

1 **ADMINISTRATIVE SERVICES COMMITTEE**

2
3 Courthouse
4 West Bend, WI

July 27, 2006
9:00 a.m.

5
6 Present: David N. Radermacher, Brian W. Bausch, Melvin K. Ewert, Roy C. Justman, and Paul A.
7 Tuchscherer.

8
9 Also Present: Human Resource Director Gary Moschea, Administrative Coordinator Doug Johnson,
10 County Board Chair Thomas Sackett, County Clerk Brenda Jaszewski, and Deputy County Clerk Linda
11 Boesen.

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

14
15 **MINUTES**

16 Moved by Mr. Tuchscherer, seconded by Mr. Bausch to approve the minutes of June 29, 2006. Motion
17 carried.

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19 **COURTHOUSE SECURITY GRIEVANCE AND PAYMENT FOR TRAVEL TIME**
20 **GRIEVANCE**

21 Appearance: Deputy Chris Killey and Sheriff Brian Rahn.

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23 Mr. Moschea distributed a copy of the travel time grievance. Mr. Killey explained the Deputy Sheriff's
24 Association believes that section 4.01 and 15.01 of the Fair Labor Standards Act have been violated
25 because some deputies were not compensated for the additional commute time to range training that
26 took place at the Heritage Trails County Park. Sheriff Rahn explained that when training is scheduled at
27 a location other than the Sheriff's Department, employees are to report directly to the training location
28 and therefore, that location becomes their normal work place for that day. Washington County does not
29 pay for travel to and from the workplace. No action will be taken at this meeting.

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31 Chairman Thomas Sackett arrived at 9:20 a.m. and left at 10:10 a.m.

32
33 Mr. Moschea distributed the grievance relating to the use of special deputies for Courthouse security,
34 and a copy of section 18.05 of the labor agreement. Mr. Killey stated the Deputy Sheriff's Association
35 believes civil service employees in the classified service should perform this work. Sheriff Rahn stated
36 Wisconsin Statute (59.27) (3) gives the Sheriff the constitutional authority to use non-bargaining unit
37 employees for Courthouse security if he chooses. Mr. Moschea will research section 18.05 of the labor
38 agreement and report back to the Committee. No action will be taken at this meeting.

39
40 **UPDATE ON SHERIFF'S DEPARTMENT UNIFORM BANK**

41 Sheriff Rahn stated in the past, used uniforms were turned into the uniform clothing bank; however,
42 most were in very poor condition. The storage area where this clothing had been has been cleaned out
43 and no used Deputy uniforms are being accepted at this time. The jail continues to accept used uniforms
44 that are in good condition. Sheriff Rahn will research this further to determine if a list could be
45 compiled and maintained that indicated the availability of used uniforms. The Committee requested the
46 Sheriff form a policy for used uniform donations to the Sheriff's Department.

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48 Moved by Mr. Bausch, seconded by Mr. Ewert to request the Sheriff to look into the feasibility of
49 accepting used, quality uniforms to be distributed in a manner the Sheriff deems feasible. Motion
50 carried.

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52 Chairman Radermacher recessed the meeting at 10:05 a.m. and reconvened at 10:10 a.m.

53
54 **CORRESPONDENCE FROM TEAMSTERS LOCAL 200**

55 Mr. Moschea stated he has received a letter from Teamsters Local 200, representing Parks employees,
56 requesting to begin the 2007-2008 contract negotiations.

57
58 **AMENDMENT TO ORDINANCE RELATING TO DSS STAFFING POSITION**

59 Appearance: Michael Bloedorn, Director of Social Services.

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61 Mr. Bloedorn is requesting a change in staffing in regard to the staff person working on the Energy
62 Assistance program. Currently, there is one full-time temporary person and Mr. Bloedorn is requesting
63 two Adult/Family Aide positions at 3/4-time. These positions are completely funded by the state.

64

1 Moved by Mr. Tuchscherer, seconded by Mr. Bausch to approve amending section 7.02 of the code to
2 eliminate the Economic Support Specialist full-time temporary position, and add two (2) Adult/Family
3 Aide 3/4-part time positions in the Department of Social Services, and forward to the County Board.
4 Motion carried.

6 **SMOKING POLICIES ON COUNTY GROUNDS**

7 Appearance: Linda Walter, Health Department Director/Health Officer.

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9 Ms. Walter has been directed by the Board of Health to request the Administrative Services Committee
10 review section 4.37 of the county code, which relates to smoking on county grounds, and enforce the
11 code as it is written. Ms. Walter stated the code states county grounds are to be smoke free except in
12 designated areas. The signs posted at entrances to county buildings say there is no smoking within 20
13 feet of the entrances and this is being interpreted to mean smoking is allowed anywhere except within 20
14 feet of entrances. Mr. Johnson stated the code provides some exemptions and this portion needs to be
15 reviewed to possibly include an exemption for Fair Park. Mr. Johnson requested a report from the
16 Health Department relating to the health impact on people exposed to outside second-hand smoke. The
17 Committee discussed the difficulty of enforceability of a prohibitive smoking policy.

18
19 Moved by Mr. Justman, seconded by Mr. Ewert to have the Administrative Services Committee, the
20 Board of Health, the Health Department, and Administration review the existing prohibitive smoking
21 policy and present a report to this Committee at a future meeting. Motion carried.

23 **CURRENT NEEDS FOR SPANISH INTERPRETER SERVICES**

24 Appearance: Linda Walter, Health Department Director/Health Officer.

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26 Ms. Walter stated the Board of Health is requesting the Administrative Committee determine the
27 feasibility of the county hiring a Spanish interpreter to be available to all departments. Human Resources
28 and Administration will do a survey of department heads to see what the need is for an interpreter and
29 report back to the Committee. Mr. Tuchscherer is opposed to hiring an employee whose job would be
30 exclusively to provide Spanish interpretive services.

31
32 Moved by Mr. Justman, seconded by Mr. Bausch to have Human Resources and Administration
33 coordinate a survey of county departments to determine the need for interpreter services on a
34 countywide basis and report the findings to this Committee and the Board of Health. Motion carried
35 with Mr. Tuchscherer voting No.

37 **HUMAN RESOURCE DIRECTOR'S UPDATE**

38 **Commendation Resolutions**

39 Moved by Mr. Justman, seconded by Mr. Ewert to approve the commendation resolution for Blanca
40 Kaschner, who has 13 years of service and is retiring from her position as a Certified Nursing Assistant
41 at Samaritan Health Center, and forward to the County Board. Motion carried.

43 **Employee Relations Activities**

44 Mr. Moschea stated the Equal Rights case of Christopher Henning versus Washington County, it has
45 been dismissed with prejudice.

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47 Mr. Moschea received a letter from the State of Wisconsin - Employee Trust Funds, which indicates that
48 the retirement payroll rates for employees will increase two tenths of one percent for all employment
49 categories effective January 1, 2007.

50
51 Mr. Tom Gallagher has been appointed as arbitrator in the Sheriff's Department grievance dealing with
52 shift selection.

53
54 Mr. Moschea received a letter from Andy Serio, the County's health care consultant, recommending
55 increasing the 2007 budget for health insurance 4.5 percent. Employees will pay approximately \$9 more
56 per month for family coverage and \$3 more per month for single coverage.

57
58 Moved by Mr. Tuchscherer, seconded by Mr. Bausch to accept the Human Resource Director's update.
59 Motion carried.

61 **Unemployment Compensation Update**

62 There was no report on Unemployment Compensation.

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1 **FUTURE MEETING DATES**

2 The Administrative Services Committee will meet at 8:30 a.m. on August 8, 2006, and at 9:00 a.m. on
3 August 24, 2006, for budget review.
4

5 **UPDATE ON STATEWIDE VOTER REGISTRATION SYSTEM (SVRS)**

6 Ms. Jaszewski stated she attended three days of training the last week in May, which covered only a
7 portion of the new system. She will be hosting approximately 8 to 14 County Clerks on Friday, August
8 4, 2006, for training on the election management section to input candidates and print poll lists. The
9 County Clerk's office is working on inputting address ranges for the 13 municipalities they are
10 providing the SVRS service for. Ms. Jaszewski has been meeting with municipal clerks after using our
11 GIS data, to verify address ranges. Seven of the municipalities are complete after having met with four
12 of the municipality clerks. Preparations are being made to use temporary data entry help after the
13 September and November elections for the new voter registrations.
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15 Moved by Mr. Justman, seconded by Mr. Ewert to accept the County Clerk's Statewide Voter
16 Registration System update. Motion carried.
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18 **UPDATE ON ADA-COMPLIANT VOTING EQUIPMENT**

19 Ms. Jaszewski stated that 31 ADA-compliant voting machines would be delivered on Monday, July 31,
20 2006. Training for all municipal clerks, deputy clerks, and chief inspectors will be August 28 & 29.
21 Entering into MOU's with municipalities to do the purchase of their machines saved the County a total
22 of \$10,100.
23

24 Moved by Mr. Ewert, seconded by Mr. Tuchscherer to accept the ADA-Compliant Voting Equipment
25 update. Motion carried.
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27 **COUNTY CLERK'S STAFFING UPDATE**

28 Ms. Jaszewski stated the Election Coordinator has resigned and Cathy Weston has been hired for this
29 position.
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31 Moved by Mr. Ewert, seconded by Mr. Justman to accept the County Clerk's staffing update. Motion
32 carried.
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34 **FACILITY PROJECTS ANTICIPATED FOR 2007-2012**

35 Appearance: Facility Manager David Loomans.
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37 Mr. Loomans distributed and reviewed the 2007 Facility Management capital budget summary and
38 2007-2012 Facilities capital plan. The 2007 projects include:
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40 Roof replacement at UWWC - county cost will be \$44,400 (\$60,000 total project cost)
41 Card Access System - Software Upgrade - \$55,500
42 Sheriff's Department & Justice Center Chiller Piping Cross Connect - \$45,000
43 Remodeling and Remedial Maintenance Items - \$55,100
44

45 Moved by Mr. Tuchscherer, seconded by Mr. Justman to approve the 2007 Facilities Management
46 capital projects as presented. Motion carried.
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48 Mr. Loomans and Mr. Johnson reviewed the 2007 – 2012 Facilities capital projects, stating that the total
49 yearly allocation of \$400,000 will remain the same.
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51 Moved by Mr. Ewert, seconded by Mr. Bausch to approve the Facilities Capital Plan for 2007-2012.
52 Motion carried.
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54 **ADJOURNMENT**

55 Moved by Mr. Bausch, seconded by Mr. Ewert to adjourn at 11:45 a.m. Motion carried.
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Brenda J. Jaszewski, County Clerk