

1 **ADMINISTRATIVE SERVICES COMMITTEE**

2
3 Courthouse
4 West Bend, WI

September 22, 2005
9:00 a.m.

5
6 Present: Brian W. Bausch, Donald N. Kempf, Delores E. Kruepke, and David N. Radermacher.

7
8 Excused: Paul J. Beistle.

9
10 Also Present: Human Resource Director Gary Moschea, Administrative Coordinator Doug
11 Johnson, County Clerk Brenda Jaszewski, and Linda Boesen, Secretary.

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

14
15 **MINUTES**

16 Moved by Mr. Kempf, seconded by Mr. Bausch to approve the minutes of August 25, 2005, as
17 presented. Motion carried.

18
19 **CONSIDER CHANGES IN NON-UNION HEALTH INSURANCE PLAN**

20 Mr. Moschea presented the 2005 Ordinance to amend Section 7.05 relating to Group Health
21 Insurance and proposed Health Insurance Charges for Employees covered by county Ordinance.
22 The proposed changes are as follows:

- 23
- 24 1. Increase office visit charge from \$10.00 to \$15.00.
- 25
- 26 2. Increase emergency room charge from \$50.00 to \$100.00 unless admitted.
- 27
- 28 3. Require that all maintenance drug prescriptions of 90 days or more be purchased through
29 mail order.
- 30
- 31 4. Provide that the doctor's charges for physical exam for employees only be folded into
32 the normal health insurance plan subject to normal deductibles. The current practice of
33 providing a \$100 reimbursement check in lieu of using the health insurance plan would
34 be discontinued.
- 35
- 36 5. The cost of health insurance will be increased 7% for both family and single plans. The
37 employee's share of monthly health insurance charge will continue to be 15% with
38 Washington County contributing 85% of the cost based on newly constructed caps.
- 39

40 The Ordinance increases the County's portion of employee's health insurance premiums effective
41 January 1, 2006. The cost will be \$378 per month for single coverage or \$945 per month for family
42 coverage.

43
44 Moved by Ms. Kruepke, seconded by Mr. Kempf to approve the 2005 Ordinance to amend Section
45 7.05 of the county code relating to Group Health Insurance and proposed changes, effective January
46 1, 2006, and forward to the County Board. Motion carried.

47
48 **AMEND ORDINANCE REGARDING SOCIAL SERVICES STAFFING**

1 Mr. Moschea presented the 2005 Ordinance to amend Sections 7.02 and 7.05 of the code relating to
2 Department of Social Services staffing. This Ordinance decreases the authorized positions of Clerk
3 Typist in pay grade “C” from 5 to 4, and increases the authorized positions of Economic Support
4 Specialist in pay grade “C” from 11 to 12.

5
6 Moved by Mr. Bausch, seconded by Mr. Kempf to approve the 2005 Ordinance to amend Sections
7 7.02 and 7.05 of the code relating to Department of Social Services staffing, effective January 1,
8 2006, and forward to the County Board. Motion carried.

9
10 **AMEND ORDINANCE REGARDING THE FOLLOWING DEPARTMENTS: COUNTY**
11 **ATTORNEY, COUNTY CLERK, FINANCE, OFFICE ON AGING AND SAMARITAN**

12 Mr. Moschea present the 2005 Ordinance to amend sections 7.02, 7.03, and 7.11 relating to staffing.
13 The proposed changes are as follows:

14
15 In section 7.02, delete Child Support Specialist (9) position and increase the Child Support
16 Specialist from 4 to 5 in the County Attorney office. Change the title of Microfilm Clerk to
17 Mailroom Clerk in the County Clerk office. Delete Telecommunications Specialist in the Finance
18 Department. Delete Meal Site Helper in the Office on Aging. Delete Account Clerk, Clerk, Office
19 Assistant, and Program Assistant in Samaritan Administration; Barber, Beautician and Summer
20 Student Help, in the Samaritan Dietary Department.

21
22 In section 7.03 delete Nurse Extern at MHS, and Meal Site Helper at Office on Aging. In section
23 7.11, include the Assistant to the Highway Commissioner in the exemption for residency
24 requirement.

25
26 Moved by Mr. Kempf, seconded by Ms. Kruepke to approve the 2005 Ordinance to amend Sections
27 7.02, 7.03, and 7.11 as presented, effective January 1, 2006, and forward to the County Board.
28 Motion carried.

29
30 **REVIEW 2006 PAY PLAN FOR NON-UNION EMPLOYEES EFFECTIVE 1/1/06**

31 Mr. Moschea presented the 2005 Ordinance to amend Section 7.03 of the code. The proposed
32 changes are as follows:

33
34 A general cost of living increase of 3% to non-represented personnel in pay grades H-1 thru H-7
35 and E-1 thru E-14; Increasing Legal Intern in County Attorney to \$10.00 per hour, Employee
36 Physicals up to \$75.00 per exam, Snow Plowing Pool in the Highway Department to \$14.14 per
37 hour, Clerical Pool in Human Resources to \$9.84 per hour, Residence Value in Planning & Parks to
38 \$806.00 per month, LPN Non-Benefit Pool at Samaritan (day shift to \$24.40 per hour, 2nd and 3rd
39 shift to \$26.40 per hour), Bailiff at Sheriff’s Department to \$12.49 per hour, Special Deputy Sheriff
40 to \$12.49 per hour. Upon completion of the State Certification Program and/or eligibility for
41 certification by the Law Enforcement Standards Board, Special Deputy Sheriff will receive \$13.83
42 per hour, Special Deputy RN to \$23.49 per hour, Deputy Sheriff (Hiring Rate Only) to \$18.54 per
43 hour, Corrections Office (Hiring Rate Only) to \$17.51 per hour, and Communications Officer
44 (Hiring Rate Only) in Sheriff’s Department to \$17.51 per hour.

45
46 Mr. Bausch is opposed to Bailiffs and Special Deputies receiving the same rate of pay.
47

1 Moved by Ms. Kruepke, seconded by Mr. Kempf to approve the 2005 Ordinance to amend Section
2 7.03 of the code as presented, effective January 1, 2006, and forward to the County Board. Motion
3 carried.

4 5 **HUMAN RESOURCE DIRECTOR'S UPDATE**

6 7 Commendation Resolutions

8 There were no Commendation Resolutions.

9 10 Employee Relations Activities

11 Mr. Moschea reported the Health Insurance account is approximately \$232,444 in the black.
12 As in the past, Flu shots will be offered to County Employees. This year, the County will pay
13 \$13.00 of the cost.

14 15 **NEXT MEETING**

16 The next meeting will be Tuesday, October 11, 2005, at 9:00 a.m.

17 18 **UPDATE ON CENTRAL REPRODUCTIONS REVENUES & EXPENSES**

19 Ms. Jaszewski updated the Committee on the 2005 financial status of Central Reproductions. Ms.
20 Jaszewski is working with Bill Kurer to get bids on the copy machines and printing machines
21 service contracts for next year.

22
23 Moved by Mr. Bausch, seconded by Ms. Kruepke to approve the Central Reproductions report.
24 Motion carried.

25 26 **PROGRESS REPORT ON EAST PARKING LOT CONSTRUCTION**

27 Mr. Johnson presented the Financial Report and the progress on the east parking lot construction.
28 All the contaminated soils have been removed and disposed of properly.

29 30 **ACTION ON PARKING LOT PROJECT CHANGE ORDERS**

31 Mr. Johnson requested two change orders. Due to the County using the crushed aggregate offered
32 by the Highway Department, the crushed base was not required from Wollner. This has resulted in
33 a credit of \$12,600. Mr. Johnson presented a change order to add concrete steps to get to the fuel
34 control area, and a short sidewalk to the fuel island. The cost for this additional concrete work is
35 \$1,325.

36
37 Moved by Mr. Kempf, seconded by Mr. Bausch to approve the two change orders to the Wollner
38 Construction contract in the amount of \$12,600 credit for the unused crushed base, and a cost of
39 \$1,325 for the steps and sidewalk. Motion carried.

40 41 **ADJOURNMENT**

42 Moved by Ms. Kruepke, seconded by Mr. Kempf to adjourn at 10:30 a.m. Motion carried.
43
44

45 Brenda J. Jaszewski, County Clerk