

1 **ADMINISTRATIVE SERVICES COMMITTEE**

2  
3 Courthouse – Government Center  
4 West Bend, WI

August 24, 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 Principal Human Resources Analyst Karon Kraft, and County Clerk Brenda Jaszewski.

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

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14 **MINUTES**

15 Moved by Mr. Justman, seconded by Mr. Bausch to approve the minutes of July 27 and August 8, 2006.  
16 Motion carried.

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18 **GRIEVANCE – USE OF SPECIAL DEPUTIES**

19 Moved by Mr. Tuchscherer, seconded by Mr. Justman to deny the grievance filed by the Deputy  
20 Sheriff’s Association regarding the use of special deputies for Courthouse security. Motion carried.

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22 **GRIEVANCE – PAYMENT OF WORK HOURS FOR TRAVEL**

23 Moved by Mr. Ewert, seconded by Mr. Tuchscherer to deny the grievance filed by the Deputy Sheriff’s  
24 Association regarding compensation for commute time to range training. Motion carried.

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26 **ORDINANCE – RESIDENCY POLICY FOR CHIEF ASSISTANT MEDICAL EXAMINER**

27 Moved by Mr. Tuchscherer, seconded by Mr. Justman to amend Section 7.11 of the code to include the  
28 Chief Assistant Medical Examiner in the job classification that requires Washington County residency,  
29 and forward to the County Board. Motion carried.

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31 **2007 HEALTH INSURANCE – CHANGE PHARMACY BENEFIT CARRIER**

32 Due to continuing problems with the current pharmacy benefit provider, Mr. Moschea recommends  
33 changing the provider from Express Scripts to Restat beginning in 2007. Mr. Moschea stated there  
34 would be no additional cost to Washington County for this change.

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36 Moved by Mr. Justman, seconded by Mr. Bausch to approve changing the pharmacy benefit provider  
37 from Express Scripts to Restat beginning January 1, 2007. Motion carried.

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39 **PROPOSALS SUBMITTED TO LOCAL 150 SAMARITAN EMPLOYEES & TEAMSTERS**  
40 **LOCAL 200 PARK EMPLOYEES**

41 Mr. Moschea distributed and reviewed the County’s proposals for the 2007-2008 contracts that will be  
42 submitted to Local 200-Teamsters Union for the Park employees, and Local 150 for the Samaritan  
43 employees.

44  
45 **LOCAL 609 SOCIAL WORKER’S 2006/2007 LABOR AGREEMENT**

46 The Committee members signed the Social Worker’s labor agreement.

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48 **AUTHORIZE LIMITED TERM, TEMPORARY SOCIAL WORKER POSITION AT THE**  
49 **DEPARTMENT OF SOCIAL SERVICES.**

1 The Department of Social Services has requested use of a Social Worker to continue to work a specific  
2 case until it is finalized.

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4 Moved by Mr. Bausch, seconded by Mr. Tuchscherer to authorize a temporary Social Worker position in  
5 the Department of Social Services, up to 100 hours. Motion carried.

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7 **SPANISH SPEAKING NEEDS SURVEY**

8 Mr. Moschea distributed survey results relating to departmental needs of a Spanish speaking interpreter.  
9 Based on the results of the survey, Mr. Moschea recommends not hiring an employee specifically to  
10 provide Spanish speaking translating services. The Committee discussed options for departments to use  
11 for required Spanish speaking services and recommended creating a pool of volunteers, along with  
12 additional educational programs for non-English translation needs for County departments.

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14 Moved by Mr. Bausch, seconded by Mr. Ewert to pursue creating a volunteer program to provide  
15 translation services for County departments to include multiple languages, which will be determined by  
16 need. Motion carried.

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18 **RECOMMENDATIONS CONCERNING PROPOSED WCA ANNUAL MEETING**

19 **RESOLUTIONS**

20 **Printing of Ballots**

21 Moved by Mr. Ewert, seconded by Mr. Tuchscherer to support WCA Resolution #5 relating to printing  
22 of ballots for elections. Motion carried.

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24 **Collective Bargaining & the Municipal Employment Relations Act**

25 Moved by Mr. Bausch, seconded by Mr. Tuchscherer to support WCA Resolution #6 relating to  
26 collective bargaining & the Municipal Employment Relations Act. Motion carried.

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28 **Changes to the Municipal Employment Relations Act**

29 Mr. Moschea reviewed the proposed resolution and supports the section that recommends having the  
30 arbitrator or arbitration panel consider the wages, hours and conditions of employment of the employees  
31 as a whole and not as isolated elements; however, he opposes the portion that supports having the  
32 arbitrators consider the average consumer prices for goods and services and average housing costs.

33  
34 Moved by Mr. Justman, seconded by Mr. Bausch to send WCA Resolution #7 back to the WCA Board  
35 of Directors for amendment regarding the paragraph relating to the average consumer prices for goods  
36 and services and average housing costs. Motion carried.

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38 **NEXT MEETING DATE**

39 The next meeting will be Wednesday, September 20, 2006, at 10:00 a.m.

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41 **2007 HUMAN RESOURCES BUDGET REVIEW**

42 Human Resource Director Gary Moschea and Principal Human Resources Analyst Karon Kraft  
43 presented the 2007 Human Resources budget. The base level is \$644,380 net levy, and the requested  
44 level is \$657,357 net levy. Mr. Moschea is requesting authorization to change two part-time Human  
45 Resources Assistant positions from 4 1/2 hours per day to 6 hours per day. User fees were presented,  
46 with increases to copy revenue and employee wellness revenue. There is no outlay or out-of-state travel  
47 requested for 2007.

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1 Moved by Mr. Justman, seconded by Mr. Ewert to approve the 2007 Human Resources budget, with a  
2 net levy of \$657,357, the user fees, and the additional hours for two Human Resources Assistant  
3 positions, and forward to Administration and the Finance Committee. Motion carried.  
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5 Mr. Radermacher recessed the meeting at 10:43 a.m. and reconvened at 10:47 a.m.  
6 Mr. Moschea and Ms. Kraft left at 10:43 a.m.  
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#### 8 **2007 COUNTY CLERK BUDGET REVIEW**

9 County Clerk Brenda Jaszewski presented the 2007 County Clerk budget. The base and requested level  
10 is \$378,390 net levy. Outlay includes \$1,700 for County Clerk and \$22,500 for Central Reproductions.  
11 User fees were presented with no changes for 2007. There is no out-of-state travel requested or  
12 additional position requests for 2007. Ms. Jaszewski noted the actual amount for the  
13 Penal/Charitable/Mental Health has not yet been received from the State and is requesting authorization  
14 to revise that line item amount once the final figure is obtained.  
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16 Moved by Mr. Tuchscherer, seconded by Mr. Justman to approve the 2007 County Clerk budget, with a  
17 net levy of \$378,390, the user fees and outlay, and forward to Administration and the Finance  
18 Committee. Motion carried.  
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#### 20 **2007 FACILITY MANAGEMENT BUDGET REVIEW**

21 Administrative Coordinator Doug Johnson and Facility Manager David Loomans presented the 2007  
22 Administration-Facility Management budget. The base level is \$1,957,458 net levy and the requested  
23 level is \$2,525,873. A total of \$21,460 for outlay is requested. There is no out-of-state travel or  
24 additional positions requested for 2007. The Committee had a major discussion on the amount of  
25 increase in electricity and natural gas costs. Many suggestions for possible ways to conserve energy  
26 were shared. Investigation and support for alternative energy sources also must be considered. The  
27 option of restricting building use on some nights, weekends, and even Fridays was discussed.  
28 Administration and Facility management will need to give this priority and return to the Committee for  
29 regular consideration of specific initiatives throughout the next year.  
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31 Moved by Mr. Tuchscherer, seconded by Mr. Justman to approve the 2007 Administration-Facility  
32 Management budget, with a net levy of \$2,525,873, approve the outlay, and forward to Administration  
33 for further review, including recommendations for energy cost savings, and forward the Finance  
34 Committee. Motion carried.  
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#### 36 **INCREASE SCOPE OF WINDOW REPLACEMENT PROJECT AT GOVERNMENT CENTER**

37 Mr. Loomans is requesting authorization to replace two additional window units on the east side of the  
38 Courthouse, due to the history of continued need for caulking and repairs. There are sufficient funds  
39 available in the window replacement project account to cover the cost.  
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41 Moved by Mr. Tuchscherer, seconded by Mr. Bausch to authorize the replacement of two windows on  
42 the east side of the Courthouse, in the amount of \$19,375 using funds in the 2006 window replacement  
43 project account. Motion carried.  
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#### 45 **ADJOURNMENT**

46 Moved by Mr. Justman, seconded by Mr. Ewert to adjourn at 11:58 a.m. Motion carried.  
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