

1 **ADMINISTRATIVE SERVICES COMMITTEE**

2  
3 Courthouse - Room 2024  
4 West Bend, WI

May 22, 2008  
9:00 a.m.

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

7  
8 Also Present: Chairperson Herbert Tennes, Human Resources Director Peter German, County Attorney  
9 Kim Nass, County Clerk Brenda Jaszewski, and County Board Administrative Assistant Linda Doro.  
10 Administrative Coordinator Doug Johnson arrived at 9:21 a.m.

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 May 2, 2008, minutes as presented.  
16 Motion carried.

17  
18 Mr. Ewert arrived at 9:03 a.m.

19  
20 **OVERVIEW OF WORKFORCE AND LABOR ASSOCIATIONS**

21 Mr. German presented an overview of the Washington County Workforce and Labor Associations.  
22

23 **APPOINT COUNTY CONTRACT NEGOTIATIONS BARGAINING TEAMS**

24 Mr. Justman appointed the Administrative Services Committee members to the following Contract  
25 Negotiations Bargaining Teams:

26 Roy Justman - Highway

- 27 • Teamsters General Local Union #200 Highway Employees

28 Peter Sorce - Sheriff

- 29 • Local 524 Corrections & Communications Officers Association
- 30 • Deputy Sheriff’s Association
- 31 • Deputy Sheriff’s Command Staff Union

32 Melvin Ewert – Human Services

- 33 • Local 609 Labor Association of WI Professional Social Workers
- 34 • Local 809 Labor Association of WI Social Service Employees

35 Raymond Heidtke – Samaritan

- 36 • Local 150 Service Employees International Union

37 James Core – Parks

- 38 • Teamsters General Local Union #200 Parks Employees

39  
40 **REPORT ON CONSULTANTS USED BY HUMAN RESOURCES**

41 Mr. German gave a brief overview of the consultants utilized by Human Resources Department.  
42

43 **HUMAN RESOURCES DIRECTOR’S UPDATE**

44 Commendation Resolutions

45 Moved by Mr. Sorce, seconded by Mr. Ewert to approve the commendation resolution for Lois D. Lenz,  
46 who has 27 years of service and is retiring from her position as Licensed Practical Nurse at the Samaritan  
47 Health Center, and forward to the County Board. Motion carried.

48  
49 Employee Relations Activities

50 Mr. German reported the Samaritan, Corrections and Park Union contracts are settled. Highway had its  
51 arbitration meeting and is waiting for a decision. The Social Workers, Social Service Employees and  
52 Sheriff Unions are waiting for an arbitration date. The use of Special Deputies at the Justice Center and  
53 Outsourcing of Laundry and Housekeeping at Samaritan legal cases has been decided on and the County  
54 prevailed in both cases, but they are being appealed.  
55

**1 NEXT MEETING DATE**

2 The Administrative Services Committee will meet on Thursday, June 26, 2008, at 9:00 a.m.

**3**  
**4 COUNTY CLERK OVERVIEW**

5 Ms. Jaszewski gave an overview of the duties and responsibilities of County Clerk office.

**6**  
**7 CONSIDER STAFFING CHANGES TO COUNTY CLERK OFFICE AND COUNTY BOARD**  
**8 OFFICE**

9 Ms. Jaszewski presented an ordinance to amend 7.02 and 7.03 of the Code-Washington County  
10 Departmental Staffing Plan, relating to County Board and County Clerk. For County Board, eliminate the  
11 Administrative Assistant to the County Board Pay Grade H-7 and add Administrative Secretary Pay  
12 Grade H-5 that would be unfilled and not funded. For County Clerk, eliminate the Accounting Assistant  
13 Pay Grade H-6 and add Administrative Assistant Pay Grade H-7 funded 1/3 County Board of Supervisors  
14 and 2/3 County Clerk. Moved by Mr. Ewert, seconded by Mr. Sorce to approve the ordinance  
15 amendment to 7.02 and 7.03 of the Code related to the County Board and County Clerk Staffing Plan as  
16 presented, and forward to the County Board. Motion carried.

**17**  
**18 CENTRAL REPRODUCTIONS - 2007 ENDING FINANCIAL STATUS**

19 Appearance: Linda Boesen, Central Reproductions Supervisor

20 Ms. Jaszewski presented a 2007 year-end financial status report for Central Reproductions, which shows a  
21 net loss of \$43,887.21. At the next meeting, Ms. Jaszewski will present recommendations to rectify the  
22 deficit.

**23**  
**24 RECOMMEND CHANGES IN CENTRAL REPRODUCTION 2008 USER FEES**

25 Ms. Jaszewski will present recommended 2008 User Fees increases at the next meeting.

**26**  
**27 REVIEW OF PROPOSED 2009-2014 FACILITIES PROJECT CAPITAL PLANS**

28 Mr. Loomans and Mr. Johnson presented the 2009-2014 Facilities Capital Improvement plan stating that  
29 the total yearly allocation of \$400,000 will remain the same. Moved by Mr. Ewert, seconded by Mr. Core  
30 to approve the Facilities Capital Improvement Plan for 2009-2014. Motion carried.

31  
32 The meeting recessed at 10:35 a.m. and reconvened at 10:40 a.m.

**33**  
**34 BACKGROUND ON 2006-2008 CONTRACTED FACILITIES SERVICES: JOHNSON**  
**35 CONTROLS INC. AND GRUNAU**

36 Mr. Johnson presented an overview of the contracted facilities services of Johnson Controls Inc. and  
37 Grunau Company Inc., and stated a decision for contract renewals will be made at the next meeting.

**38**  
**39 AGENDA ITEMS FOR FUTURE MEETINGS**

- 40
- 41 • Update on Overtime Ordinance
  - 42 • Update on Job Title Changes With No Pay Classification Ordinance
  - 43 • Contracted Facilities Services

**44 ADJOURNMENT**

45 Moved by Mr. Ewert, seconded by Mr. Sorce to adjourn the meeting at 11:05 a.m. Motion carried.

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47  
48 Brenda J. Jaszewski, County Clerk