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**WASHINGTON COUNTY
ADMINISTRATIVE SERVICES COMMITTEE**

Courthouse - Room 2024
West Bend, WI

August 26, 2010
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, Facilities Manager Dave Loomans, Assistant Finance Director Rich Abbott, Human Resources Director Peter German, Human Resources Employee Benefits Specialist Michelle Hoey, Payroll Supervisor Sandy Pfothenhauer, Supervisor William Meyers, and County Clerk 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. Heidtke to approve the July 29, 2010, minutes as presented. Motion carried.

DISCUSS POSSIBLE REQUEST FOR PROPOSALS FOR WORKER'S COMPENSATION CARRIER

Mr. German reported the contract with CCMSI, the County's current administrator for Worker's Compensation, contract expires at the end of 2010. He is in the process of investigating Wisconsin County Mutual Insurance Corporation (WCMIC), who administers the County's liability insurance, as a provider of worker's compensation insurance administration. WCMIC will give the County a discount if the liability and worker's compensation insurances were combined. Mr. German stated he would like to obtain additional information from other counties who have WCMIC as their administrator for worker's compensation insurance, before soliciting request for proposals. Mr. German will also look into the possibility of purchasing worker's compensation insurance instead of continuing being self-insured.

DISCUSSION AND POSSIBLE ACTION ON A VOLUNTARY HIGH DEDUCTIBLE HEALTH INSURANCE PLAN

Appearance: Rae Anne Beaudry, Horton Group

The Committee discussed the two proposed voluntary health insurance plans for possible implementation in 2011. Ms. Beaudry discussed the tax benefits, additional administrative costs, and importance of educating the employees on the voluntary plans. Moved by Mr. Miller, seconded by Mr. Core to approve the implementation of a voluntary Health Savings account plan and voluntary Health Reimbursement Arrangement account plan, effective January 1, 2011. Motion carried.

HUMAN RESOURCES DIRECTOR'S UPDATE

Commendation Resolutions

Moved by Mr. Heidtke, seconded by Mr. Sorce to approve the commendation resolution for Judy A. Schuster, who has 19 years of service and is retiring from her position as Licensed Practical Nurse at the Samaritan Health Center, and forward to the County Board. Motion carried.

Employee Relations Activities

Mr. German reported requests for negotiations have been initiated by all the unions. Mr. German provided an update on the Highway union arbitration and stated he expects a decision shortly.

HUMAN RESOURCES 2011 BUDGET REVIEW

Mr. German presented the 2011 Human Resources budget. The 2011 Human Resources base level budget is \$818,413, and the requested level budget is \$868,413. There are no new positions requests, outlay, or user fee changes for 2011.

2011 Decision Items

1. Utilize IS budget dollars to help pay for health insurance costs - \$ 5,000
2. Carlson Market Study on the County's non-represented pay plan - \$45,000

The Committee discussed the timing of the Carlson Market Study and concurred to remove it from the 2011 budget, which will reduce the requested level budget by \$45,000.

2011 Out-of-State Travel

One (1) person to attend the Collaborate 11 in Orlando, Florida on April 10-14, 2011, at a cost of \$2,000.

Moved by Mr. Core, seconded by Mr. Heidtke to approve the 2011 Human Resources budget with a net levy in the amount of \$823,413, including out-of-state travel for 2011, subject to no Worker's Compensation and Health Insurance funds requested in the Human Resources net levy, and forward to Administration. Motion carried.

The meeting recessed at 10:06 a.m. and reconvened at 10:10 a.m.

NEXT TENTATIVE MEETING DATES

The Administrative Services Committee will tentatively meet on Thursday, September 23, 2010, at 8:30 a.m., and Thursday, October 12, 2010, at 9:00 a.m.

COUNTY CLERK 2011 BUDGET REVIEW

Ms. Jaszewski presented the 2011 County Clerk budget. The 2011 County Clerk base level budget is \$516,563, and the requested level budget is \$516,563. There are no new position requests, outlay, or out-of-state travel for 2011.

2011 User Fees

The 2011 County Clerks Fee Schedule was presented.

Moved by Mr. Heidtke, seconded by Mr. Sorce to approve the 2011 County Clerk budget with a net levy in the amount of \$516,563, including user fees for 2011, and forward to Administration. Motion carried.

AMENDMENTS TO TRI-CENTER LEASE AT ANNEX 2, EFFECTIVE SEPTEMBER 1, 2010

Mr. Johnson reported Lutheran Social Services, provider of the County's Youth Treatment Center, rents 1,280 square feet at Annex 2 to run a school called the Tri-Center. Due to budget constraints and program changes, Lutheran Social Services needs to reduce the amount of space they are renting at Annex 2. Mr. Johnson recommends a reduction of rental space to 920 square feet, effective September 1, 2010, and no increase in rent for one year for 2011.

Moved by Mr. Sorce, seconded by Mr. Miller to approve an amendment to the Lutheran Social Services Tri-Center lease at Annex 2, which includes a reduction of rental space to 920 square feet and no increase in rent for 2011. Motion carried.

CONSIDERATION OF CHANGES TO JOHNSON CONTROLS INC. (JCI) CONTRACT FOR 2011 AND POSSIBLE EXTENSION

Mr. Johnson is recommended an amendment to the JCI contract reducing the 2.5% increase for the 2011 budget to 0%, and signing a three-year extension for 2012-2014. In the amendment to this contract, Washington County agrees to use the statistic of Employment Cost Index (ECI) for total compensation under the category in the Federal tables that is specific to service-providing industries to budget for the three-year extension. Mr. Johnson reported JCI will be informed that Washington County will only use the ECI for the 2012-2014 contract. Concerns were raised about using the ECI for the index and the Committee directed Mr. Johnson to complete negotiations with JCI and bring a final proposal back to this Committee. Moved by Mr. Miller, seconded by Mr. Sorce to direct Mr. Johnson to complete contract negotiations with JCI, and bring the Committee a final proposal at the next meeting. Motion carried.

1 **FACILITIES MANAGEMENT 2011 BUDGET REVIEW**

2 Mr. Loomans presented the 2011 Facilities Management budget. The 2011 Facilities Management base
3 level budget is \$2,669,174 and the requested level budget is \$2,605,266. There are no new position
4 requests, out-of-state travel, or user fee changes for 2011.

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6 **2011 Outlay**

7 1. Full Size Pickup Truck - \$24,000

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9 Moved by Mr. Heidtke, seconded by Mr. Sorce to approve the 2011 Facilities Management budget with a
10 net levy in the amount of \$2,605,266, including outlay for 2011, and forward to the Finance Committee.
11 Motion carried.

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13 **CLOSED SESSION**

14 Moved by Mr. Sorce, seconded by Mr. Heidtke to convene into closed session at 11:18 a.m. pursuant to
15 Wis. Stats. Sections 19.85(1)(e) for purposes of conducting public business of a competitive or bargaining
16 nature, specifically: "Discuss updates on union negotiations and to formulate bargaining strategies for
17 future collective bargaining agreements." Motion carried unanimously by roll call vote.

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19 **OPEN SESSION**

20 Moved by Mr. Heidtke, seconded by Mr. Sorce to return to open session at 11:50 a.m. Motion carried
21 unanimously by roll call vote.

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23 **ADJOURNMENT**

24 Moved by Mr. Heidtke, seconded by Mr. Sorce to adjourn the meeting at 11:51 a.m. Motion carried.
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Brenda J. Jaszewski, County Clerk