

1 **ADMINISTRATIVE SERVICES COMMITTEE**

2
3 Courthouse - Room 2024
4 West Bend, WI

August 27, 2009
9:00 a.m.

5
6 Present: James Core, Melvin Ewert, Raymond Heidtke, and Roy Justman. Excused: Peter Sorce.

7
8 Also Present: Administrative Coordinator Doug Johnson, Human Resources Director Peter German,
9 Facilities Manager Dave Loomans, Deputy Finance Director Paul Labonte, Purchasing Agent Bill Kurer,
10 Employee Benefits Manager Michelle Hoey, Human Resources Analyst Sandy Weiland, Sheriff Dale
11 Schmidt, County Clerk Brenda Jaszewski, and County Clerk Administrative Assistant Linda Doro.

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

14
15 **MINUTES**

16 Moved by Mr. Ewert, seconded by Mr. Heidtke to approve the July 23, 2009, minutes as presented.
17 Motion carried.

18
19 **STATUS OF EECBG APPLICATION AND INFORMATION ON EXPECTED REPORTING**
20 **REQUIREMENTS**

21 Mr. Johnson reported amendments clarifying the financial information in the grant application were
22 submitted by August 1, 2009. Phil Gaudet continues to be the County's point person with the federal
23 authorities and has been contacted. It is the goal of the federal department to make a decision on all the
24 grants by the end of the year. Mr. Johnson discussed the expected reporting requirements for the federal
25 stimulus funding. The reports will be submitted on a quarterly basis starting in October 2009 and will be
26 available on the web for the public to view.

27
28 **FACILITIES MANAGEMENT (ADMINISTRATION) 2010 BUDGET**

29 Administrative Coordinator Doug Johnson and Facility Manager David Loomans presented the 2010
30 Facilities Management budget.

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32 The 2010 Facilities Management base level budget is \$2,654,988 and the requested level budget is
33 \$2,626,905. There are no new position requests, outlay, out-of-state travel or user fee changes for 2010.

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35 Moved by Mr. Core, seconded by Mr. Ewert to approve the 2010 Facilities Management budget with a
36 net levy in the amount of \$2,626,905, and forward to Administration. Motion carried.

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38 **COUNTY CLERK 2009 BUDGET REVIEW**

39 County Clerk Brenda Jaszewski presented the 2010 County Clerk budget.

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41 The 2010 County Clerk base level budget is \$507,449, and the requested level budget is \$507,449. There
42 are no new position requests or out-of-state travel for 2010.

43
44 **2010 Outlay**

45 1. OSX Optical Scan one (1) at a cost of \$7,100

46
47 **2010 User Fees**

48 The 2010 County Clerks Fee Schedule was presented.

49
50 Ms. Jaszewski discussed the insurance deductible account and how to fund it in 2010. She is proposing to
51 non-lapse any insurance deductible funds remaining for 2009, any amount over the budgeted \$10,000
52 dividend for 2009, and any escrow deposit credit received from Wisconsin County Mutual at the end of
53 2009 into the 2010 Insurance Deductible account. The Committee discussed increasing the requested
54 level to provide more funding in the Insurance Deductible account.
55

1 Moved by Mr. Ewert, to approve the 2010 County Clerk budget with a net levy in the amount of
2 \$507,449, including outlay and user fees for 2010, and forward to Administration. Motion failed for lack
3 of a second.
4

5 Moved by Mr. Heidtke, seconded by Mr. Core to approve the 2010 County clerk budget with a net levy in
6 the amount of \$527,449, including outlay and user fees for 2010, and forward to Administration. Motion
7 carried with Mr. Ewert voting no.
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9 The meeting recessed at 10:27 a.m. and reconvened at 10:33 a.m.
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11 **HUMAN RESOURCES 2010 BUDGET REVIEW**

12 Human Resources Director Peter German presented the 2010 Human Resources budget.
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14 The 2010 Human Resources base level budget is \$790,310, and the requested level budget is \$810,310.
15 There are no new position requests, outlay or user fee changes for 2010.
16

17 **2010 Out-of-State Travel**

18 One (1) person to attend the Collaborate 10 conference in Las Vegas, Nevada at a cost of \$2,000.
19

20 Moved by Mr. Core, seconded by Mr. Ewert to approve the 2010 Human Resources budget with a net
21 levy in the amount of \$810,310, including out-of-state travel, and forward to Administration. Motion
22 carried with Mr. Justman voting no.
23

24 **UPDATE ON CHARLIE CARLSON CONDUCTING AN FLSA STUDY OF THE OVERTIME 25 POLICY AS IT APPLIES TO WASHINGTON COUNTY'S PAY PLAN**

26 Mr. German reported Mr. Carlson will conduct the FLSA study of the overtime policy for the E1-E-6 pay
27 range category for approximately \$6,000. A brief questionnaire and job description will be distributed to
28 all employees within that E-1 to E-6 range, which are approximately 189 employees in 103 positions. HR
29 will collect the data and present it to Mr. Carlson, who would present his findings to the Administrative
30 Services Committee at a later date.
31

32 **DISCUSS AND APPROVE MEMORANDUM OF UNDERSTANDING BETWEEN 33 WASHINGTON COUNTY AND DEPUTY SHERIFF'S ASSOCIATION REGARDING 34 COMPENSATION FOR THE SHERIFF'S DEPARTMENT CANINE HANDLER POSITION**

35 Mr. Justman reported this issue was handled internally.
36

37 **ORDINANCE REVISION CHAPTER 5 - CIVIL SERVICE**

38 Appearance: County Attorney Kim Nass.

39 Moved by Mr. Ewert, seconded by Mr. Heidtke to approve an ordinance to amend Sections 5.03 and 5.05
40 of the code related to the duties and powers of the Civil Service Commission and appointments to
41 classified service, and forward to the County Board. Motion carried.
42

43 **HUMAN RESOURCES DIRECTOR'S UPDATE**

44 Commendation Resolutions

45 Moved by Mr. Heidtke, seconded by Mr. Core to approve the commendation resolution for Kay F.
46 Morlen, who has 20 years of service and is retiring from her position as Register in Probate/Probate
47 Registrar and Clerk of Juvenile Court in the Probate and Juvenile Court Office, and forward to the County
48 Board. Motion carried.
49

50 Employee Relations Activities

51 Mr. German reported Washington County received a favorable decision in the terminated corrections
52 officer case. The next round of negotiations with the Highway union is scheduled to start on September
53 10, 2009. Three sessions of negotiations have been conducted with the Deputy Sheriff's union and the
54 department has received requests from the Corrections and Command Staff unions to initiate negotiations.
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56

1 **CLOSED SESSION**

2 Moved by Mr. Heidtke, seconded by Mr. Core to convene into closed session at 11:40 a.m. pursuant to
3 Wis. Stats. §19.85(1) (e) for purposes of conducting public business of a competitive or bargaining
4 nature, specifically "to formulate bargaining strategies for future collective bargaining agreements."
5 Motion carried unanimously by roll call vote.

6
7 **OPEN SESSION**

8 Moved by Mr. Heidtke, seconded by Mr. Ewert to return to open session at 12:16 p.m. Motion carried
9 unanimously by roll call vote.

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

12 Moved by Mr. Heidtke, seconded by Mr. Core to authorize the Human Resources Director to make an
13 offer as discussed in closed session. Motion carried.

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15 Moved by Mr. Heidtke, seconded by Mr. Core to approve the same approach for future negotiations as
16 discussed in closed session. Motion carried.

17
18 **PROPOSED CONTINUATION OF 2009 COUNTY PAY PLAN FOR NON-REPRESENTED**
19 **EMPLOYEES IN 2010**

20 Moved by Mr. Ewert, seconded by Mr. Heidtke to continue the 2009 pay plan for non-represented county
21 employees for 2010 and recommend this action to the County Board. Motion carried.

22
23 **CONSIDER AMENDMENTS TO HEALTH INSURANCE ORDINANCE FOR NON-**
24 **REPRESENTED EMPLOYEES FOR 2010**

25 Mr. German presented two draft ordinances relating to the employee portion of the health insurance
26 coverage for 2010. Ordinance "A" maintains the 85/15 cost split, which would increase the cost to
27 employees in 2010. Ordinance "B" keeps the employee portion of the health insurance costs the same as
28 2009.

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30 Moved by Mr. Core, seconded by Mr. Heidtke to approve draft ordinance "B", keeping the employee
31 portion of the health insurance costs the same in 2010 as 2009, and forward to the County Board. Motion
32 carried.

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34 **NEXT MEETING DATE**

35 The Administrative Services Committee will meet on Thursday, September 24, 2009, at 9:00 a.m.

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37 **ADJOURNMENT**

38 Moved by Mr. Heidtke, seconded by Mr. Core to adjourn the meeting at 12:27 p.m. Motion carried.

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Brenda J. Jaszewski, County Clerk