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**WASHINGTON COUNTY
ADMINISTRATIVE SERVICES COMMITTEE**

Courthouse - Room 2024
West Bend, WI

October 12, 2010
9:00 a.m.

Present: James Core, Raymond Heidtke, Roy Justman, Michael Miller, and Peter Sorce.

Also Present: Administrative Coordinator Doug Johnson, Chairperson Herbert Tennes, County Attorney Kim Nass, County Clerk Brenda Jaszewski, County Engineer Scott Schmidt, County Treasurer Janice Gettelman, Facilities Manager Dave Loomans, Finance Director Susan Haag, Human Resources Director Peter German, Human Resources Employee Benefits Manager Michelle Hoey, Purchasing Agent Bill Kurer, Purchasing Buyer Roy Hartmann, Supervisor Michael Bassill, Supervisor Brian Bausch, and County Clerk Administrative Assistant Linda Doro.

Chairperson Justman called the meeting to order at 9:00 a.m. and read the Affidavit of Posting.

MINUTES

A correction was noted on Page 2, Line 27: ~~Thursday~~ **Tuesday**. Moved by Mr. Sorce, seconded by Mr. Heidtke to approve the September 23, 2010, minutes as corrected. Motion carried.

CLOSED SESSION

Appearance: Labor Negotiations Attorney Nancy Pirkey, Human Resources Analyst Jo Hutchison
Moved by Mr. Miller, seconded by Mr. Heidtke to convene into closed session at 9:04 a.m. pursuant to Wis. Stats. §19.859(1)(e) deliberating or negotiating other specified public business whenever competitive or bargaining reasons require a closed session, specifically "to formulate bargaining strategies for future collective bargaining agreements." Motion carried unanimously by roll call vote.

OPEN SESSION

Moved by Mr. Heidtke, seconded by Mr. Sorce to return to open session at 10:30 a.m. Motion carried unanimously by roll call vote.

POSSIBLE ACTION ON ITEMS DISCUSSED IN CLOSED SESSION

Moved by Mr. Sorce, seconded by Mr. Core to authorize Attorney Nancy Pirkey to move ahead with the negotiation directions given by the Administrative Services Committee in the Closed Session. Motion carried.

The meeting recessed at 10:02 a.m. and reconvened at 10:10 a.m.

**AUTHORIZATION FOR COUNTY ATTORNEY TO ACT IN HEALTH INSURANCE
SUBROGATION CASES**

Appearance: County Attorney Kim Nass

Ms. Nass reported there is a provision in our health insurance plan that states the County has the right to subrogate to recover costs it pays out for health insurance and coverage for care, if the person sues someone else to recover costs. She is requesting authorization to act in health insurance subrogation cases, negotiate and exercise discretion when there is a need to compromise. Moved by Mr. Sorce, seconded by Mr. Miller to give the County Attorney authorization to act and negotiate in health insurance subrogation cases, when there is a need to compromise. Motion carried.

**DISCUSSION TO AMEND VACATION POLICY FOR SPECIFIC COUNTY POSITIONS THAT
HANDLE MONEY**

Appearance: Finance Director Susan Haag

Ms. Haag reported the 2009 audit contained a recommendation that the County develop a policy on vacations for employees managing county funds. For better internal controls, they recommend that any employee who manages county funds be required to take at least one consecutive work week of vacation.

1 Ms. Haag presented a list of positions that would be covered under this policy. Moved by Mr. Miller,
2 seconded by Mr. Heidtke to approve an ordinance amendment to Section 7.05(3)(d) of the code relating to
3 Employee Benefit Program - Vacation, effective January 1, 2011, and forward to the County Board.
4 Motion carried.

6 **REPORT ON 2011 POSITION REQUESTS**

7 Mr. Johnson reviewed the new position requests in the 2011 budget. The new position requests were
8 within the departments' base budgets and endorsed by the Finance Committee. An ordinance amendment
9 regarding these new positions requests will be brought to the Administrative Services Committee in
10 November, and forwarded to the County Board in December.

12 **REVIEW AND RECOMMEND 2011 PAY PLAN FOR NON-UNION EMPLOYEES EFFECTIVE 13 JANUARY 1, 2011**

14 Mr. German presented the proposed 2011 pay plan for non-union employees. He is recommending a 1%
15 increase effective January 1, 2011, and a 1% increase effective July 1, 2011. This pay plan was included
16 in the 2011 budget that the Finance Committee is forwarding to the County Board in November. Moved
17 by Mr. Sorce, seconded by Mr. Core to postpone action on the 2011 pay plan for non-union employees
18 until next month. Motion carried.

20 **REVIEW AND APPROVE ADMINISTRATOR OF HIGH DEDUCTIBLE PLAN HEALTH 21 REIMBURSEMENT ACCOUNT**

22 Ms. Hoey presented three Health Reimbursement Arrangement administration proposals. She is
23 recommending Employee Benefits Corporation (EBC) as the administrator of Washington County's
24 health reimbursement account. EBC administers the flexible spending accounts for Washington County
25 and has the capabilities to manage the health reimbursement arrangement as well. EBC has the software
26 that allows them the ability to turn around claims fast and manage the program efficiently. Moved by
27 Mr. Miller, seconded by Mr. Heidtke to award the Health Reimbursement Account Administrator
28 contract to EBC at a cost of \$3.80 per employee per month, subject to a two-year no increase guarantee.
29 Motion carried.

31 **HUMAN RESOURCES DIRECTOR'S UPDATE**

32 Commendation Resolutions

33 There are no commendations.

35 Employee Relations Activities

36 Mr. German reported negotiations between the County and the Park union are scheduled for Monday,
37 October 18, 2010. Mr. German reported on the health insurance education programs being held for
38 Washington County employees.

40 **NEXT TENTATIVE MEETING DATES**

41 The Administrative Services Committee will tentatively meet on Thursday, November 11, 2010, at 9:00
42 a.m.

44 **REPORT ON NUMBER OF VISITORS TO COURTHOUSE - GOVERNMENT CENTER**

45 Ms. Jaszewski reported on the numbers of visitors to the Courthouse-Government Center from July
46 through September 2010.

48 **AUTHORIZE CITY WORK ON INDIANA AVENUE SIDEWALK SOUTH OF PUBLIC 49 AGENCY CENTER PROPERTY**

50 *Appearance: County Engineer Scott Schmidt*

51 Mr. Schmidt presented the proposed plan for the City of West Bend work on the Indiana Avenue sidewalk
52 south of the Public Agency Center property. Moved by Mr. Core, seconded by Mr. Heidtke to approve
53 the proposed plan for the Indiana Avenue sidewalk work south of the Public Agency Center property.
54 Motion carried.

1 PREPARING FOR 2011 ROOFING PROJECTS IN THE CAPITAL PLAN

2 *Appearance: Facilities Manager Dave Loomans, Purchasing Agent Bill Kurer*

3 Mr. Loomans reviewed the roofing projects proposed in 2011 for the Courthouse, Sheriff's Department
4 and University of Wisconsin-Washington County, and reported \$20,000 was budgeted this year for
5 engineering and architectural services of the specifications, plans, and project management. Mr. Kurer
6 reported the request for proposals (RFP) was mailed out on September 27, 2010, and were due back on
7 Friday, October 8, 2010. Twelve architectural firms were invited to participate in the RFP process, 10
8 firms attended the pre-proposal meeting, and five proposals were submitted for review. The next step is
9 to evaluate the proposals and select a firm. Moved by Mr. Core, seconded by Mr. Sorce to appoint
10 Supervisor Heidtke, Supervisor Miller, and Chairperson Tennes to serve on the committee who will
11 review the RFP's and select a firm for architectural services for the roof replacement projects at the
12 Courthouse, Sheriff's Department and University of Wisconsin-Washington County. Motion carried. The
13 committee will meet on Tuesday, October 19, 2010 at 1:30 p.m.

14
15 The meeting recessed at 9:48 a.m. and reconvened at 9:53 a.m.

**17 PREPARING FOR ENERGY AND EFFICIENCY CONSERVATION BLOCK GRANT (EECBG)
18 LIGHTING REPLACEMENT PROJECTS**

19 *Appearance: Dave Loomans, Facilities Manager*

20 Mr. Loomans provided an overview of EECBG Lighting Replacements/Retrofit projects at the Public
21 Agency Center and Fair Park. He is in the process of preparing the request for proposals for a project
22 manager who will provide guidance to the electrical contractors and prepare the bid specifications. Mr.
23 Loomans reported the work for this project will be conducted this winter. Moved by Mr. Sorce, seconded
24 by Mr. Heidtke to authorize the Facility Manager to proceed with the request for proposals for project
25 manager services for the EECBG Lighting Replacement projects at the Public Agency Center and Fair
26 Park. Motion carried.

28 ADJOURNMENT

29 Moved by Mr. Heidtke, seconded by Mr. Core to adjourn the meeting at 12:03 p.m. Motion carried.
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33 Brenda J. Jaszewski, County Clerk