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**WASHINGTON COUNTY
ADMINISTRATIVE SERVICES COMMITTEE**

Government Center Room 2024
West Bend, WI

September 13, 2011
1:33 p.m.

Present: James Core, Raymond Heidtke, Michael Miller, and Peter Sorce. Excused: Roy Justman.

Also Present: Administrative Coordinator Doug Johnson, County Clerk Brenda Jaszewski, Human Resources Director Peter German, Employee Benefits Manager Michelle Hoey, and Supervisor Dennis Myers.

Vice-Chairperson Core called the meeting to order and read the Affidavit of Posting.

REVIEW AND ACTION ON PAY STEP FOR NEWLY APPOINTED CUSTODIAL SERVICES TECHNICIAN

Moved by Mr. Miller, seconded by Mr. Sorce to approve Melody Skellett to start at pay grade H4, Step 5, effective with the first day she began her new position as Custodial Services Technician. Motion carried.

ADJOURNMENT

Moved by Mr. Heidtke, seconded by Mr. Miller to adjourn the meeting at 1:36 p.m. Motion carried.

Brenda J. Jaszewski, County Clerk