

1 **ADMINISTRATIVE SERVICES COMMITTEE**

2  
3 Courthouse - Room 2024  
4 West Bend, WI

September 25, 2008  
9:00 a.m.

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

7  
8 Also Present: Administrative Coordinator Doug Johnson, County Board Chairperson Herbert Tennes, Human  
9 Resources Director Peter German, Employee Benefits Manager Michelle Hoey, Human Resources Analyst Jo  
10 Hutchison, County Clerk Brenda Jaszewski, and Administrative Assistant Linda Doro.

11  
12 Chairperson Justman called the meeting to order and read the Affidavit of Posting.

13  
14 **CLOSED SESSION**

15 *Appearance by: Andrew Serio, Melissa Kovacevich and Sue Miller, HCSC-Division of the Horton Group*

16 Moved by Mr. Sorce, seconded by Mr. Ewert to convene into closed session at 9:03 a.m. pursuant to Wis. Stats.  
17 19.85(1) (f) regarding medical and personal history of a specific person and 19.85(1) (e) regarding competitive  
18 health care proposals. Motion carried unanimously by roll call vote.

19  
20 **OPEN SESSION**

21 Moved by Mr. Sorce, seconded by Mr. Heidtke to return to open session at 12:24 p.m. Motion carried  
22 unanimously by roll call vote.

23  
24 **ACTION ON ITEMS DISCUSSED IN CLOSED SESSION**

25 Moved by Mr. Core, seconded by Mr. Ewert to approve allowing a Human Services employee returning from  
26 Family Medical Leave, not to be required to pay the County's portion of the health insurance premium for the  
27 month of August due to extenuating circumstances. Motion carried.

28  
29 **MINUTES**

30 Moved by Mr. Sorce, seconded by Mr. Heidtke to approve the September 11, 2008, minutes as presented. Motion  
31 carried.

32  
33 **ORDINANCE REVISION REGARDING TITLE CHANGE IN HUMAN SERVICES DEPARTMENT**

34 Moved by Mr. Ewert, seconded by Mr. Heidtke to approve an ordinance amendment to Section 7.02 of the code  
35 relating to a title change from the Comprehensive Community Services Agency - Administrative Assistant to the  
36 Program Director to Administrative Assistant, and forward to the County Board. Motion carried.

37  
38 **ORDINANCE REVISION REGARDING 2009 HEALTH INSURANCE RATES**

39 Moved by Mr. Heidtke, seconded by Mr. Core to approve an ordinance amendment to Section 7.05 of the code  
40 relating to Employee Benefit Program – Group Health Insurance Caps, and forward to the County Board. Motion  
41 carried.

42  
43 **REVIEW AND APPROVE 2009 PAY PLAN FOR NON-UNION EMPLOYEES EFFECTIVE  
44 JANUARY 1, 2009**

45 Moved by Mr. Sorce, seconded by Mr. Core to approve an ordinance amendment to Section 7.03 of the code  
46 relating to a general 3% increase to non-represented personnel pay grades H-1 thru H07 and E-1 thru E-14; and  
47 Classification and Compensation Plan – Miscellaneous Rates, effective January 1, 2009, and forward to the  
48 County Board. Motion carried.

49  
50 **HUMAN RESOURCES DIRECTOR'S UPDATE**

51 Commendation Resolutions

52 Moved by Mr. Heidtke, seconded by Mr. Core to approve the commendation resolution for Kathleen A. Hansen,  
53 who has 20 years of service and is retiring from her position as a Nursing Unit Manager in the Samaritan Health  
54 Center, and forward to the County Board. Motion carried.

55

1 Employee Relations Activities

2 Mr. German reported the Safety Committee is looking into different ways to prevent injuries throughout the  
3 county and reduce worker compensation claims.  
4

5 Mr. German reported the Adult Services Division in Human Services Department (HSD) was eliminated due to  
6 financial reasons and layoffs will occur.  
7

8 **MEETING DATES FOR OCTOBER AND NOVEMBER**

9 The Administrative Services Committee will meet on Thursday, October 9, 2008, at 9:00 a.m., tentatively on  
10 Thursday, October 23, 2008, at 9:00 a.m., and Thursday, November 13, 2008, at 9:00 a.m.  
11

12 **UPDATE ON PROPERTY INSURANCE FOR 2009**

13 Ms. Jaszewski reported the Wisconsin County Mutual Insurance Company (WCMIC) will no longer write  
14 property insurance beginning in 2009. The Aegis representative, who works with WCMIC, is assisting us with  
15 the transfer to Local Government Property Fund. Our statement of values has been given to them and we will be  
16 hearing from them within the next couple of weeks as far as the cost of property insurance.  
17

18 **AGENDA ITEMS FOR FUTURE MEETINGS**

19 None.  
20

21 **ADJOURNMENT**

22 Moved by Mr. Heidtke, seconded by Mr. Sorce to adjourn the meeting at 1:11 p.m. Motion carried.  
23  
24  
25  
26

Brenda J. Jaszewski, County Clerk