

1 **ADMINISTRATIVE SERVICES COMMITTEE**

2  
3 Courthouse  
4 West Bend, WI

September 20, 2006  
10:00 a.m.

5  
6 Present: David N. Radermacher, Brian W. Bausch, Melvin K. Ewert, Roy C. Justman, and Paul A.  
7 Tuchscherer.

8  
9 Also Present: Human Resource Director Gary Moschea, Administrative Coordinator Doug Johnson,  
10 County Board Chairman Thomas J. Sackett, Principal Human Resource Analyst Karon Kraft, and County  
11 Clerk Brenda Jaszewski.

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13 Chairman Radermacher called the meeting to order and read the Affidavit of Posting.

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15 **MINUTES**

16 Moved by Mr. Tuchscherer, seconded by Mr. Justman to approve the minutes of August 24, 2006.  
17 Motion carried.

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19 **GRIEVANCE #2006-43 - DENIAL OF VACATION**

20 Appearance: Social Services Director Michael Bloedorn, Economic Support Worker Jessica Schmidt,  
21 President Kathy Gibson, and Labor Consultant Benjamin Barth, Local 809 of the Labor Association of  
22 Wisconsin, Inc.

23  
24 Mr. Moschea distributed a copy of the grievance filed by Local 809 on behalf of Jessica Schmidt. The  
25 grievance relates to payment for approved vacation hours on July 20, 21, and 24, 2006. After Ms.  
26 Schmidt submitted her time card for this period, Payroll informed Ms. Schmidt’s supervisor that she was  
27 only eligible for 8 hours of vacation pay, not 24. Mr. Moschea read the portion of the labor agreement  
28 relating to use of vacation and stated that employees hired prior to July 1 are eligible to use earned  
29 vacation within the calendar year after 6 months of employment. Ms. Schmidt was hired in November  
30 2005, and Mr. Moschea stated that excludes her from being eligible to use 2006 earned vacation prior to  
31 January of 2007. Mr. Moschea stated that the labor contract supersedes the summary of salary and  
32 benefits that was distributed to Social Services employees.

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34 A copy of the entire labor contract will be forwarded to Committee members and a decision on this  
35 grievance will be made at the next meeting.

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37 **AMENDMENT TO HEALTH DEPARTMENT STAFFING ORDINANCE**

38 Mr. Moschea distributed a draft ordinance amending Section 7.02 of the code, which creates temporary  
39 pool positions in the Health Department for: WIC Dietetic Technician, WIC Health Screener, and WIC  
40 Program Supervisor, who would cover when WIC program employees are on vacation or on a leave of  
41 absence. Funding for these positions would be from the WIC program grant and there would be no cost  
42 to Washington County.

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44 Moved by Mr. Bausch, seconded by Mr. Ewert to approve the ordinance to amend section 7.02 of the  
45 code creating three temporary pool positions in the Health Department, and include a footnote on the  
46 ordinance reflecting no fiscal effect to Washington County. Motion carried.

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49 **VOLUNTARY DENTAL COVERAGE**

50 Moved by Mr. Tuchscherer, seconded by Mr. Justman to have the Human Resources Department conduct  
51 a survey of County employees to determine potential interest in a dental insurance program, with the  
52 entire cost to be paid by employees, and present the results to this Committee at a future meeting. Motion  
53 carried.

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55 **2007 HEALTH INSURANCE RATES**

56 Mr. Moschea distributed the proposed 2007 health insurance rates, which represents a 7% increase.

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58 Moved by Mr. Ewert, seconded by Mr. Tuchscherer to approve the 2007 health insurance rates as  
59 presented. Motion carried.

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61 **2007 PAY PLAN FOR NON-UNION EMPLOYEES**

62 Mr. Moschea distributed three separate proposals for a cost of living wage increase to be effective January  
63 1, 2007 for non-union employees. The three options are: 2% on 1/1/07 and 1% on 7/1/07; 3% on 1/1/07;

1 and 2.5% on 1/1/07. Mr. Moschea stated the bargaining unit contracts that have been finalized include a  
2 3% increase effective January 1, 2007.

3  
4 Moved by Mr. Justman, seconded by Mr. Ewert to approve the 2007 cost of living increase for non-union  
5 employees with a 2% increase effective January 1, 2007, and 1% increase effective July 1, 2007. Motion  
6 carried.

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8 **HUMAN RESOURCE DIRECTOR'S UPDATE**

9 **Commendation Resolutions**

10 There were no Commendation Resolutions.

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12 **Employee Relations Activities**

13 The grievance for Sheriff's Department regarding shift selection will be going to Arbitrator Thomas  
14 Gallagher on October 18, 2006.

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16 **Unemployment Compensation Update**

17 Mr. Moschea distributed the liability list as of September 13, 2006.

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19 Moved by Mr. Justman, seconded by Mr. Tuchscherer to approve the report of the Human Resources  
20 Director. Motion carried.

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22 **FUTURE MEETING DATE**

23 The Administrative Services Committee will meet on Tuesday, October 10, 2006, at 9:00 a.m.

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25 **REPORT ON SEPTEMBER 12, 2006 PARTISAN PRIMARY ELECTION**

26 Ms. Jaszewski stated the election went well and there were very few problems with the new ADA-  
27 compliant equipment. In the municipalities that had voters use the new equipment, feedback was very  
28 favorable.

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30 Moved by Mr. Tuchscherer, seconded by Mr. Justman to approve the election report of the County Clerk.  
31 Motion carried.

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33 **PROPERTY USAGE – COUNTY VACANT LAND**

34 Appearance: Facility Manager David Loomans.

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36 Mr. Loomans stated there have been complaints about people dumping trash, wood, brush and other  
37 debris on County and West Bend School District land located at the end of Indiana Avenue. A map was  
38 distributed and Mr. Loomans stated that most of the dumping is occurring on the County's land. In  
39 addition to the dumping, there is an archery target set up. Mr. Loomans believes neighbors, who may not  
40 know the property boundaries, are doing the dumping. Since bringing this to the attention of the School  
41 District, they have put up signs that block anyone from driving from Indiana Avenue onto the vacant land.  
42 Mr. Loomans suggests posting signs on the County's property to deter the dumping of debris.

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44 Moved by Mr. Tuchscherer, seconded by Mr. Ewert, to properly post the County's land and remove all  
45 non-biodegradable items. Motion carried.

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47 **ADJOURNMENT**

48 Moved by Mr. Bausch, seconded by Mr. Justman to adjourn at 12:01 p.m. Motion carried.  
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Brenda J. Jaszewski, County Clerk