

1 **ADMINISTRATIVE SERVICES COMMITTEE**

2
3 Courthouse - Room 2024
4 West Bend, WI

May 27, 2010
8:30 a.m.

5
6 Present: James Core, Raymond Heidtke, Roy Justman, Michael Miller, and Peter Sorce.

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8 Also Present: Administrative Coordinator Doug Johnson, Chairperson Herbert Tennes, County Attorney
9 Kim Nass, County Clerk Brenda Jaszewski, Facilities Manager Dave Loomans, Finance Director Susan
10 Haag, Human Resources Director Peter German, Human Resources Employee Benefits Specialist
11 Michelle Hoey, Human Services Director Jim Strachota, Planning and Parks Administrator Paul Mueller,
12 Supervisor Dick Bertram, UW-Extension Department Head Kandi O’Neil, and County Clerk
13 Administrative Assistant Linda Doro.

14
15 Chairperson Tennes called the meeting to order at 8:30 a.m. and read the Affidavit of Posting.

16
17 **ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON**

18 Mr. Heidtke nominated Mr. Justman as Chairperson. Moved by Mr. Core, seconded by Mr. Miller to
19 close nominations and cast a unanimous ballot for Mr. Justman as Chairperson. Motion carried.

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21 Mr. Core nominated Mr. Heidtke as Vice-Chairperson and Mr. Heidtke nominated Mr. Core as Vice-
22 Chairperson.

23
24 A roll call vote was taken for Mr. Heidtke as Vice-Chairperson. Voting Aye: Mr. Core and Mr. Miller.
25 Voting No: Mr. Heidtke, Mr. Justman, and Mr. Sorce.

26
27 A roll call vote was taken for Mr. Core as Vice-Chairperson. Voting Aye: Mr. Heidtke, Mr. Justman,
28 and Mr. Sorce. Voting No: Mr. Core and Mr. Miller. Mr. Core received a majority of the votes that were
29 cast and Chairperson Justman declared him duly elected as Vice-Chairperson.

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31 **MINUTES**

32 Moved by Mr. Sorce, seconded by Mr. Heidtke to approve the May 4, 2010, minutes as presented.
33 Motion carried.

34
35 **CONCEPTS, OPTIONS AND BUDGET RECOMMENDATIONS FOR PUBLIC AGENCY
36 CENTER (PAC) REMODELING**

37 *Appearance: Tom Poweleit and Gary Jaeger, Venture Architects*

38 Mr. Poweleit reported Venture met with PAC staff to review their needs and it was determined that there
39 is adequate space for the remodeling. There is an issue being investigated as to whether the PAC
40 bathrooms will need to be upgraded in order to meet current ADA code. Mr. Poweleit reported he did
41 receive a verbal interpretation from the City of West Bend building inspector that he is willing to accept
42 the bathrooms as is without doing any further remodeling. There is money in the budget for the
43 bathrooms and he recommends holding that money in the budget until the plans have been submitted to
44 the City and written approval is received. Mr. Jaeger presented an overview of the concept plan for the
45 PAC remodeling. The total base budget for the PAC remodeling is \$892,000 with two alternates for UW
46 Extension - 1st floor at a cost of \$215,000 and Human Services - 2nd floor conference, administration and
47 old access/outreach at a cost of \$115,000. Moved by Mr. Miller, seconded Mr. Core to approve the
48 concept plan as presented, including the alternates for a total amount of \$1,222,000, and forward to the
49 Executive Committee. Motion carried with Mr. Sorce voting no.

50
51 **COUNTY HEALTH INSURANCE REPORT**

52 *Appearance: Mark Draeger, Auxiant; Kelly Jagelski, Horton; Margaret Dallmann, HPS*

53 Mr. German presented a proposal to implement the Trilogy network to realize savings on Froedtert
54 claims. Using prior claims, the projected savings over a 12-month period with the Trilogy network is

1 approximately \$812,900. Mr. German reported the County will realize savings of approximately \$1.1 to
2 1.2 million in 2011 by utilizing both the Health Payment Systems (HPS) and Trilogy Network. Mr.
3 German is recommending the implementation of the Trilogy network effective September 1, 2010,
4 realizing a potential savings of \$163,000 for 2010, and a possible freeze of health insurance premium
5 rates for 2011.

6
7 **CONSIDERATION AND POSSIBLE ACTION ON HEALTH CARE PLAN**
8 **RECOMMENDATIONS**

9 Moved by Mr. Miller, seconded by Mr. Heidtke to authorize the Human Resources Department to give
10 notice of termination to Health EOS network on or before June 1, 2010, and move forward with the
11 implementation of the Trilogy Network, effective September 1, 2010. Motion carried.

12
13 **RESPONSIBILITIES OF THE ADMINISTRATIVE SERVICES COMMITTEE**

14 Mr. Johnson presented the duties of the Administrative Services Committee.

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16 **OVERVIEW OF HUMAN RESOURCES DEPARTMENT**

17 Mr. German presented an overview of the roles and responsibilities of the Human Resources Department.

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19 The meeting recessed at 10:00 a.m. and reconvened at 10:08 a.m.

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21 **REPORT ON CLINICAL PSYCHIATRISTS WITH COUNTIES**

22 *Appearance: Human Services Director Jim Strachota and Human Services Behavioral Health*
23 *Coordinator Kay Thueck,*

24 Mr. German and Mr. Strachota discussed the success with the Human Resources Department role in
25 assisting the Human Services Department in recruiting clinical psychiatrists by utilizing the Taleo system.
26 At this time, no changes are being requested to the current structure of utilizing the services of the clinical
27 psychiatrists.

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29 **HUMAN RESOURCES DIRECTOR'S UPDATE**

30 Commendation Resolutions

31 None.

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33 Employee Relations Activities

34 Mr. German reported an arbitration hearing between the County and the Highway union is scheduled for
35 June 24, 2010, at 11:00 a.m.

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37 **NEXT TENTATIVE MEETING DATES**

38 The Administrative Services Committee will tentatively meet on Thursday, June 24, 2010, at 8:30 a.m.,
39 and July 29, 2010, at 9:00 a.m.

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41 **VOYAGER FUEL CARD PROGRAM**

42 *Appearance: Purchasing Buyer Roy Hartmann*

43 Mr. Hartman presented the Voyager Fuel Card program as a contingency to the County Fuel Island
44 System. The benefit of the Voyager Fuel Card is that there are no fees or federal excise taxes. There 58
45 gas stations in Washington County that will accept the voyager fuel card. The Purchasing Department
46 would initiate the program and issue 26 cards between eight departments. The program would be
47 managed the same way as the current credit card program. Every employee receiving a Voyager fuel card
48 would be required to sign an agreement substantially similar to the County's current credit card
49 agreement. Moved by Mr. Heidtke, seconded by Mr. Core to approve the Voyager Fuel Care program,
50 subject to County Attorney review. Motion carried.

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52 Mr. Miller was excused at 10:45 a.m.

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1 **EAST PARKING LOT PROJECT SCHEDULE AND REVIEW OF SIGNS**

2 Mr. Loomans presented the project schedule for East parking lot and reviewed the proposed signage plan
3 for the courthouse campus. Mr. Johnson reported the estimate from the Highway Department for the east
4 parking lot is approximately \$50,000. He is recommending using unused Facilities Capital Improvement
5 Program (CIP) funds to pay for the signage, at a cost not to exceed \$18,000. Moved by Mr. Core,
6 seconded by Mr. Heidtke to approve the proposed signage plan and unused Facilities CIP funds, not to
7 exceed \$18,000, to pay for the signage. Motion carried.

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9 **ADJOURNMENT**

10 Moved by Mr. Heidtke, seconded by Mr. Core to adjourn the meeting at 10:52 a.m. Motion carried.

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Brenda J. Jaszewski, County Clerk