

ADMINISTRATIVE SERVICES COMMITTEE

Courthouse - Room 2024
West Bend, WI

June 28, 2007
9:00 a.m.

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

Also Present: Administrative Coordinator Doug Johnson, Human Resources Director Peter German, County Attorney Kim Nass, County Clerk Brenda Jaszewski, and County Board Administrative Assistant Linda Doro.

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

MINUTES

Moved by Mr. Justman, seconded by Mr. Ewert to approve the May 31, 2007, minutes as presented. Motion carried.

CLOSED SESSION

Appearance: Mr. Andy Serio and Ms. Rae Anne Beaudry, Health Care System Consultants, Inc., Michelle Hoey, Employee Benefits Manager, Roy Hartman, Purchasing

Moved by Mr. Bausch, seconded by Mr. Justman to convene into closed at 9:02 a.m. pursuant to Wis. Stats. 19.85 (1) (e) "to interview providers of dental plans where competitive reasons require a closed session." Motion carried unanimously by roll call vote.

RETURN TO OPEN SESSION

Moved by Mr. Tuchscherer, seconded by Mr. Justman to return to open session at 11:02 a.m. Motion carried unanimously by roll call vote.

DECISION ON SELECTION OF DENTAL PLAN FOR VOLUNTARY EMPLOYEE PAY PROGRAM

Moved by Mr. Justman, seconded by Mr. Tuchscherer to select Humana Dental, as the provider of the Washington County Voluntary Employee Pay Dental program, and forward a resolution to the County Board. Motion carried.

INTRODUCTION OF INSURANCE COORDINATOR

Ms. Jaszewski introduced Patti Hoerig, the new Insurance Coordinator, who started last week Monday.

UPDATE ON SAMARITAN LOCAL 150 SEIU GRIEVANCE REGARDING SUBCONTRACTING HOUSEKEEPING, LAUNDRY, AND CUSTODIAL SERVICES

Mr. German reported a grievance was filed by the Samaritan Local 150 SEIU regarding subcontracting housekeeping, laundry and custodial services at the Samaritan Health Center. The grievance was filed through the proper channels and was denied because the County is making this change for financial reasons. A letter was sent out on June 8, informing the Samaritan employees affected that their last day of work is July 31, 2007. HSG Maintenance will begin operations on August 1, 2007. Moved by Mr. Justman, seconded by Mr. Bausch to accept the report. Motion carried.

NEW ACCEPTABLE USE STATEMENT FOR COMPUTER USERS

Appearance by: Susan Haag, Finance Director and Dawn Sericati, Information Services

Ms. Nass reviewed the new Acceptable Use Statement for hardware/software, Internet and e-mail use by County Employee users, Non-employee users, and County Board Supervisor users. Ms. Nass and

Ms. Haag discussed Supervisors using county e-mail addresses for county business. Ms. Haag addressed disciplinary actions for computer abusers. Moved by Mr. Ewert, seconded by Mr. Justman to approve the new Acceptable Use Statement for computer users and forward to Department Heads, County Employees, Non-employee users, and County Board Supervisor users. Motion carried.

STATUS REPORT ON NEGOTIATION WITH TEAMSTERS LOCAL 200 HIGHWAY

Mr. German reported the final bargaining session was held June 18, but negotiations were not successful. A petition for arbitration has been filed, with the case not expected to be heard until late August or early September. Moved by Mr. Tuchscherer, seconded by Mr. Bausch to accept the report. Motion carried.

PLANS FOR COUNTY BOARD RESOURCE ROOM

Mr. Loomans reviewed the plans for the County Board Resource Room and reported the total cost of the project will not exceed \$7,000. Moved by Mr. Justman, seconded by Mr. Tuchscherer approve the plans for the County Board Resource room, at a cost not to exceed \$7,000. Motion carried.

REPORT ON PROPOSED CLOCKS FOR 2008

Mr. Loomans presented a current clock inventory and plans to replace clocks on the old clock system. For 2008, \$6,000 is budgeted to replace 40 clocks on the old system in the Government Center, with 25 new wireless clocks. Moved by Mr. Justman, seconded by Mr. Ewert to approve the replacement of 24 clocks, eliminating the clock for the Journal/Sentinel office, at a cost not to exceed \$6,000. Motion carried with Mr. Tuchscherer voting no.

UPDATE ON 2007 CAPITAL PROJECTS

Mr. Loomans presented an updated account summary for the 2007 Capital projects plan. Moved by Mr. Tuchscherer, seconded by Mr. Ewert to approve the June 28, 2007, updated account summary for the 2007 Capital projects plan. Motion carried.

2009-2013 CAPITAL IMPROVEMENT PLAN

Mr. Loomans and Mr. Johnson presented the 2009-2013 Facilities Capital Improvement plan stating that the total yearly allocation of \$400,000 will remain the same. Mr. Johnson discussed adding the 2009-10 University of Wisconsin-Washington County (UWWC) HVAC replacements to the 2008 UWWC Remodeling project in the Capital Improvement plan. Moved by Mr. Ewert, seconded by Mr. Tuchscherer to approve the Facilities Capital Improvement Plan for 2009-2013. Motion carried.

NEXT MEETING DATE

The Administrative Services Committee will meet on Thursday, July 26, 2007, at 9:00 a.m.

ADJOURNMENT

Moved by Mr. Bausch, seconded by Mr. Justman to adjourn the meeting at 12:17 p.m. Motion carried.

Brenda J. Jaszewski, County Clerk