

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48  
49  
50  
51  
52  
53

**WASHINGTON COUNTY  
ADMINISTRATIVE SERVICES COMMITTEE**

Government Center Room 2024  
West Bend, WI

July 28, 2011  
9:00 a.m.

Present: James Core, Raymond Heidtke, Roy Justman, Michael Miller, and Peter Sorce.

Also Present: Administrative Coordinator Doug Johnson, Chairperson Herbert Tennes, County Attorney Kim Nass, County Clerk Brenda Jaszewski, Facilities Manager David Loomans, Finance Director Susan Haag, Highway Commissioner Jon Edgren, Human Resources Analyst Jo Hutchinson, Human Resources Analyst Sandy Weiland, Human Resources Employee Benefits Manager Michelle Hoey, Human Resources Director Peter German, Sheriff Dale Schmidt, Supervisor Bassill, Supervisor Bertram, Administrative Assistant Linda Doro, Curt Wiebelhaus, Building Energy Solutions, and Mike Wardlow, Johnson Controls.

Chairperson Justman called the meeting to order at 9:00 a.m. and read the Affidavit of Posting.

**CLOSED SESSION**

*Appearance: Attorney Nancy Pirkey*

Moved by Mr. Sorce, seconded by Mr. Core to convene into closed session at 9:01 a.m. pursuant to Wis. Stats. §19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; specifically "extending a Clerk of Courts employee's probation for three months, and (e) deliberating or negotiating other specified public business whenever competitive or bargaining reasons require a closed session, specifically, "to discuss Corrections and Communications Officers, Deputy Sheriff's Association, Parks and Highway Contracts, and to formulate bargaining strategies for future collective bargaining agreements." Motion carried unanimously by roll call vote.

**OPEN SESSION**

Moved by Mr. Miller, seconded by Mr. Heidtke to return to open session at 9:54 a.m. Motion carried unanimously by roll call vote.

**POSSIBLE ACTION ON ITEM DISCUSSED IN CLOSED SESSION**

Moved by Mr. Sorce, seconded by Mr. Heidtke to grant a three-month probation extension to October 1, 2011, for a Clerk of Courts employee. Motion carried.

Moved by Mr. Heidtke, seconded by Mr. Core to approve the 2011-2012 Highway Department Employees Labor Agreement as presented, and forward to the County Board. Motion carried.

**MINUTES**

Moved by Mr. Sorce, seconded by Mr. Heidtke to approve the June 23, 2011, minutes as presented. Motion carried.

**DISCUSSION OF THE COUNTY GRIEVANCE PROCEDURE AND POTENTIAL CHANGES RELATED TO WISCONSIN ACT 10**

*Appearance: County Attorney Kim Nass*

Ms. Nass reported Washington County is required to create a county grievance procedure that includes the changes related to Wisconsin Act 10 by October 1, 2011. Washington County does have a current grievance procedure in our code but it needs to be enhanced to include the Wisconsin Act 10 changes. Ms. Nass presented potential changes to the grievance procedure for Committee consideration. The grievance procedure requirements should include: employee terminations, employee discipline, workplace safety, a written process, availability of a hearing before an impartial hearing officer, and

1 availability of an appeal to the higher governing body. Ms. Nass will prepare a draft grievance policy,  
2 along with the subsequent costs for the process, to bring to the next Administrative Services Committee  
3 and to the September County Board meeting.

4  
5 The meeting recessed at 10:25 a.m. and reconvened at 10:32 a.m.

6  
7 **DISCUSS AND COMPARE BENEFITS ACROSS BARGAINING UNITS, AND HOW TO**  
8 **ADMINISTER THEM GOING FORWARD UPON EXPIRATION OF UNION CONTRACTS**

9 Vacation

10 Moved by Mr. Sorce, seconded by Mr. Core to approve making all the vacations schedules uniform for all  
11 represented and non-represented employees. Motion carried.

12  
13 Sick Leave

14 Moved by Miller, seconded by Mr. Sorce to extend the sick leave benefit to allow all employees to use up  
15 to three days per year of their accumulated sick leave for the care of their sick child, effective  
16 immediately. Motion carried.

17  
18 Moved by Mr. Core, seconded by Mr. Heidtke to eliminate the Communications Officers' Sick Leave  
19 Bank, distribute the current time hours within the Sick Leave Bank among eligible employees, and raise  
20 the individual sick leave cap from 480 hours to 720 hours. Motion carried.

21  
22 Moved by Mr. Sorce, seconded by Mr. Miller to make the sick day leave payout at retirement uniform for  
23 all represented and non-represented employees eligible for this benefit. Motion carried.

24  
25 Life Insurance

26 Ms. Hoey is recommending a standardize life insurance benefit of \$12,000 for non-represented and  
27 represented employees, with the exception of the Sheriff Command Staff and Sheriff Deputies. This  
28 change would provide a cost savings of \$924 per year. The Administrative Services Committee requested  
29 Ms. Hoey investigate the cost of providing a \$15,000 life insurance benefit to all full time non-  
30 represented and represented employees and report back to the Committee.

31  
32 Longevity and Long Term Disability

33 Ms. Hoey is recommending eliminating the longevity benefit received by approximately 172 employees  
34 at a cost of \$45,500 to the County in 2010, and instead, offer a long term disability policy of \$15,000 to  
35 all full-time employees. By eliminating longevity but offering long term disability at a cost of \$22,000  
36 per year, the County would save approximately \$23,000 per year. Ms. Hoey will do further research and  
37 bring this item back to this Committee at the next meeting.

38  
39 Uniform Allowance and Safety Apparel & Equipment

40 Moved by Mr. Core, seconded by Mr. Sorce to maintain the current uniform and safety apparel and  
41 equipment benefit for the represented employees. Motion carried.

42  
43 **CONSIDER ORDINANCE REVISION REGARDING THE LAYOFF AND RECALL**  
44 **PROCEDURE**

45 Mr. German presented an ordinance amendment to the Layoff and Recall procedure. In the event of a  
46 layoff, due consideration will be given to both job performance and seniority within the affected  
47 classifications within the affected department. Also, prior to the issuance of any layoff notice, the  
48 Department Head shall consult with and obtain the consent of the Human Resources Director. Moved  
49 Mr. Miller, seconded by Mr. Core to approve an ordinance amendment to Section 7.13 of the Code  
50 relating to Layoff and Recall Procedure as presented, and forward to the County Board. Motion carried.

51  
52 **2011 RESOLUTION- SUPPORT UNITED WAY**

1 Moved by Mr. Miller, seconded by Mr. Heidtke to approve 2011 Resolution - Support for the United  
2 Way, and forward to the County Board. Motion carried.

### 3 **HUMAN RESOURCES DIRECTOR'S UPDATE**

#### 4 Commendations

5 Moved by Mr. Heidtke, seconded by Mr. Core to approve the commendation resolution for Judith L.  
6 Mylly, who has 16 years of service and is retiring from her position of Senior Social Worker in the  
7 Human Services Department, and Deborah M. Wilfer, who has 13 years of service and is retiring from her  
8 position of Unit Secretary in the Samaritan Health Center, and forward to the County Board. Motion  
9 carried.

### 11 **NEXT MEETING DATE**

12 The Administrative Services Committee will tentatively meet on Tuesday, August 16, 2011, at 8:30 a.m.,  
13 Thursday, August 25, 2011, at 8:30 a.m., and Tuesday, August 30, 2011, at 8:30 a.m.

### 15 **REPORT ON LIGHT REPLACEMENT PROJECTS USING EECB GRANT FUNDS**

16 *Appearance: Curt Wiebelhaus, Building Energy Solutions*

17 Mr. Wiebelhaus presented an update on the light replacement projects at the Public Agency Center, Fair  
18 Park, Government Center, Sheriff's Department, Jail and West parking lot. Total quantity of fixtures  
19 retrofitted or relamped was 2,513. The total project costs funded through EECB Grand funds was  
20 \$243,095. The annual energy savings for these projects is estimated at \$38,032 per year. The fifteen year  
21 energy savings is estimated at \$570,480.

### 23 **INTRODUCTION MIKE WARDLOW, DISTRICT DIRECTOR - JOHNSON CONTROLS, INC., 24 GLOBAL WORKPLACE SOLUTIONS**

25 Mr. Loomans introduced Mike Wardlow, District Director of Johnson Controls, Inc., Global Workplace  
26 Solutions.

### 28 **RE-DESIGNATION OF NORTH PARKING LOT CAPITAL FUNDS (2010) FOR SHERIFF'S 29 EVIDENCE STORAGE PROJECT**

30 Moved by Mr. Heidtke, seconded by Mr. Core to approve the re-designation of \$220,000 of CIP funds for  
31 the North parking lot, plus related funds from the soil removal project, to the Sheriff's Evidence Storage  
32 project. Motion carried.

34 The meeting recessed at 12:20 p.m. and reconvened 12:25 p.m.

### 36 **ORDINANCE - STAFFING CHANGE AT CENTRAL REPRODUCTIONS**

37 Ms. Jaszewski presented an ordinance amendment to replace one (1) part-time duplicating equipment  
38 operator at pay grade H-4 with one (1) limited part-time mailroom clerk at pay grade H-2. Moved by Mr.  
39 Miller, seconded by Mr. Sorce to approve an ordinance amendment to Section 7.02 of the Code relating to  
40 Washington County Departmental Staffing Plan - County Clerk as presented, and forward to the County  
41 Board. Motion carried.

### 43 **ORDINANCE - COUNTY AMBULANCE PAYMENTS**

44 Mr. Jaszewski presented an ordinance amendment to repeal section 5.14 of the code relating to  
45 reimbursing county ambulance service providers for services rendered and unpaid by the patient, parent  
46 or guardian of the patient, or for "Dry Runs." This change would result in savings of approximately \$550  
47 to \$650 per year. Moved by Mr. Core, seconded by Mr. Heidtke to approve an ordinance to repeal  
48 Section 5.14 of the code relating to Emergency Services as presented, and forward to the County Board.  
49 Motion carried.

### 51 **UPDATE ON LIABILITY INSURANCE**

52 Ms. Jaszewski reported on her discussion with Wisconsin Municipal Mutual Insurance Company  
53 (WMMIC) regarding liability insurance. WMMIC requires an initial equity investment of approximately

1 \$750,000 in order for Washington County to participate. The Administrative Services Committee's  
2 recommendation was to continue with Wisconsin County Mutual Insurance Company as our insurance  
3 carrier for liability insurance.

4

5 **ADJOURNMENT**

6 Moved by Mr. Heidtke, seconded by Mr. Sorce to adjourn the meeting at 12:45 p.m. Motion carried.

7

8

9

10

11

Brenda J. Jaszewski, County Clerk