

1 **ADMINISTRATIVE SERVICES COMMITTEE**

2  
3 Courthouse  
4 West Bend, WI

October 10, 2006  
9:00 a.m.

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

7  
8 Also Present: Human Resource Director Gary Moschea, Administrative Coordinator Doug Johnson, County Board  
9 Chairman Thomas J. Sackett, Principal Human Resource Analyst Karon Kraft, County Clerk Brenda Jaszewski,  
10 and County Board Administrative Assistant Linda Doro.

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

13  
14 **MINUTES**

15 Moved by Mr. Tuchscherer, seconded by Mr. Justman to approve the minutes of September 20, 2006. Motion  
16 carried.

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18 **CLOSED SESSION**

19 Moved by Mr. Bausch, seconded by Mr. Ewert to move into closed session at 9:02 a.m. pursuant to Wis. Stats.  
20 19.85(1) (f) & (e) "Considering Equal Rights Age Discrimination complaint by former employee and negotiations  
21 with Teamsters Local 200 Park Employees." Motion carried unanimously by roll call vote.

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23 **RETURN TO OPEN SESSION**

24 Moved by Mr. Bausch, seconded by Mr. Ewert to return to open session at 9:33 a.m. Motion carried unanimously  
25 by roll call vote.

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27 **DECISION ON LOCAL 809 SOCIAL SERVICES GRIEVANCE #2006-43 REGARDING DENIAL OF**  
28 **VACATION**

29 Moved by Mr. Ewert, seconded by Mr. Justman to deny the Local 809 Social Services Grievance regarding  
30 vacation hours for Jessica Schmidt and formally inform Ms. Schmidt's Supervisor she was in error when approving  
31 the vacation. Motion carried.

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33 **2007 MARRIAGE LICENSE FEE INCREASE**

34 Ms. Jaszewski reported that Finance Committee, during the 2007 County Clerk budget review, increased the  
35 marriage license fee from \$75.00 to \$85.00 effective January 1, 2007.

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37 **STAFFING UPDATE**

38 Ms. Jaszewski reported that she would not be filling the Elections Coordinator position, and would be exercising  
39 the option of increasing the Insurance Coordinator position from ¾ time to full-time. Ms. Jaszewski stated she will  
40 divide the Election Coordinator duties between her other County Clerk staff.

41  
42 **RENT OF COUNTY VACANT LAND**

43 Ms. Jaszewski reported UW-Extension rents 1 acre to garden for \$40 a year, West Bend Transit rents .6 acre for  
44 parking for \$900 a year, and Howard and Keith Laufer rent 52 acres, at \$40 an acre, for \$2,080 a year.

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46 **DISCUSS PANDEMIC FLU**

47 Appearance: Linda Walter, Director/Health Office and Rob Schmid, Emergency Management Coordinator

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49 Ms. Walter and Mr. Schmid gave an overview of Washington County's plan for Pandemic Preparedness. Ms.  
50 Walter presented a draft County Readiness resolution that would institute a County policy that clarifies County  
51 employees may be assigned to work in areas outside their normal job descriptions during an emergency event.

52 Moved by Mr. Justman, seconded by Mr. Ewert to instruct Ms. Walter and Mr. Schmid to continue with the  
53 Pandemic Preparedness plan, Ms. Walter is to forward the draft County Readiness Resolution to the full County

1 Board and Department heads for consideration and report back to the Administrative Services Committee at their  
2 November meeting. Motion carried.

#### 3 4 **DISCUSS COUNTY'S NO SMOKING RULES FOR BUILDING ENTRANCES AND PICNIC TABLES**

5 Appearance: Linda Walter, Director/Health Office

6 Mr. Johnson presented recommendations to curtail smoking near County building entrances. The Committee  
7 discussed the difficulty of enforceability of a prohibitive smoking policy. Ms. Walter recommended looking at the  
8 environmental controls such as getting space between smokers and non-smokers and moving the smoking  
9 receptacles away from building entrances. Moved by Mr. Tuchscherer, seconded by Mr. Justman to instruct Mr.  
10 Johnson to work with Facility Management to improve signage regarding the County's "No Smoking Policy" and to  
11 designate smoking areas away from the building entrances. Motion carried.

#### 12 13 **HUMAN RESOURCE DIRECTOR'S UPDATE**

##### 14 **Commendation Resolutions**

15 There were no Commendation Resolutions.

##### 16 17 **Employee Relations Activities**

18 Mr. Moschea reported the three grievances filed by the Deputy Sheriff's association will go to Court instead of an  
19 Arbitrator because the grievances are a challenge to the Sheriff's constitutional right to assign, which have been  
20 upheld by the State Courts.

21  
22 Mr. Moschea reported that 494 of 534 employees use the Pre-tax Deduction Plan for health insurance and 258  
23 employees use the Flex Spending plan.

##### 24 25 **Unemployment Compensation Update**

26 There is no Unemployment Compensation update.

#### 27 28 **FUTURE MEETING DATE**

29 The Administrative Services Committee will meet on Thursday, November 30, 2006, at 9:00 a.m.

#### 30 31 **2006 FACILITY BUDGET TRANSFERS**

32 Appearance: Facility Manager David Loomans

33 Moved by Mr. Ewert, seconded by Mr. Bausch to approve Facility Management budget transfers in the amount of  
34 \$24,194.31. Motion carried.

#### 35 36 **REPORT ON 2007 STAFFING CHANGES IN COUNTY BUDGET**

37 Mr. Johnson presented the Finance Committee's action on 2007 position requests for the 2007 budget. Moved by  
38 Mr. Ewert, seconded by Mr. Justman to accept the Finance Committee action on 2007 Position Requests report.  
39 Motion carried.

#### 40 41 **REPORT ON CHANGES TO 2007 CAPITAL AND OPERATING BUDGETS FOR FACILITIES**

42 Appearance: Facility Manager David Loomans

43 Mr. Loomans presented a revised 2007 Facilities Capital budget. The Rolfs/Schmidt Road project for \$200,000 was  
44 removed from the budget because it did not receive City of West Bend approval. A Samaritan Cooler upgrade at  
45 \$23,000 and an increase to the parking lot project by \$3,000 were added to the 2007 Facilities Capital budget for a  
46 new total of \$226,000. Mr. Johnson recommended transferring the balance of \$174,000 to the Planning and Parks  
47 Department 2007 Capital project budget to complete the Yahr County Park project so it can be opened to the  
48 public. Moved by Mr. Tuchscherer, seconded by Mr. Ewert to approve the revised 2007 Facilities Capital Project  
49 plan and transfer of \$174,000 from the Facilities 2007 Capital budget to Planning and Parks Department 2007  
50 Capital budget to complete the Yahr Park project with the condition that any unused funds are returned to Facilities,  
51 and forward to the Finance Committee. Motion carried.

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1 Mr. Johnson reported he cut \$80,000 from the Facility Management Utility budget and initiated a Staff Energy Task  
2 Conservation Task Force to explore ways that the County can further reduce energy consumption.

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4 **ADJOURNMENT**

5 Moved by Mr. Bausch, seconded by Mr. Ewert to adjourn at 11:45 a.m. Motion carried.

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Brenda J. Jaszewski, County Clerk