

1 **ADMINISTRATIVE SERVICES COMMITTEE**

2
3 Courthouse - Room 2024
4 West Bend, WI

July 23, 2009
9:03 a.m.

5
6 Present: James Core, Melvin Ewert, Roy Justman, Raymond Heidtke, and Peter Sorce.
7

8 Also Present: Administrative Coordinator Doug Johnson, Human Resources Director Peter German,
9 Chairman Herb Tennes, Finance Director Susan Haag, Sheriff Dale Schmidt, Register of Deeds Sharon
10 Martin, Employee Benefits Manager Michelle Hoey, and 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. Ewert to approve the June 25, 2009, minutes as presented.
16 Motion carried.
17

18 **DISCUSS AND APPROVE GOING AHEAD WITH CARLSON MARKET STUDY**

19 Appearance: Charlie Carlson, Gallup Company

20 Mr. German reported the last pay plan study was completed in 2000 and there are funds currently
21 budgeted to conduct a market study. Mr. Carlson explained the proposed market (audit) study, which
22 includes a market study of the Washington County pay plan and a review of overtime eligibility as it
23 relates to the Fair Labor Standards Act (FLSA). Mr. Carlson recommended a moratorium on
24 reclassifications because of the proposed wage freeze for 2010. It was the Committee's consensus not to
25 conduct a market study of the Washington County pay plan at this time, due to the status of the
26 economy. Moved by Mr. Sorce, seconded by Mr. Core to not proceed with a market study on
27 Washington County's pay plan. Motion carried.
28

29 Moved by Mr. Ewert seconded by Mr. Sorce to authorize the Human Resources Director to negotiate a
30 contract with Charlie Carlson, Gallup Company, to conduct a FLSA study of the overtime policy as it
31 applies to the Washington County pay plan and report back to the Administrative Services Committee.
32 Motion carried.
33

34 Moved by Mr. Sorce, seconded by Mr. Heidtke to review the Washington County Pay Plan next year.
35 Motion carried.
36

37 **2009 RESOLUTION - SUPPORT UNITED WAY**

38 Moved by Mr. Ewert, seconded by Mr. Sorce to approve 2009 Resolution - Support for the United Way,
39 and forward to the County Board. Motion carried.
40

41 **REPORT ON BUDGET INSTRUCTIONS FOR FRINGE BENEFITS**

42 Mr. German distributed the fringe benefit calculations for 2010, which includes a 9% increase for Health
43 Insurance.
44

45 **UPDATE ON 2010 PAY PLAN BUDGETING**

46 Mr. Johnson reported departments have been directed to develop their 2010 budgets with a 0% cost of
47 living increase for both non-represented and their bargaining units. If the labor unions do not reach a
48 voluntary agreement on the 0% cost of living increase, furloughs and layoffs will have to be considered.
49 Mr. Johnson stated at the next ASC meeting, he would like the Committee to consider a resolution
50 recommending a 0% cost of living increase for nonrepresented employees and forward to the County
51 Board in September.
52

1 **HUMAN RESOURCES DIRECTOR'S UPDATE**

2 Moved by Mr. Sorce, seconded by Mr. Heidtke to approve the commendation resolution for Mary E.
3 VanBeek, who has 35 years of service and is retiring from her position as Dietary Aide at the Samaritan
4 Health Center, and forward to the County Board. Motion carried.

5

6 **NEXT MEETING DATE**

7 The Administrative Services Committee will meet on Thursday, August 27, 2009, at 9:00 a.m.

8

9 **ADJOURNMENT**

10 Moved by Mr. Sorce, seconded by Mr. Core to adjourn the meeting at 10:45 a.m. Motion carried.

11

12

13

14

Brenda J. Jaszewski, County Clerk