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**WASHINGTON COUNTY  
ADMINISTRATIVE SERVICES COMMITTEE**

Government Center Room 2024  
West Bend, WI

August 16, 2011  
8:30 a.m.

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

Also Present: Administrative Coordinator Doug Johnson, Chairperson Herbert Tennes, Clerk of Courts Theresa Russell, County Attorney Kim Nass, Finance Director Susan Haag, Highway Commissioner Jon Edgren, Human Resources Analyst Jo Hutchinson, Human Resources Employee Benefits Manager Michelle Hoey, Human Resources Director Peter German, Purchasing Agent Bill Kurer, Supervisor Michael Bassill, Supervisor Richard Bertram, Supervisor Leslie Borman, Supervisor Lee Krueger, Supervisor Dennis Myers, Supervisor Paul Ustruck, and Administrative Assistant Linda Doro.

Chairperson Justman called the meeting to order at 8:30 a.m. and read the Affidavit of Posting.

**MINUTES**

Moved by Mr. Sorce, seconded by Mr. Core to approve the July 28, 2011, minutes as presented. Motion carried.

**CLOSED SESSION**

Moved by Mr. Miller, seconded by Mr. Heidtke to convene into closed session at 8:31 a.m. pursuant to Wis. Stats. §19.85(1) (e) deliberating or negotiating other specified public business whenever competitive or bargaining reasons require a closed session, specifically, "to discuss Corrections and Communications Officers 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. Sorce, seconded by Mr. Miller to return to open session at 9:11 a.m. Motion carried unanimously by roll call vote.

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

Moved by Mr. Miller, seconded by Mr. Core to approve the labor agreement for the Corrections and Communications Officers Association from January 1, 2011, to December 31, 2011, with a 1.5% increase. Motion carried.

**DISCUSSION AND POSSIBLE ACTION ON REQUEST FOR PROPOSAL FOR WORKER'S COMPENSATION**

Mr. German and Ms. Hoey presented a request to contract with the Horton Group, at a cost of \$7,500, to provide technical assistance with a Request for Proposal (RFP) for Worker's Compensation. Moved by Mr. Heidtke, seconded by Mr. Core to retain the current vendor CCMSI for one year, and withdraw the RFP. Motion carried by roll call vote.

The meeting recessed at 9:46 a.m. and reconvened at 9:52 a.m.

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

Moved by Mr. Sorce, seconded by Mr. Miller to approve making the Funeral Leave benefit, as described in the County code, uniform for all represented and non-represented county employees. Motion carried.

1 Jury Duty

2 Moved by Mr. Miller, seconded by Mr. Sorce to approve making the Jury Duty benefit, as described in  
3 the County code, with the removal of the witness language, uniform for all represented and non-  
4 represented county employees. Motion carried.

5  
6 Longevity

7 Moved by Mr. Miller, seconded by Mr. Justman to eliminate the Longevity benefit provided to all eligible  
8 represented and non-represented employees. Motion defeated with Mr. Core, Mr. Heidtke, Mr. Justman,  
9 and Mr. Sorce voting no.

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11 Moved by Mr. Miller to offer the Longevity benefit to all eligible represented and non-represented,  
12 including those county employees that started after January 1, 1991. Motion failed for lack of a second.

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14 The Longevity benefit will be brought back for further discussion at the next Administrative Services  
15 Committee meeting.

16  
17 Life Insurance

18 Ms. Hoey reported it would cost the County an additional of \$3,654.72 per year to have all eligible  
19 represented and non-represented county employees receive a \$15,000 Life Insurance benefit. A uniform  
20 Life Insurance benefit of \$12,000 for all eligible represented and non-represented County employees  
21 would save the County \$924.48 per year.

22  
23 Moved by Mr. Heidtke to approve making a Life Insurance benefit of \$12,000 uniform for all eligible  
24 represented and non-represented county employees except for the Sheriff Deputies and Deputy Sheriff  
25 Command Staff. Motion failed for a lack of a second.

26  
27 Moved by Mr. Miller, seconded by Mr. Sorce to provide a Life Insurance benefit of \$15,000 to all eligible  
28 represented and non-represented employees, and eliminate the Accidental Death & Dismemberment  
29 benefit of \$15,000 provided to Corrections/Communications staff and Deputy Sheriff Command staff for  
30 a cost savings of \$424 per year to the County. Motion carried.

31  
32 Long Term Disability

33 Moved by Mr. Heidtke, seconded by Mr. Sorce to bring back the Long Term Disability benefit for further  
34 discussion at the next Administrative Services Committee meeting. Motion carried.

35  
36 Overtime

37 Mr. German discussed overtime and Highway Commissioner Jon Edgren provided his input regarding the  
38 overtime policy in the Highway Department.

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40 The meeting recessed at 11:30 a.m. and reconvened at 11:34 a.m.

41  
42 **DISCUSS AND POSSIBLE ACTION ON SALARY STUDY/PLAN**

43 Mr. German requested authorization to contract with Charlie Carlson to conduct a salary study of all  
44 represented and non-represented county employees in 2012. The cost of the proposed salary study is  
45 estimated at \$70,000, and he is recommending using 2011 WRS Retirement savings to fund the salary  
46 study. Moved by Mr. Miller, seconded by Mr. Heidtke to authorize the Human Resources Director to  
47 negotiate a contract with Charlie Carlson to conduct a salary study in 2012 of all represented and non-  
48 represented county employees, using 2011 WRS Retirement savings to pay for the salary study, and  
49 forward to the Finance Committee. Motion carried with Mr. Core voting no.

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

3 *Appearance: County Attorney Kim Nass*

4 Ms. Nass presented a draft grievance procedure for the Administrative Services Committee consideration.  
5 She has blended the County's current procedure set forth in Chapter 7.10 of the County code with the new  
6 requirements set forth in 2011 Wisconsin Act 10. The County has considerable flexibility in shaping its  
7 procedure so long as it meets the minimum requirements of Act 10. Ms. Nass provided a list of issues for  
8 discussion at the next meeting. In addition to adoption of an ordinance procedure, she is recommending  
9 an internal administrative policy be developed along with standardized forms for complaints and  
10 decisions of the hearing examiners with the intent of streamlining the process.

11  
12 **HUMAN RESOURCES DIRECTOR'S UPDATE**

13 Commendations

14 Moved by Mr. Sorce, seconded by Mr. Heidtke to approve the commendation resolution for Donald J.  
15 Sarauer, who has 33 years of service and is retiring from his position of Custodian in the Administration-  
16 Facilities Management Department, and Joyce A. Ampe, who has 22 years of service and is retiring from  
17 her position of Certified Nursing Assistant at the Samaritan Health Center, and forward to the County  
18 Board. Motion carried.

19  
20 Employee Relations Activities

21 No report.

22  
23 Status of Sheriff's Department Reimbursement for Assistance at State Capitol

24 Mr. German reported as of today, Washington County has not received the reimbursement for the  
25 assistance provided at the State Capitol.

26  
27 **NEXT MEETING DATE**

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

30  
31 **UPDATE ON COST INDEX FOR 2012 JOHNSON CONTROLS, INC. CONTRACT YEAR**

32 Mr. Johnson reported when the County negotiated a 2012-2014 renewal for the Johnson Controls, Inc.  
33 Facility Management Services agreement, the County agreed the year-to-year price adjustment would be  
34 based on the U.S. Bureau of Labor Statistics Employment Cost Index (ECI). For calendar year 2012, the  
35 price adjustment is determined by the ECI for the 12-month period ending June 2011, in the category of  
36 "non-union," "service providing industries." The price adjustment for the 2012 Johnson Controls, Inc.  
37 contract payment will increase 2.1% based on the ECI, so it does appear that the decision to renew the  
38 contract has worked out financially for Washington County. By comparison to the 2.1% increase which  
39 will happen for 2012, the 2011 increase that JCI agreed to give up would have been 2.5%. There was an  
40 advantage to using the more commonly reported index of CPI because the Midwest Urban CIP increase  
41 for the 12-month period ending in 2011 was 3.9%.

42  
43 **PROPOSAL TO SEEK BIDS FOR GROUNDS CARE AT FAIR PARK FOR 2012**

44 Administrative Coordinator Doug Johnson is requesting authorization to move forward with a pilot for  
45 contracting out all snow removal and grass cutting services at Fair Park for 2012. For the Parks Division,  
46 the 2012 budget revenues for fair park grounds services were proposed at \$61,287. The Department will  
47 be amending the 2012 Park's budget to eliminate this revenue and the same amount of appropriate  
48 offsetting expenses, if a private contract proposal is accepted. The 2012 Facilities budget will use this  
49 estimate for budgeting, but will seek a private contract to provide these services beginning January 3,  
50 2012. Administration will be responsible for developing specifications for the Fair Park grounds bid.  
51 The Administrative Services Committee will have oversight of this project and award the potential  
52 contract. The snow and grass care for all other County properties will continue in 2012 as it now exists.

1 Mr. Johnson reported he would like to prepare and have the Request for Bids sent out within the next two  
2 weeks and have the bids returned for the Committee's consideration at the end of September.

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4 **FUTURE AGENDA ITEMS**

- 5 • Review of differing benefits and recommendations
- 6 • Discussion and recommendation on County grievance procedure

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8 **ADJOURNMENT**

9 Moved by Mr. Heidtke, seconded by Mr. Sorce to adjourn the meeting at 12:20 p.m. Motion carried.

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Brenda J. Jaszewski, County Clerk