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**WASHINGTON COUNTY
ADMINISTRATIVE SERVICES COMMITTEE**

Government Center Room 2024
West Bend, WI

August 30, 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, County Treasurer Janice Gettelman, Finance Director Susan Haag, Health Director Linda Walter, Highway Commissioner Jon Edgren, Human Resources Analyst Jo Hutchison, Human Resources Director Peter German, Human Resources Employee Benefits Manager Michelle Hoey, Samaritan Campus Administrator Ed Somers, Sheriff Dale Schmidt, Supervisor Brian Bausch, Supervisor Richard Bertram, Supervisor Joseph Gonnering, Supervisor Marilyn Merten, Supervisor Carol Puerling, 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.

DISCUSSION AND RECOMMENDATION ON COUNTY GRIEVANCE PROCEDURE

Ms. Nass continued the review of a draft grievance procedure for discipline and work place safety. The Administrative Services Committee reviewed the draft ordinance and provided additional changes to the draft ordinance relating to the Administrative Services Committee role in the grievance process. Moved by Mr. Miller, seconded by Mr. Heidtke to approve the County Grievance ordinance, including the additional changes as presented, and forward to the County Board for consideration on September 13, 2011. Motion carried.

DISCUSSION AND POSSIBLE ACTION ON HEALTH RISK ASSESSMENT BY INTERACTIVE HEALTH SOLUTIONS, INC. (IHS)

Moved by Mr. Sorce, seconded by Mr. Core to approve the A1c testing in the Health Risk Assessment of county employees and their spouses who are covered under the County's health insurance at cost of \$55 per member. Motion carried.

ORDINANCE REVISION REGARDING 2012 HEALTH INSURANCE RATES

The proposed 2012 health insurance rates for County employees were distributed. Moved by Mr. Miller, seconded by Mr. Heidtke to approve the 2012 Health Insurance rates as presented, and an ordinance amendment to Section 7.05 of the County code relating to Employee Benefit Program - Group Health Insurance, including the cost of the Health Insurance plan as an attachment, and forward to the County Board. Motion carried.

INFORMATION ON HOW 2012 WAGES RATES WERE ADDRESSED IN BUDGET PREPARATION GUIDELINES

Mr. Johnson reviewed the procedure on how wage rates are established in the preparation of the 2012 Washington County budgets for departments. He stated the departments were provided budget figures, which includes a two percent cost of living increase for most employees not covered by a current bargaining agreement. This cost of living adjustment is used for budgeting purposes only and does not constitute an automatic authorization. It has been the practice of Washington County to prepare department budgets with an estimated cost of living adjustment and then have the Administrative Services Committee and full County Board vote on that adjustment.

The meeting recessed at 10:00 a.m. and reconvened at 10:09 a.m.

FURTHER DISCUSSION ON POSSIBLE RECONSIDERATION OF 2011 RESOLUTION 20, HIGHWAY LABOR AGREEMENT

1 Moved by Mr. Miller, seconded by Mr. Heidtke to request the County Board Chairperson place 2011
2 Resolution 20 - Highway Labor Agreement on the September 13, 2011, County Board meeting agenda for
3 reconsideration. Motion carried.

4
5 **DISCUSSION AND POSSIBLE ACTION ON UNEMPLOYMENT COMPENSATION**
6 **TRANSFER REQUEST**

7 Moved by Mr. Heidtke, seconded by Mr. Sorce to approve a resolution for a General Fund transfer in the
8 amount of \$16,819.81 to pay for interest due to the Federal Government for the Wisconsin
9 Unemployment Insurance Reserve Fund loan, and forward to the Finance Committee and County Board.
10 Motion carried.

11
12 **DISCUSSION AND POSSIBLE ACTION ON PAY PLAN STUDY PROPOSAL**

13 Mr. German reported on his negotiations with Charlie Carlson to conduct a Pay Plan study at a cost of
14 \$70,000, plus out-of-pocket travel expenses, including an option to decrease the cost if Human Resources
15 can do some of the work. The timeframe for this project is October 2011, through the early part of 2012.
16 Moved by Mr. Miller, seconded by Mr. Heidtke to authorize the Human Resources Director to contract
17 with Charlie Carlson to conduct a Pay Plan study in 2012 at a cost of \$70,000, plus out-of-pocket
18 expenses. Motion carried with Mr. Core and Mr. Sorce voting no.

19
20 **REVIEW OF DIFFERING BENEFITS AND RECOMMENDATIONS**

21 Overtime

22 Moved by Mr. Core, seconded by Mr. Sorce, to amend the County ordinance regarding overtime for
23 represented Highway employees that they shall receive overtime if called in two hours before or two
24 hours after their regular shift. Motion carried.

25
26 Group Health Insurance

27 Moved by Mr. Core, seconded by Mr. Miller to approve making the Group Health Insurance benefit
28 uniform for all eligible represented and non-represented County employees except for Protective Service
29 County employees in regard to retiree health insurance. Motion carried.

30
31 Liability Indemnification

32 Moved by Mr. Heidtke, seconded by Mr. Sorce to accept the Liability Indemnification benefit for
33 represented and non-represented County employees as stated in County code. Motion carried.

34
35 Worker's Compensation

36 Moved by Mr. Heidtke, seconded by Mr. Miller to maintain the current Worker's Compensation benefit
37 for the Deputy Sheriff and Deputy Sheriff Command staff while all other represented and non-represented
38 County employees are to be paid at the State level (generally 66-2/3%), and County employees may use
39 sick time to cover the first three days of time missed. Motion carried.

40
41 Political Activity

42 Moved by Mr. Miller, seconded by Mr. Sorce to approve making the Political Activity Right uniform for
43 all represented and non-represented County employees as stated in the County code. Motion carried.

44
45 **HUMAN RESOURCES DIRECTOR'S UPDATE**

46 Commendations

47 No commendations.

48
49 Employee Relations Activities

50 No report.

51
52 **NEXT MEETING DATE**

53 The Administrative Services Committee will tentatively meet on September 22, 2011, at 9:00 a.m.

2012 BUDGET - COUNTY CLERK

Ms. Jaszewski presented the 2012 County Clerk budget. The 2012 County Clerk base level budget is \$519,649 and the requested level budget is \$519,649. There are no new position requests, outlay, out-of-state travel, or user fee changes for 2012. Ms. Jaszewski reported she will be using approximately \$1,500 of \$7,100 from the 2011 Outlay account to purchase a demo voting machine, and will return the balance to the General Fund.

Moved by Mr. Sorce, seconded by Mr. Core to approve the 2012 County Clerk budget with a net levy in the amount of \$519,649, and forward to Administration. Motion carried.

The meeting recessed at 11:29 a.m. and reconvened at 11:34 a.m.

2012 BUDGET - HUMAN RESOURCES

Human Resources Director Peter German presented the 2012 Human Resources Department budget. The 2012 Human Resources Department base level budget is \$796,003, and the requested level budget is \$796,003. There are no new positions requests, outlay, out-of-state travel, or user fee changes for 2012.

Moved by Mr. Core, seconded by Mr. Heidtke to approve the 2012 Human Resources Department budget with a net levy in the amount of \$796,033, and forward to Administration. Motion carried.

2012 BUDGET - FACILITIES MANAGEMENT

Mr. Loomans presented the 2012 Facilities Management budget. The 2012 Facilities Management base level budget is \$2,735,200, and the requested level budget is \$2,639,262. There are no new position requests, out-of-state travel, or user fee changes for 2012.

2012 Outlay

- Floor Scrubber - Sheriff's Department \$9,000
- Forklift Replacement - PAC \$10,000

Moved by Mr. Sorce, seconded by Mr. Heidtke to approve the 2012 Facilities Management budget with a net levy in the amount of \$2,639,262, including outlay for 2012, and forward to the Finance Committee. Motion carried.

IMPLEMENTATION OF WISCONSIN CONCEALED CARRY LAW ON COUNTY PROPERTY

Mr. Johnson reported in June, the State Legislature passed a law allowing people to carry concealed weapons, which will go into effect on November 1, 2011. The State law gives building owners the right to ban guns from their premises, if notices are posted. The current County ordinance prohibits carrying any weapons into any of the County buildings; however, the new state law overrides the local ordinance, so the only way to maintain the gun ban would be to follow the State's exception rule, which requires signs posted at entrances. Currently, the County bans weapons from its parks, which will not be possible starting November 1, 2011. Ms. Nass reported some accommodation will need to be made for Fair Park, who hosts gun shows. Moved by Mr. Miller, seconded by Mr. Sorce to proceed with posting signage at public entrances prohibiting weapons in all County buildings, and report back to the Administrative Services Committee at the October meeting. Motion carried.

ADJOURNMENT

Moved by Mr. Heidtke, seconded by Mr. Sorce to adjourn the meeting at 12:17 p.m. Motion carried.