

1 **ADMINISTRATIVE SERVICES COMMITTEE**

2
3 Courthouse - Room 2024
4 West Bend, WI

June 26, 2008
9:00 a.m.

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

7
8 Also Present: Administrative Coordinator Doug Johnson, County Board Chairperson Herbert Tennies, Human
9 Resources Director Peter German, Finance Director Susan Haag, Purchasing Agent Bill Kurer, County Clerk
10 Brenda Jaszewski, and County Clerk Administrative Assistant Linda Doro.

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 22, 2008, minutes as presented. Motion
16 carried.

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18 **ORDINANCE REVISIONS REGARDING SIMPLE TITLE CHANGES AND OVERTIME STATUS**

19 Mr. German reported that at the March 27, 2008 meeting, this Committee approved an ordinance amendment
20 to delegate the authority to approve job title changes with no change in pay classification to the Administrative
21 Services Committee and directed the County Attorney to draft this ordinance amendment. After further
22 research, it has been determined the amendment as proposed does not provide a method to incorporate job title
23 changes into the Code.

24
25 Moved by Mr. Core, seconded by Mr. Heidtke to rescind the delegation of authority of the Administrative
26 Services Committee to approve job title changes with no change in pay classification. Motion carried.

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28 Mr. German presented an ordinance to amend Section 7.05 of the Code related to Employee Benefit Program -
29 Overtime Classification Changes that would delegate the authority to approve these changes to the
30 Administrative Services Committee. Moved by Mr. Heidtke, seconded by Mr. Sorce to oppose the ordinance
31 amendment to Section 7.05 of the Code related to Employee Benefit Program - Overtime Classification
32 Changes. Motion carried.

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34 **CONSIDER NEW POSITION REQUEST - HEALTH DEPARTMENT - POOL POSITION IN WIC
35 PROGRAM**

36 Mr. German presented an ordinance to amend Section 7.02 and 7.03 of the Code related to the Health
37 Department Staffing Plan to add the position of WIC Peer Counselor Pool, Pay Grade H-3, as needed. These
38 positions would be authorized only while appropriate non-County funds meet the full cost of these positions.
39 Moved by Mr. Sorce, seconded by Mr. Core to approve the ordinance amendment to Section 7.02 and 7.03 of
40 the Code as presented and forward to the County Board. Motion carried.

41
42 **UTILITY EASEMENTS RELATED TO GEHL COMPANY CONSTRUCTION**

43 Appearance Scott Schmidt, County Engineer
44 Mr. Schmidt presented an easement request from WE Energies for a 20' x 20' area to install a 6' x 6'
45 transformer and a 12' area to access their equipment for the new Gehl Company facility. Moved by Mr.
46 Heidtke, seconded by Mr. Sorce to approve the easement to WE Energies as presented and forward to the
47 County Board. Motion carried.

48
49 **HUMAN RESOURCES DIRECTOR'S UPDATE**

50 Commendation Resolutions

51 Moved by Mr. Core, seconded by Mr. Heidtke to approve the commendation resolution for Teresa C. Vorphal,
52 who has 20 years of service and is retiring from her position as a Certified Nursing Assistant at the Samaritan
53 Health Center, and forward to the County Board. Motion carried.

54
55 Moved by Mr. Sorce, seconded by Mr. Heidtke to approve the commendation resolution for Charmaine F.
56 Dobrinska, who has 10 years of service and is retiring from her position as a Certified Nursing Assistant at the
57 Samaritan Health Center, and forward to the County Board. Motion carried.

1 Employee Relations Activities

2 Mr. German reported the Department is still waiting for an arbitration date with the Sheriff's unions.

3
4 **MEETINGS DATES FOR JULY AND AUGUST**

5 The Administrative Services Committee will meet on July 10 and 24, 2008, at 9:00 a.m. and August 28, 2008
6 at 9:00 a.m.

7
8 **CHANGES IN CENTRAL REPRODUCTION 2008 USER FEES**

9 Ms. Jaszewski presented her recommendations for Central Reproductions 2008 User Fee increases.

- 10 • Postage: increase department fee from 13.6% to 15%
- 11 • Photocopy: increase user fee from \$.06 per copy to \$.07 per copy
- 12 • Printing/Supplies: increase labor charge from \$38.00 per hour to \$41.00 per hour

13
14 Moved Mr. Core, seconded by Mr. Sorce to approve the 2008 Central Reproductions User fee increases as
15 presented effective July 1, 2008. Motion carried.

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17 **CONSIDER STAFFING CHANGES IN COUNTY CLERK'S OFFICE - CENTRAL**
18 **REPRODUCTIONS**

19 Ms. Jaszewski presented an ordinance to amend 7.02 and 7.03 of the Code-Washington County Departmental
20 Staffing Plan, relating to County Clerk-Central Reproduction. For County Clerk-Central Reproduction,
21 eliminate one full-time Duplicating Equipment Operator Pay Grade H-4 and add one limited part-time
22 Mailroom Clerk Pay Grade H-2 effective August 1, 2008. Moved by Mr. Core, seconded by Mr. Sorce to
23 approve the ordinance amendment to 7.02 and 7.03 of the Code related to the County Clerk Staffing Plan as
24 presented, and forward to the County Board. Motion carried.

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26 **2009 JOHNSON CONTROLS INC. AND PREVENTATIVE MAINTENANCE CONTRACTS**
27 **PROCESS**

28 Facility Manager Dave Loomans, Finance Director Susan Haag, and Purchasing Agent Bill Kurer

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30 Mr. Johnson presented recommendations for the 2009 Facility Management and Operations Staff and
31 Preventative Maintenance contracts process.

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33 1. Designate the County Board Chair, Administrative Services Chair, Administrative Coordinator, and
34 Purchasing Agent to negotiate a three-year Facility Management and Operations Staff contract with
35 Johnson Controls and report back to the Committee.
- 36 2. Notify Grunau Co. that Washington County will not be renewing the three-year preventive
37 maintenance contract.
- 38 3. Invite Johnson Controls to submit a preventative maintenance contract proposal and if the County is
39 not satisfied with the proposal, Johnson Controls will be excluded from bidding on the preventative
40 maintenance contract and will assist Washington County with the bid process to acquire the
41 preventative maintenance contract.

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43 Moved by Mr. Heidtke, seconded by Mr. Core to approve 2009 Facility Management and Operations Staff and
44 Preventative Maintenance contracts process as presented. Motion carried.

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46 **REVISIONS TO FACILITIES MANAGEMENT PROJECTS SCHEDULING**

47 Mr. Loomans presented a revised 2009-2014 Facilities Capital project plan. Moved by Mr. Sorce, seconded by
48 Mr. Heidtke to approve the revised 2009-2014 Facilities Capital project plan. Motion carried.

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50 **AGENDA ITEMS FOR FUTURE MEETINGS**

- 51 • Discuss grass cutting and snow removal services for the Old Courthouse Square Museum

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53 **ADJOURNMENT**

54 Moved by Mr. Core, seconded by Mr. Heidtke to adjourn the meeting at 10:58 a.m. Motion carried.