

1 **ADMINISTRATIVE SERVICES COMMITTEE**

2
3 Courthouse
4 West Bend, WI

June 30, 2005
9:00 a.m.

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

7
8 Excused: Delores E. Kruepke.

9
10 Also Present: Human Resource Director Gary Moschea, Principal Human Resources Analyst Karon Kraft,
11 County Clerk Brenda Jaszewski, and Linda Boesen, Secretary.

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

14
15 **MINUTES**

16 Mr. Kempf questioned the June 7, 2005 minutes regarding the plans for the new east parking lot. Mr. Kempf
17 thought discussion and possible action was taken regarding the removal of the Highway Department's shed
18 prior to the construction of the new parking lot. Ms. Jaszewski will review this.

19
20 Moved by Mr. Radermacher, seconded by Mr. Bausch to approve the minutes of June 7 and June 13, 2005 as
21 presented. Motion carried.

22
23 **SIGN 2005-07 HIGHWAY DEPARTMENT EMPLOYEES LABOR CONTRACT**

24 Mr. Moschea presented the final contract to the Committee for signing. All Committee members present
25 signed the contract.

26
27 **REVIEW PROCESS AND SCHEDULE FOR ANNUAL RECLASSIFICATION REQUESTS**

28 Mr. Moschea informed the Committee that department heads are required to submit requests for employee
29 reclassification changes by July 28, 2005. Mr. Carlson will meet with department heads requesting
30 reclassifications and review the requests. His analysis and recommendations will be presented to this
31 Committee August 12, 2005.

32
33 **REVIEW SCHEDULE FOR 2006 DEPARTMENT BUDGET REVIEW**

34 The Committee will be reviewing the budgets for Facilities Management, Human Resources, and County
35 Clerk on August 25, 2005, at 9:00 a.m.

36
37 **DISCUSS REQUEST FROM LABOR ASSOCIATION OF WISCONSIN re: 2006-07 BARGAINING
38 WITH LOCAL 524, LOCAL 609, AND LOCAL 809**

39 Mr. Moschea stated that Representatives from the Correction Officer's (Local 524), Social Worker's
40 Professional (Local 609), and Social Workers Support Staff (Local 809) Unions have requested to begin
41 bargaining for the 2006-2007 contracts. Mr. Moschea indicated that Attorney Nancy Perky, with Davis and
42 Kuelthau, will be representing Washington County in the negotiations.

43
44 **AMEND ORDINANCE REGARDING CIVIL SERVICE SYSTEM**

45 Due to the State of Wisconsin making changes to the numbering of certain Statutes, Mr. Moschea is
46 requesting approval to amend the Washington County code relating to the Civil Service System to
47 incorporate the changes in the referred Statute numbers. There are no other changes affected by this
48 ordinance.

49
50 Moved by Mr. Bausch, seconded by Mr. Kempf to amend Section 5.04(2) of the code relating to the Civil
51 Service System to correct the State Statute references, and forward to the County Board. Motion carried.

52
53 **AMEND STAFFING AND OVERTIME ORDINANCE**

54 Mr. Moschea explained that on a previous ordinance, the number of positions for the Samaritan Building
55 Maintenance I, in section 7.02, was mistakenly listed as 1 and it should be 2. In addition, the position of
56 Chief Assistant Medical Examiner was inadvertently left off Section 7.05(112)(c) - Employee Benefit
57 Program - Overtime.

58
59 Moved by Mr. Kempf, seconded by Mr. Radermacher to amend Sections 7.02 and 7.05(112)(c) of the code
60 to correct the items listed above. Motion carried.

61
62 **ACTION ON REQUEST FOR UNPAID LEAVE OF ABSENCE FOR HUMAN RESOURCES'
63 EMPLOYEE**

64 Moved by Mr. Radermacher, seconded by Mr. Bausch to approve unpaid medical leave for an employee in
65 Human Resources through August 30, 2005. Motion carried.

66
67 **DISCUSS CORRESPONDENCE FROM FINANCE REGARDING INVESTIGATORS UNIFORM
68 ALLOWANCE**

69 Mr. Moschea read a letter from Finance Director Sue Haag stating that the uniform allowance for the
70 Investigators and command staff is a taxable benefit. Mr. Moschea will find out how this will be handled
71 regarding the taxation of this benefit on paychecks, and report his findings back to this Committee.

1
2 **REVIEW SAMARITAN EMPLOYEES WAGE AND HEALTH INSURANCE REOPENER FOR**
3 **2006**

4 Mr. Moschea distributed a letter drafted to Joanne Augsburg, Vice President of Local 150, representing
5 Union employees at Samaritan. This draft letter states that the labor contract currently in effect provides for a
6 wage and health insurance reopener for 2006. Washington County proposes the following changes for 2006:

- 7 1. Effective January 1, 2006, 3% across the board salary increase to all classifications including the
8 hourly rate for non benefit Certified Nursing Assistants.
- 9 2. The following changes in the current health insurance plan:
 - 10 a) Increase the office visit charges from the current \$10 to \$15.
 - 11 b) Increase emergency room charges from \$50 to \$100 if not admitted.
 - 12 c) Include the cost of the employee's annual physical as part of the employee's health
13 insurance plan. Remove the current \$100 reimbursement paid directly to the employee. The
14 annual physical would be subject to the appropriate deductibles.
- 15 3. Continue the current practice of requiring the employee to pay 15% of the cost of the monthly
16 premium.

17
18 Moved by Mr. Kempf, seconded by Mr. Bausch to approve the letter as presented, and authorize Mr.
19 Moschea to send the proposal to Ms. Augsburg. Motion carried.

20
21 **REVIEW AGREED UPON CHANGES IN THE PARK/GOLF EMPLOYEES AGREEMENT FOR**
22 **2006**

23 Mr. Moschea distributed a letter that will be mailed to Dan Campbell, representing the Teamsters Local 200
24 for Park/Golf employees. The letter informs Mr. Campbell that Park/Golf Union employees will receive the
25 same salary increase and have the same health insurance plan as Highway employees recently negotiated in
26 their 2006 contract. This means that Park employee's salaries will increase by 3% effective January 1, 2006.
27 The following changes will be made in the employee's health insurance plan as of that date:

- 28
29 1. The office visit charge will be increased from the current \$10 to \$15.
- 30 2. The emergency room charge will increase from the current \$50 to \$100 if not admitted. The \$100 fee
31 will be forgiven if admitted to the hospital.
- 32 3. The cost of the employee's annual physical will now be part of the employee's health insurance plan
33 subject to deductibles.
- 34 4. The annual deductible will be increased from \$150/\$450 (single) to \$250/\$750(family).
- 35 5. The new contract provides that all maintenance drug prescriptions of 90 days or more be filled by
36 mail order only.
- 37 6. We will continue the current practice of requiring the employee to pay 15% of the cost of the
38 monthly premium in 2006.

39
40 **HUMAN RESOURCE DIRECTOR'S UPDATE**

41 **Commendation**

42 Moved by Mr. Bausch, seconded by Mr. Kempf to approve the Commendation Ordinance for Gary Hansel,
43 who is retiring from his position as Custodian with the Maintenance staff, and forward to the County Board.
44 Motion carried.

45 **Deferred Compensation Program**

46 Mr. Moschea has received a letter from the State of Wisconsin informing us of the change in the program's
47 Administrator from Nationwide to Great West Retirement Services effective January 1, 2006. Because
48 Washington County uses the same Administrator as the State, we will also be changing to Great West
49 Retirement Services effective January 1, 2006.

50
51 **NEXT MEETING DATE**

52 The Administrative Services Committee will meet Tuesday, August 2, 2005, at 1:30 p.m. in Room 1041 and
53 Thursday, August 25, 2005, at 9:00 a.m. in Room 1041.

54
55 **ADJOURNMENT**

56 Moved by Mr. Radermacher, seconded by Mr. Bausch to adjourn at 10:00 a.m. Motion carried.