

1 **ADMINISTRATIVE SERVICES COMMITTEE**

2  
3 Courthouse  
4 West Bend, WI

June 29, 2006  
9:00 a.m.

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6 Present: David N. Radermacher, Brian W. Bausch, Melvin K. Ewert (arrived at 10:10 a.m.), Roy C. Justman, and  
7 Paul A. Tuchscherer.

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9 Also Present: Human Resource Director Gary Moschea, Administrative Coordinator Doug Johnson, and County  
10 Clerk Brenda Jaszewski.

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

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14 **MINUTES**

15 Moved by Mr. Tuchscherer, seconded by Mr. Bausch to approve the minutes of May 25, 2006, with a correction  
16 to page 3, line 23, the adjournment time should read 11:20 a.m. Motion carried.

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18 **CLOSED SESSION**

19 Moved by Mr. Bausch, seconded by Mr. Justman to move into closed session at 9:05 a.m. pursuant to Wis. Stats.  
20 19.85(1)(e) "Discuss upcoming negotiations with Local 150 SEIU Samaritan Employees and Teamsters Local  
21 200 park Employees." Motion carried unanimously by roll call vote.

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23 Mr. Ewert arrived at 10:10 a.m.

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25 **RETURN TO OPEN SESSION**

26 Moved by Mr. Justman, seconded by Mr. Tuchscherer to return to open session at 10:20 a.m. Motion carried  
27 unanimously by roll call vote.

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29 Chair Radermacher recessed at 10:20 a.m. and reconvened at 10:25 a.m.

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31 **RECOMMENDATION – HIRING OF ECONOMIC SUPPORT SPECIALISTS IN LOCAL 809**

32 Appearance: DSS Director Michael Bloedorn.

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34 Mr. Bloedorn stated that several individuals hired for the position of Economic Support Specialist have left  
35 shortly after being hired to work at private agencies and other counties. This is due to the rate of pay being  
36 significantly higher at other counties and private agencies. The training for this position is four months, which  
37 Washington County provides to new hires. In an effort to retain employees hired for this position, Mr. Bloedorn  
38 is recommending all individuals for this position start at Step 2 instead of Step 1 of the pay scale. In addition,  
39 there are two current employees at Step 1 that are due to receive an increase to Step 2 within the next two months.  
40 Mr. Moschea recommends that if the Committee approves hiring new individuals at Step 2, the two current  
41 employees be moved to Step 2 immediately.

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43 Moved by Mr. Tuchscherer, seconded by Mr. Ewert to authorize all individuals hired for the position of  
44 Economic Support Specialist begin at Step 2, and to authorize the two Economic Support Specialists currently at  
45 Step 1 an immediate increase to Step 2. Motion carried.

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47 **RATIFY LOCAL 609 SOCIAL WORKERS 2006-2207 LABOR AGREEMENT**

48 Appearance: DSS Director Michael Bloedorn

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50 Moved by Mr. Justman, seconded by Mr. Bausch to approve the resolution to ratify the 2006-2007 Social  
51 Services Professional Employees Labor Agreement and forward to the County Board. Motion carried.

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53 **LABOR NEGOTIATOR AGREEMENT**

54 Appearance: County Attorney Kimberly Nass.

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56 Mr. Moschea reviewed the letter received from the office of Davis & Kuelthau, s.c., Attorneys at Law, which  
57 Washington County uses for legal counsel for labor negotiations. The letter addresses the concern raised at a  
58 previous meeting regarding Mr. Roger Walsh and indicates that Mr. Walsh is no longer associated with Davis &  
59 Kuelthau.

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61 Moved by Mr. Tuchscherer, seconded by Mr. Bausch to place the letter from Davis & Kuelthau, s.c., Attorneys at  
62 Law on file. Motion carried.

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64 **2006 FLU VACCINE PROGRAM**

65 Mr. Moschea stated that in past years, Washington County has paid a portion of flu vaccines for employees. This  
66 year, the cost will be \$25 and Mr. Moschea recommends the county pay \$15 toward the cost for county  
67 employees. Mr. Moschea noted there is no guarantee that the vaccine will be available.

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69 Moved by Mr. Bausch, seconded by Mr. Justman to authorize Washington County pay \$15 toward the cost of a  
70 flu vaccine for county employees. Motion carried.

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**RECOMMENDATION TO INCREASE CHIEF ASSISTANT MEDICAL EXAMINER POSITION FROM PART-TIME TO FULL-TIME**

Mr. Johnson stated the Chief Assistant Medical Examiner has resigned and due to the workload and requirement to operate the department 24 hours a day, seven-day a week, he recommends changing this position from part-time to full-time. The additional cost for 2006 would be approximately \$25,000.

Moved by Mr. Ewert, seconded by Mr. Tuchscherer to approve amending the staffing plan to increase the Chief Assistant Medical Examiner position from part-time to full-time and forward to the County Board. Motion carried.

**COUNTY PARTICIPATION IN NACo DRUG DISCOUNT CARD**

Mr. Moschea stated NACo has a prescription drug discount plan that they offer to uninsured individuals. Two counties currently distribute these cards to the public and Mr. Moschea is looking for direction from the Committee to determine if Washington County should facilitate the distribution of these discount cards. Washington County would have no direct administration of the program and would only supply the cards. The indirect cost to Washington County would be staff time in receiving questions from the public and directing individuals to the appropriate NACo representative. Distribution sites could include the Health Department, Department of Social Services, Office on Aging, and the free clinic. The Committee requested Mr. Moschea obtain additional information regarding this for action at a future meeting.

Moved by Mr. Justman, seconded by Mr. Tuchscherer to place this item on a future agenda to be discussed when Human Resources obtains additional information on the program. Motion carried.

**HUMAN RESOURCE DIRECTOR'S UPDATE**

**Commendation Resolutions**

Moved by Mr. Bausch, seconded by Mr. Tuchscherer to approve the commendation resolution for Sue Deppiesse, who has 30 years of service and is retiring from her position as Deputy Register in Probate, and forward to the County Board. Motion carried.

**Employee Relations Activities**

Mr. Moschea stated there have been concerns raised by employees in the Clerk of Courts regarding the dust and dirt due to the courthouse addition/remodeling project. Masks have been provided to employees and employees have been informed to complete a Worker's Compensation form and go home if they become sick due to the dust and dirt. Additional solutions are being looked into, including the possible use of filters and sheeting over the affected areas. This problem should be resolved within three to four months once the addition/remodeling is complete.

**RECOMMENDATION TO PURCHASE ICE MACHINE**

Ms. Jaszewski stated that currently Washington County leases the ice machine at the Public Agency Center and the Finance Committee has questioned the monthly cost of this lease. There are sufficient funds in the Vending/Employee Appreciation account to purchase an ice machine and eliminate the monthly lease fee.

Moved by Mr. Tuchscherer, seconded by Mr. Bausch to authorize the purchase of an ice machine for the Public Agency Center, in an amount not to exceed \$5,000, using funds from the Vending/Employee Appreciation account. Motion carried.

**TRANSFER FUNDS FOR MAINTENANCE CONTRACTS FOR 2006**

Mr. Johnson stated that at the last meeting, he informed the Committee of the budgeting error for the 2006 Annex II Maintenance Contract account and is requesting authorization to transfer funds from the Courthouse Electricity account to cover the costs of the 2006 maintenance contracts for Annex II.

Moved by Mr. Tuchscherer, seconded by Mr. Justman to authorize the transfer of \$26,423 from the Courthouse Electricity account into the Annex II Maintenance Contract account. Motion carried.

**ADJOURNMENT**

Moved by Mr. Bausch, seconded by Mr. Ewert to adjourn at 11:40 a.m. Motion carried.