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**WASHINGTON COUNTY
ADMINISTRATIVE SERVICES COMMITTEE**

Government Center Room 2024
West Bend, WI

August 25, 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, County Attorney Kim Nass, County Clerk Brenda Jaszewski, Finance Director Susan Haag, Highway Commissioner Jon Edgren, Human Resources Analyst Jo Hutchison, Human Resources Director Peter German, Human Resources Employee Benefits Manager Michelle Hoey, Sheriff Dale Schmidt, Supervisor Richard Bertram, Supervisor Joseph Gonnering, Supervisor Dennis Myers, and Administrative Assistant Linda Doro.

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

DISCUSSION AND RECOMMENDATION ON COUNTY GRIEVANCE PROCEDURE

Ms. Nass continued the review of a draft grievance procedure for discipline and work place safety. Ms. Nass and the Administrative Services Committee discussed a list of issues to be considered in the implementation of the grievance procedure. The Administrative Services Committee reviewed the draft ordinance and provided additional changes. Ms. Nass will bring back the draft ordinance for the Administrative Services Committee to consider at the August 30, 2011, meeting.

UPDATE, DISCUSSION AND POSSIBLE ACTION ON WORKER'S COMPENSATION

Mr. German reported the Horton Group has been informed that their technical services to develop a Request for Proposal for Worker's Compensation are not needed. The Horton Group did accrue approximately \$2,500 in costs for services they had provided, but have agreed not to charge Washington County for these services. Mr. German reported CCMSI has agreed to a rate freeze for one year and would extend a rate freeze for two years for Worker's Compensation. It was the Administrative Services Committee consensus to enter into a one-year contract, at no rate increase, with CCMSI for Worker's Compensation.

REVIEW OF DIFFERING BENEFITS AND RECOMMENDATIONS

Longevity

Moved by Mr. Miller to eliminate the Longevity benefit and offer a Long Term Disability benefit of \$15,000 to all eligible represented and non-represented County employees. The motion failed for a lack of a second.

Moved by Mr. Heidtke, seconded by Mr. Sorce to phase out the Longevity benefit over a three-year period starting January 1, 2013, and offer a Long Term Disability benefit of \$15,000 to all eligible represented and non-represented County employees starting January 1, 2013. Motion defeated.

Moved by Mr. Core, seconded by Mr. Heidtke to terminate the Longevity benefit on December 31, 2012. Motion carried.

Long Term Disability Insurance

Moved by Mr. Core, seconded by Mr. Sorce to offer a Long Term Disability benefit of \$15,000 to all eligible represented and non-represented County employees, effective January 1, 2013. Motion carried.

Overtime

Mr. German presented options for a more uniform overtime policy.

1 Moved by Mr. Miller, seconded by Mr. Heidtke to eliminate paid sick leave as part of the 40 hour
2 calculation for overtime. Motion carried.

3
4 The meeting recessed at 10:00 a.m. and reconvened at 10:07 a.m.

5
6 Holidays

7 Moved by Mr. Miller, seconded by Mr. Heidtke to give Department Heads flexibility to approve carrying
8 a floating holiday over to January, if the floating holiday was scheduled between December 15 and
9 December 31 and was not taken because of action of the County. Motion carried.

10
11 Moved by Mr. Heidtke, seconded by Mr. Miller to approve making the Holiday benefit uniform for all
12 represented and non-represented County employees except for Samaritan and Sheriff Department
13 employees who have a different number of floating holidays, and Parks and Highway represented
14 employees who can only use half day increments for the Holiday benefit, either at the start or the end of
15 their shift. Motion carried.

16
17 Leave of Absence

18 Moved by Mr. Miller, seconded by Mr. Core to approve making the Leave of Absence benefit uniform for
19 all represented and non-represented County employees. Motion carried.

20
21 **HUMAN RESOURCES DIRECTOR'S UPDATE**

22 Commendations

23 No Commendations.

24
25 Employee Relations Activities

26 No report.

27
28 **NEXT MEETING DATE(S)**

29 The Administrative Services Committee will tentatively meet on Tuesday, August 30, 2011, at 8:30 a.m.,
30 Thursday, September 22, 2011, at 9:00 a.m., and Thursday, October 6, 2011, at 1:00 p.m.

31
32 **DISCUSSION AND ACTION ON PROPOSED SOUND SYSTEM FOR ROOM 2024**

33 *Appearance: Assistant Facilities Manager Deb Martz*

34 The Committee provided their input regarding the sound system that is being tested in Room 2024. The
35 Administrative Services Committee directed Ms. Martz to install three additional microphones and hang
36 the speakers closer for another test of the proposed sound system.

37
38 **REQUEST TO LOCATE REMOVABLE SHED NEAR YOUTH TREATMENT CENTER**

39 *Appearance: Facilities Manager David Loomans*

40 Mr. Loomans reported Lutheran Social Services is requesting approval to place a 7-1/2 x 10 foot plastic
41 utility shed for storage of sports equipment on the Youth Treatment Center property. Lutheran Social
42 Services is paying for the utility shed and Facilities has agreed to assist with the installation. Lutheran
43 Social Services needs to provide upkeep and maintain insurance on the utility shed. Moved by Mr.
44 Miller, seconded by Mr. Sorce to approve Lutheran Social Services request to place a 7-1/2 x 10 foot
45 plastic utility shed on the Youth Treatment Center property, at no cost to the County, and subject to
46 Lutheran Social Services providing upkeep and maintaining insurance on the utility shed. Motion carried.

47
48 **ADJOURNMENT**

49 Moved by Mr. Heidtke, seconded by Mr. Sorce to adjourn the meeting at 11:21 a.m. Motion carried.