

1 **ADMINISTRATIVE SERVICES COMMITTEE**

2
3 Courthouse - Room 2024
4 West Bend, WI

May 31, 2007
9:00 a.m.

5
6 Present: David N. Radermacher, Brian W. Bausch, Melvin K. Ewert, Roy C. Justman, and Paul A. Tuchscherer.

7
8 Also Present: Administrative Coordinator Doug Johnson, Principal Human Resource Analyst Karon Kraft, County
9 Clerk Brenda Jaszewski, and County Board Administrative Assistant Linda Doro.

10
11 Chairman Radermacher called the meeting to order and read the Affidavit of Posting.

12
13 **MINUTES**

14 Moved by Mr. Tuchscherer, seconded by Mr. Ewert to approve the April 26, 2007, minutes as presented. Motion
15 carried.

16
17 **UPDATE ON DIRECTOR OF HUMAN RESOURCES RECRUITMENT**

18 Mr. Johnson announced that Peter J. German has been selected as the new Director of Human Resources for
19 Washington County, beginning June 18. Mr. German is currently a Human Resources Consultant for We Energies in
20 Milwaukee, where he has performed increasingly responsible professional services over the past nine years. His
21 leadership at We Energies has been marked by community relations, professional/technical recruitment, and
22 employee and team development. He has an M.S. in Human Resource Management from Marquette University and
23 has earned Senior Professional in Human Resources (SPHR) certification. Mr. German, a graduate of West Bend
24 West High School and UW-Madison where he majored in Psychology, resides in West Bend.

25
26 **CONSIDER APPROPRIATE PAY STEP FOR RECENT SHERIFF'S LIEUTENANT PROMOTIONS**

27 Mr. Johnson reported Sheriff Schmidt submitted a request to start the two new lieutenants one higher step in that pay
28 range. Ms. Kraft reported the Union has been contacted and has concurred with Sheriff's request. The County is
29 requiring the Union to stipulate that this is being done on a non-precedent setting basis, and that the County is not
30 acknowledging there is a flaw or an inequity in the salary pay scale. The Committee requested the Sheriff's presence
31 to address questions raised regarding his request.

32
33 **UPDATE ON DENTAL PLAN REQUEST FOR PROPOSAL PROCESS**

34 Appearance: Employee Benefits Manager Michelle Hoey
35 Ms. Hoey reported eight bids were received for the Voluntary Employee Paid Stand Alone Dental Plan. Staff has
36 narrowed the list to three, which they will interview mid-June and bring the top two candidates to Administrative
37 Services Committee at their June meeting. Moved by Mr. Bausch, seconded by Mr. Justman to accept the report.
38 Motion carried.

39
40 **CONSIDER LETTER FROM LOCAL 150 SERVICE EMPLOYEES INTERNATIONAL UNION**
41 **REGARDING SAMARITAN EMPLOYEES**

42 Ms. Kraft reported the Local 150 Service Employees International Union sent a letter requesting copies of the
43 Requests for Proposals for domestic services let by the County and for formal notification of intent to subcontract.
44 Mr. Somers provided the requested documents. Moved by Mr. Tuchscherer, seconded by Mr. Bausch to accept the
45 report. Motion carried.

46
47 **UPDATE ON DEPUTY SHERIFF'S ASSOCIATION PROHIBITIVE PRACTICE LAWSUIT**

48 Ms. Kraft reported the County received a scheduling order from the Washington County Circuit Court regarding the
49 lawsuit against the Washington County Deputy Sheriff's Association. Washington County must submit its motions
50 for judgment by June 29, 2007, and the defendant's response must be filed by September 28, 2007. The hearing for
51 this matter will be heard by Judge Paul Malloy in Ozaukee County, on November 27, 2007, at 2:00 p.m. Moved by
52 Mr. Ewert, seconded by Mr. Justman to accept the report. Motion carried.

53
54 The meeting was recessed at 9:50 a.m. and reconvened at 10:03 a.m.
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1 COMMENDATION RESOLUTIONS FOR JUNE

2 Moved by Mr. Justman, seconded by Mr. Bausch to approve the commendation resolution for Gary W. Daley, who
3 has 21 years of service and is retiring from his position as a Lead Custodian in the Administration/Facilities
4 Department, and forward to the County Board. Motion carried.
5

6 Moved by Mr. Justman, seconded by Mr. Bausch to approve the commendation resolution for Margaret L. Rusch,
7 who has 27 years of service and is retiring from her position as an Accounting Technician in the Planning and Parks
8 Department, and forward to the County Board. Motion carried.
9

10 JUNE AND JULY MEETING DATES

11 The Administrative Services will meet on June 28, 2007, and July 26, 2007 at 9:00 a.m.
12

13 INCREASE OF POSTAGE USER FEES TO DEPARTMENTS

14 Ms. Jaszewski reported on May 14, 2007, the Postal Service raised their rates, and the Mailing Service that the
15 County contracts with also increased their fees on flats from \$.04 to \$.371 per flat. The County is still saving \$.10
16 per flat going through the mailing service because the flat's actual postage rate dropped considerably on anything 2
17 ounces or larger. Ms. Jaszewski reported she has been charging departments an additional \$.371 for each pre-sort
18 flat, as of May 14, 2007, when the increase went into effect and needs approval for this increase from Finance
19 Committee. Moved by Mr. Justman, seconded by Mr. Tuchscherer to approve the addition of \$.371 to each pre-sort
20 flat charged to departments, retroactive to May 14, 2007, due to the postal rate changes and forward to Finance
21 Committee. Motion carried.
22

**23 CONSIDER APPROPRIATE PAY STEP FOR RECENT SHERIFF'S LIEUTENANT PROMOTIONS -
24 CONTINUED**

25 Appearance: Sheriff Dale Schmidt

26 Sheriff Schmidt presented his reasons to increase the two new lieutenants' pay range one higher step. He stated the
27 lieutenants are going from a position of some supervisory responsibility with a direct supervisor working with them
28 to being the supervisor of a shift and essentially have the responsibilities of all operations in the absence of the
29 Captain or Sheriff. Sheriff Schmidt stated the current structure for employees moving from one pay range to another
30 is not always equitable. Moved by Mr. Justman, seconded by Mr. Bausch to approve increasing the Sheriff's
31 Department two new lieutenants' pay range one higher step. Motion carried.
32

33 CLOSED SESSION

34 Moved by Mr. Bausch, seconded by Mr. Justman to convene into closed session at 10:23 a.m., pursuant to Wis.
35 Stats. 19.85(1) (e) to "consider negotiations with Teamsters Local 200 - Highway." Motion carried unanimously by
36 roll call vote.
37

38 RETURN TO OPEN SESSION

39 Moved by Mr. Tuchscherer, seconded by Mr. Justman to return to open session at 10:55 a.m. Motion carried
40 unanimously by roll call vote.
41

42 RECOMMENDED CHANGES TO DEPARTMENT OF SOCIAL SERVICES STAFFING PLAN

43 Appearance: Michael Bloedorn, Department of Social Services Director

44 Mr. Bloedorn presented 2007 Ordinance 6 to amend 7.02 of the code to eliminate two full-time social worker
45 positions due to the duties being transferred to the new Aging and Disability Resource Center. Moved by Mr.
46 Tuchscherer, seconded by Mr. Ewert to approve 2007 Ordinance 6 to amend 7.02 of the code to decrease the full-
47 time Department of Social Services social worker positions from 13 to 11. Motion carried.
48

49 CONSIDER CUSTODIAL SUPERVISOR NEEDS FOR SECOND SHIFT

50 Moved by Mr. Tuchscherer, seconded by Mr. Ewert to approve 2007 Ordinance 6 to amend 7.02 of the code to add
51 one Custodial Services Technician pay grade H-4 in Administration Department - Maintenance; change the number
52 of Administration Department - Maintenance Custodian pay grade H-2 from 8 to 11; and eliminate the 4 lead
53 custodian pay grade H-3 positions in the Administration Department-Maintenance and forward to the County Board.
54 Motion carried.
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1 **UPDATE 2007 CAPITAL PROJECT PLANS INCLUDING ESTABLISHMENT OF A COUNTY BOARD**
2 **RESOURCE ROOM**

3 Appearance Facilities Manager Dave Loomans

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5 Mr. Loomans presented changes and additions to the 2007 Facilities Capital Projects plan.

6
7 Changes

8 1. Sheriff's Department Water Heater Installations - \$60,000

9
10 Additions

11 1. Annex 2 Repairs and Refurbishing - \$15,000

12 2. Meeting Room Furniture - \$15,000

13 3. Curbing Installation/Parking Lot Drain Repair - \$15,000

14 4. Register of Deeds Remodeling - \$20,000

15 5. Government Center Corridor Carpet Replacement - \$6,000

16 6. County Board Resource Room with Computer Access - \$7,000

17 7. Sheriff's Dept Water Heater Installations – Partial Funding - \$5,000

18
19 Moved by Mr. Ewert, seconded by Mr. Bausch to approve the change and additions to the 2007 Facilities Capital
20 Plan with the exception of the Register of Deeds Remodeling for \$20,000, and Government Center Corridor Carpet
21 Replacement for \$6,000, which will be researched and reviewed at the next meeting. Motion carried.

22
23 **REVIEW RECOMMENDATIONS FOR 2008 CAPITAL PROJECTS PLAN**

24 Appearance: Facilities Manager Dave Loomans

25 Mr. Loomans reviewed the 2008 Facility Management Capital Budget summary. The 2008 projects include:

26
27 UWWC -Roof replacement Area M – Cafeteria: county cost will be \$55,500 (\$75,000 total project cost)

28 Justice Center - Chiller Cross-Connect - \$50,000

29 Annex 2 - Tuck pointing/Caulking/Painting Exterior - \$75,000

30 Multiple Buildings – Remodeling/Furnishings - \$55,000

31 Multiple Buildings – Systems Additions & Replacements - \$98,346

32 Multiple Buildings – Remedial Maintenance Items – county cost will be \$66,154 (\$70,600 total project cost)

33
34 Moved by Mr. Ewert, seconded by Mr. Tuchscherer to approve the 2008 Facilities Management Capital Budget
35 Summary with the exception of the \$6,000 Government Center Master Clock Replacement project, which will be
36 researched and reviewed at the next meeting. Motion carried.

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38 **ADJOURNMENT**

39 Moved by Mr. Tuchscherer, seconded by Mr. Bausch to adjourn the meeting at 12:01 p.m. Motion carried.

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42
43 Brenda J. Jaszewski, County Clerk