INTAKE WORKER IN LONG TERM DISABILITY INSURANCE**

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40 Moved by Mr. Tuchscherer, seconded by Mr. Ewert to approve amending the ordinance to include the
41 Juvenile Detention Administrator/Lead Intake worker in the long term disability insurance plan. Motion
42 carried.

43
44 **APPOINT COUNTY CONTRACT NEGOTIATIONS BARGAINING TEAMS**

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46 Moved by Mr. Tuchscherer, seconded by Mr. Justman to approve the appointments of Mr. Radermacher to
47 the Sheriff's Bargaining Team with Mr. Tuchscherer as an alternate, Mr. Bausch to the Parks Bargaining
48 Team, Mr. Tuchscherer to the Samaritan Bargaining Team, Mr. Justman to the Highway Bargaining Team,
49 and Mr. Ewert to the DSS Bargaining Team. Motion carried.

INTRODUCTION TO FACILITY MANAGEMENT

Appearance: Facilities Manager David A. Loomans.

Mr. Johnson and Mr. Loomans presented the staffing plan, duties and 2006 budget of the Facility Management Department. Mr. Johnson explained the final 2006 Facility Management budget contains an error. The Annex II Repair and Maintenance account was submitted and approved \$26,000 under budget.

Moved by Mr. Bausch, seconded by Mr. Tuchscherer to approve the Facility Management report.

Chairperson Radermacher recessed at 10:25 a.m. and reconvened at 10:30 a.m.

REVIEW EMPLOYEE PARKING RESTRICTION PROPOSAL

Mr. Moschea informed the Committee of a problem with employees parking in the areas designated as public parking. Mr. Moschea proposes a language change in the employee handbook as follows:

Washington County currently provides ample parking space for all employees. Employees are directed to park only in those areas of the various parking lots reserve for employee use. Employees who park in areas set aside for the public will be subject to appropriate disciplinary action. Please remember to lock your car.

Moved by Mr. Bausch, seconded by Mr. Justman to approve the employee parking restriction language change effective June 1, 2006. Motion carried.

UPDATE ON SOCIAL WORKER'S ARBITRATION

Mr. Moschea stated the arbitration meeting for the DSS Workers Union will be on June 20, 2006.

UPDATE ON EEOC CASES

Mr. Moschea reported that the complaint against the Civil Service Commission has been withdrawn. Washington County has requested the race discrimination complaint from a former Samaritan employee be dismissed.

Moved by Mr. Ewert, seconded by Mr. Justman to accept the update on the EEOC cases. Motion carried.

REVIEW PROPOSED COUNTY TRAINING/WELLNESS PROGRAMS FOR BALANCE OF 2006

Mr. Moschea presented the 2006 Training & Wellness Program Plan.

Moved by Mr. Bausch, seconded by Mr. Tuchscherer to approve the Wellness Program Plan. Motion carried.

HUMAN RESOURCE DIRECTOR'S UPDATE**Commendation Resolutions**

There were no Commendation Resolutions.

Employee Relations Activities

There were no Commendation Resolutions.

FUTURE MEETING DATES

The Administrative Services Committee will meet on June 29, 2006, July 27, 2006 and August 24, 2006 at 9:00 a.m.

INTRODUCTION TO COUNTY CLERK'S OFFICE

Ms. Jaszewski presented the mission statement, staffing plan, duties, and 2006 budget of the County Clerk's office.

1 Moved by Mr. Tuchscherer, seconded by Mr. Bausch to approve the report of the County Clerk. Motion
2 carried.

3
4 **BACKGROUND AND UPDATE ON STATEWIDE VOTER REGISTRATION SYSTEM**

5 Ms. Jaszewski explained the Statewide Voter Registration System. Ms. Jaszewski will be attending training
6 next week and the Election Coordinator will attend the following week. The rest of the County Clerk staff
7 will also attend the training. We are expected to go live in June or July. By State Statute, all new voter
8 registrations must be in the system no later than 30 days after an election. Ms. Jaszewski expects to hire
9 three or four temporary full-time data entry people to meet this deadline. Costs are expected to be covered
10 within the current 2006 budget.

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12 Moved by Mr. Ewert, seconded by Mr. Justman to accept the Statewide Voter Registration System update.
13 Motion carried.

14
15 **BACKGROUND AND UPDATE ON ADA-COMPLIANT VOTING EQUIPMENT**

16 Ms. Jaszewski explained the ADA-compliant voting equipment, upcoming training, and requirement that all
17 polling locations have this equipment in use by the September 12, 2006, election.

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19 Moved by Mr. Tuchscherer, seconded by Mr. Ewert to accept the ADA-compliant voting equipment update.
20 Motion carried.

21
22 **ADJOURNMENT**

23 Moved by Mr. Bausch, seconded by Mr. Tuchscherer to adjourn at ~~10:20~~ 11:20 (corrected 6/29/06) a.m.
24 Motion carried.

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Brenda J. Jaszewski, County Clerk