

1 **ADMINISTRATIVE SERVICES COMMITTEE**

2  
3 Public Agency Center  
4 West Bend, WI

June 13, 2005  
9:30 a.m.

5  
6 Present: Paul J. Beistle, Brian W. Bausch, Donald N. Kempf, Delores E. Kruepke and David N.  
7 Radermacher.

8  
9 Also Present: Administrative Coordinator Doug Johnson (arrived at 9:50 a.m.), County Board Chair  
10 Kenneth Miller (arrived at 9:50 a.m.), Human Resource Director Gary Moschea, and County Clerk Brenda  
11 Jaszewski.

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13 Chairperson Beistle called the meeting to order and read the Affidavit of Posting.

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15 **ENHANCEMENT TO HEALTH INSURANCE PLAN, TREATMENT FOR NERVOUS OR**  
16 **MENTAL DISORDER AND SUBSTANCE ABUSE**

17 Appearance: Employee Benefits Manager Michelle Hoey

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19 Ms. Hoey explained that WPS had made a change to their fully insured risk groups by allowing coverage for  
20 individuals seeking treatment for nervous or mental disorders and substance abuse who utilize a facility that  
21 may not have a physician on staff. Mr. Moschea is requesting Washington County amend our health  
22 insurance plan to include this change. Coverage for these treatments would no longer require a physician's  
23 signature.

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25 Moved by Mr. Bausch, seconded by Mr. Radermacher to amend the County's health insurance plan effective  
26 July 1, 2005, to provide coverage for treatment for nervous or mental disorder and substance abuse without  
27 the requirement of a physician's signature. Motion carried.

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29 **DISCUSS LAYOFF LETTERS FOR MENTAL HEALTH CENTER – INPATIENT EMPLOYEES**

30 Mr. Moschea informed the Committee that 17 layoff notices have been sent to CCSA Mental Health  
31 Inpatient employees, with the layoff effective June 30, 2005. Four Licensed Practical Nurses have been  
32 offered positions at the Samaritan and all four have declined these offers.

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34 **HUMAN RESOURCE DIRECTOR'S UPDATE**

35 **Health Insurance**

36 Mr. Moschea stated bids would be let on June 17, 2005, for the 2006 health insurance plan. The bids are due  
37 June 28, 2005. The health insurance account is approximately \$100,000 in the black.

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39 **Commendation**

40 Moved by Mr. Kempf, seconded by Ms. Kruepke to approve the Commendation Ordinance for Janis  
41 Mueller, Administrative Secretary/Financial Clerk in the Health Department, who is retiring in July, and  
42 forward to the County Board. Motion carried.

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44 **REQUEST TO DESIGNATE DIFFERENT LAND FOR USE AS A POTENTIAL DOG PARK**

45 Mr. Miller stated the previously approved location for the proposed dog park is not feasible due to costs. Mr.  
46 Miller explained that no county funding would be used to prepare the area for a dog park; however, the  
47 prospective donors have requested an alternate site since the cost to install the required boardwalks through  
48 the wetlands is approximately \$290,000. Mr. Miller presented four options to the Planning, Conservation,  
49 and Parks Committee and Option 4 was recommended. This is an area of approximately 11 acres, south and  
50 east of the previously approved site and would cost approximately \$129,000 of donated funds to create the  
51 dog park.

52  
53 The Committee discussed the potential problems in providing this dog park. It was noted that although this  
54 would be a County park, the most likely users would be City of West Bend residents and in the future, other  
55 municipalities may request Washington County provide a dog park to their municipality. Overall, the  
56 Committee feels County lands should not be used for a dog park and recommends private organizations build  
57 a dog park.

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59 Moved by Mr. Radermacher, seconded by Mr. Bausch to deny the potential dog park as presented, and  
60 recommend to interested parties they pursue a dog park with the City of West Bend or private organizations.  
61 Motion carried.

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63 **REPORT ON CENTRAL REPRODUCTIONS**

64 Ms. Jaszewski updated the Committee on the 2004 financial status of Central Reproductions. Printing and  
65 supplies had a loss of \$21,081.66 in 2004, mostly due to having almost 300 fewer job requests than in 2003.  
66 Steps that are being taken to reduce costs include; utilizing discounts on invoices, including a set-up charge  
67 on all printing orders, eliminating all hours exceeding 40 per pay period for part-time employees, and under  
68 filling the part-time microfilm clerk position with a limited part-time 20 hour per pay period position. To  
69 help increase revenues, the Central Reproductions Supervisor will be at the vendor fair on June 16, 2005, to  
70 provide employees information on the services provided by Central Reproductions.

1 **COUNTY CLERK'S UPDATE**

2 Ms. Jaszewski informed the Committee that the Barbara Elliott tax deed property is scheduled to close on  
3 Wednesday, June 15, 2005.

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5 Ms. Jaszewski stated that the Other Purchased Services account would be over budget this year due to the  
6 increased use of our independent insurance consultant. It is anticipated the Elections Supplies account will  
7 cover these expenses for the remainder of this year.

8  
9 In reviewing the vehicle liability and comprehensive & collision insurance, it was discovered that the auto  
10 liability and auto physical damage premiums were being charged back to departments based upon the  
11 number of vehicles. To more accurately allocate the cost of this insurance, beginning in 2006 these  
12 premiums will be charged back to departments based on vehicle values.

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14 **FACILITY PROJECTS FOR CAPITAL IMPROVEMENT PROGRAM 2006-2011**

15 Appearance: Facility Manager David Loomans

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17 Mr. Loomans distributed and reviewed the proposed Facility Management 2006-2011 Capital Improvement  
18 Plan. Each year, the County has allocated \$400,000 to be used for capital improvements of the facilities.

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20 **FACILITY UPDATE**

21 Appearance: Facility Manager David Loomans

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23 Mr. Loomans reported that during the last three months, Facility Management has completed over 4,600  
24 work orders. The gas-fired humidifier installation at the Public Agency Center is complete and this will save  
25 on utility costs. Other completed projects include; remodeling of the County Clerk's office, replacement of  
26 all UPS batteries at the Sheriff's Department and PAC, replacement of the lower level flooring at the Senior  
27 Center, lighting replacement in the Sheriff's office and conference room, divided a room at the Sheriff's  
28 Department to create an office for the Emergency Management Coordinator and a separate interview room,  
29 replaced four huber unit showers, completed major elevator repair work at the University, moved utilities  
30 from the current warehouse door location to the west side of the building, replaced water heaters at the PAC  
31 and Youth Treatment Center, upgraded 30% of the building automation system, working on the public  
32 address system and card access system for the new courthouse addition, and scheduled service for infrared  
33 scanning on the electrical system at all the major buildings.

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35 **NEXT MEETING DATE**

36 The Administrative Services Committee will meet Thursday, June 30, 2005, at 9:00 a.m. in Room 1041 of  
37 the Courthouse.

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39 **ADJOURNMENT**

40 Moved by Mr. Kempf, seconded by Ms. Kruepke to adjourn at 11:10 p.m. Motion carried.

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Brenda J Jaszewski, County Clerk