

1 **ADMINISTRATIVE SERVICES COMMITTEE**

2
3 Courthouse - Room 1026
4 West Bend, WI

September 20, 2007
9:00 a.m.

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

8
9 Also Present: Administrative Coordinator Doug Johnson, Human Resources Director Peter German, Human
10 Resources Analyst Sandy Weiland, County Clerk Brenda Jaszewski, and County Board Administrative Assistant
11 Linda Doro.

12
13 Chairman Radermacher called the meeting to order and read the Affidavit of Posting.

14
15 **MINUTES**

16 A correction was noted in September 4, 2007, minutes: Page 1, Line 22: Mr. Johnson will ~~secure~~ seek revenue from
17 the Sheriff's budget to offset Facilities 2008 Tower expenses. Moved by Mr. Bausch, seconded by Mr. Justman to
18 approve the August 30, 2007, minutes as presented and the September 4, 2007, minutes as corrected. Motion
19 carried.

20
21 **CLOSED SESSION**

22 Moved by Mr. Bausch, seconded by Mr. Justman to convene into closed session at 9:03 a.m., pursuant to Wis. Stats.
23 19.85(1) (e) to "discuss Sheriff Department Grievance #2007-40 regarding denial of vacation and Highway
24 Department Grievance #20331 regarding overtime pay." Motion carried unanimously by roll call vote.

25
26 **RETURN TO OPEN SESSION**

27 Moved by Mr. Justman, seconded by Mr. Ewert to return to open session at 10:30 a.m. Motion carried unanimously
28 by roll call vote.

29
30 The meeting recessed at 10:30 a.m. and reconvened at 10:35 a.m.

31
32 **FOLLOW UP DISCUSSION REGARDING WASHINGTON COUNTY VETERAN'S MEMORIAL -**
33 **FINAL DESIGN AND LOCATION**

34 *Appearance: Terry Vrana, American Legion Post 36, Chip Beckford, Historical Society*

35 Mr. Vrana reported that the Legion is going to proceed with the larger scale project at a cost of \$91,000. The Legion
36 is going to borrow money from a private lender and continue their fundraising efforts. One of the members is
37 contacting Dean Nixon about working with UW-Washington County and Mr. Beckford is working with the school
38 districts to get the involvement of the Washington County Schools. The Administrative Committee indicated their
39 support for the project and thanked Mr. Vrana for his presentation.

40
41 **POSSIBLE 2007-2009 CONTRACT SETTLEMENT WITH TEAMSTERS LOCAL 200 - HIGHWAY**

42 Mr. German reported the Teamsters Local 200 for Highway employees rejected the County's last offer, so the
43 County will be going into arbitration. Mr. Justman expressed his concerns with the negotiation process and Mr.
44 Johnson assured the Committee the negotiating teams will be included through the entire process.

45
46 **REVIEW AND APPROVE 2008 HEALTH INSURANCE RATES**

47 Mr. German distributed the proposed 2008 health insurance rates, which represents a 5% increase.
48 With the implementation of the 90/10% coinsurance, the in-network out of pocket maximum for single/family is
49 \$1,000/\$2,500 and out-of-network out of pocket for single/family is \$2,500/\$7,500. Moved by Mr. Justman,
50 seconded by Mr. Bausch to approve the 2008 health insurance rates as presented. Motion carried.

51
52 **REVIEW AND APPROVE 2008 PAY PLAN FOR NON-UNION EMPLOYEES EFFECTIVE 1/1/08**

53 Mr. German distributed a proposed ordinance changing the staffing plan pay rates for 2008. Section 1 shall be
54 adjusted to reflect a general 3% increase in compensation to non-represented County employees Pay Grade H-1
55 through E-13. Section 2 addresses Miscellaneous rates. Miscellaneous rates were increased by 3% for the
56 following: Residence Value, LPN Non-Benefit Pool, Bailiff, Special Deputy Sheriff, Special Deputy RN, Deputy

1 Sheriff (hiring rate only), Corrections Officer (hiring rate only), and Communications Officer (hiring rate only).
2 Moved by Mr. Ewert, seconded by Mr. Bausch to approve the proposed staffing plan pay rates for 2008, and
3 forward the ordinance to the County Board. Motion carried.
4

5 **DISCUSS INCREASING AMOUNT OF FLEXIBLE SPENDING ACCOUNT**

6 Mr. German stated with the implementation of the 90/10 coinsurance, he is requesting approval to increase the
7 Flexible Spending maximum from \$2,700 to \$3,000. Moved by Mr. Bausch, seconded by Mr. Justman to increase
8 the Flexible Spending maximum from \$2,700 to \$3,000. Motion carried.
9

10 **DISCUSS MILEAGE REIMBURSEMENT POLICY**

11 *Appearance by UW Extension Department Head Kandi O'Neil*

12 Ms. O'Neil presented a request to amend the County Code Mileage Policy to include mileage reimbursement for
13 meetings and workshops in the evening and weekends for officials and employees who return to work in the evening
14 at their regularly assigned office or to attend meetings at any of the facilities in the courthouse complex. The
15 Committee will review the request and address this issue at a future meeting.
16

17 **HUMAN RESOURCES DIRECTOR'S UPDATE**

18 Commendation Resolutions

19 Moved by Mr. Justman, seconded by Mr. Ewert to approve the commendation resolution for Richard W. Schmidt,
20 who has 38 years of service and is retiring from his position as a Shop Superintendent in the Highway Department,
21 and forward to the County Board. Motion carried.
22

23 Employee Relations Activities

24 Mr. German reported negotiations have started between the County and the Professional Social Workers and Social
25 Service Employees Association unions.
26

27 **NEXT MEETING DATE**

28 The Administrative Services Committee will meet on Thursday, October 25, 2007, at 9:00 a.m.
29

30 **UPDATE ON FARM SERVICE AGENCY LEASE**

31 Mr. Johnson discussed the USDA Farm Service Agency lease renewal at Pubic Agency Center and the Presidential
32 directive requiring USDA Agriculture Agencies who rent space, to have the staff that cleans and maintains their
33 rented space fingerprinted for security purposes and sent to Washington D.C. Mr. Johnson reported language will
34 be inserted in the lease renewal stating Washington County understands these requirements, however, they are not
35 applicable to Washington County because custodial and maintenance services will be conducted during normal
36 business hours when USDA employees will be present and can supervise the cleaning and maintenance staff.
37

38 **REPORT ON COURTHOUSE PARKING**

39 Mr. Johnson discussed the concerns regarding the east lot and Sheriff's front parking lot. It was recommended the
40 Sheriff's Department staff be encouraged to park in the east lot.
41

42 **AGENDA ITEMS FOR FUTURE MEETINGS**

- 43 1. Mileage Reimbursement Policy
 - 44 2. Closed Session
 - 45 • Discuss Sheriff Department Grievance #2000-40 re: Denial of Vacation
 - 46 • Discuss Highway Department Grievance #20331 re: Overtime Pay
- 47

48 **ADJOURNMENT**

49 Moved by Mr. Tuchscherer, seconded by Mr. Bausch to adjourn the meeting at 11:00 a.m. Motion carried.
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