

1 **ADMINISTRATIVE SERVICES COMMITTEE**

2
3 Courthouse - Room 2024
4 West Bend, WI

October 25, 2007
9:00 a.m.

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

8
9 Also Present: Administrative Coordinator Doug Johnson, Chairperson Thomas Sackett, Human Resources Director
10 Peter German, County Clerk Brenda Jaszewski, and County Board Administrative Assistant Linda Doro.

11
12 Chairman Radermacher called the meeting to order and read the Affidavit of Posting.

13
14 **MINUTES**

15 Moved by Mr. Ewert, seconded by Mr. Bausch to approve the September 20, 2007, minutes as presented.

16
17 **2008 POSITION RECLASSIFICATION RECOMMENDATIONS**

18 *Appearance by Charlie Carlson, Consultant*

19 Mr. Carlson reviewed background on the Washington County Pay Plan and presented his recommendations on the
20 2008 position reclassification requests. The Administrative Committee concurred with Mr. Carlson's
21 recommendations except for the Victim Witness Specialist reclassification request. Moved by Mr. Ewert, seconded
22 by Mr. Bausch to move the Victim Witness Specialist from pay grade H6 to pay grade H7. Motion carried. Moved
23 by Mr. Justman, seconded by Mr. Bausch to forward the 2008 position reclassifications to the County Board.
24 Motion carried.

25
26 **DECISION ON SHERIFF'S DEPARTMENT GRIEVANCE #2000-40 RE: DENIAL OF VACATION**

27 Moved by Mr. Justman, seconded by Mr. Ewert to deny Sheriff's Department Grievance #2000-40 regarding Denial
28 of Vacation. Motion carried.

29
30 **DECISION ON HIGHWAY DEPARTMENT GRIEVANCE #20331 RE: OVERTIME PAY**

31 Moved by Mr. Bausch, seconded by Mr. Justman to approve Highway Department Grievance #20331 regarding
32 Overtime Pay. Motion carried.

33
34 **CHANGES TO TUITION AID APPLICATION AND REFUND PROCEDURE**

35 Moved by Mr. Bausch, seconded by Mr. Ewert to change the language in the Employee Handbook on Tuition Aid as
36 follows: "Employees should obtain a Tuition Aid Request form from the Human Resources Department, complete
37 and return the form to the Human Resources Department ~~a minimum of five (5) work days~~ **as soon as possible** prior
38 to the beginning of the course." Motion carried.

39
40 **SIDE LETTER OF AGREEMENT RE: COBRA COVERAGE FOR DSS EMPLOYEE AFTER**
41 **RETIREMENT** *Appearance by Michael Bloedorn, Social Services Director*

42 Mr. German requested approval to extend Cobra coverage, for 36 months at no cost to the County, to Social
43 Services employee Kathleen Dries, who is retiring. Moved by Mr. Justman, seconded by Mr. Ewert to approve the
44 side letter of agreement to extend the Cobra coverage to Social Services employee Kathleen Dries for 36 months and
45 note that this is not to be considered precedent setting. Motion carried.

46
47 **ORDINANCE IMPLEMENTING STAFFING CHANGES IN 2008 BUDGET**

48 Mr. Johnson presented the proposed ordinance that reflects staffing changes in the 2008 budget. For 2008, add one
49 full-time Economic Support Manager pay grade E-5 in DSS, change two full-time Economic Support Supervisors
50 pay grade E-5 to pay grade E-2 in DSS, add one part-time Public Health Nurse pay grade E-3 in Health Department,
51 add one full-time Transit Manager pay grade E-3 in Highway Department, add two full-time Deputy Sheriffs pay
52 grade "C", and add one full-time Radio Systems Administrator pay grade E-6 in Sheriff's Department. Moved by
53 Mr. Justman, seconded by Mr. Ewert to approve the proposed ordinance to amend Sections 7.02 and 7.03 of the
54 code relating to the staffing changes in the 2008 budget as presented, and forward to the County Board. Motion
55 carried.

1 Mr. Johnson presented four position requests in the 2008 budget related to the State Family Care Expansion in
2 Washington County. For 2008, add one full-time Disability Benefit Specialist in ADRC, add two full-time
3 Information and Assistance Specialists in ADRC, and one full-time Economic Support Specialist in DSS. Moved by
4 Mr. Ewert, seconded Mr. Justman to approve the four position requests related to State Family Care Program
5 contingent on State grant funding for these positions, and forward to the County Board. Motion carried.

6
7 The meeting recessed at 10:38 a.m. and reconvened 10:48 a.m.

8
9 **VACATION ELIGIBILITY FOR ADMINISTRATION/FACILITIES EMPLOYEE REHIRED**
10 **FOLLOWING LAYOFF**

11 Mr. Johnson requested approval to grant Anthony J. Wittchow, who was laid off from Samaritan and rehired as a
12 Courthouse custodian, credit for time served at Samaritan and retains his seniority and vacation eligibility he had
13 accrued. Moved by Mr. Justman, seconded by Mr. Ewert to approve Anthony J. Wittchow retaining his seniority
14 and vacation eligibility that he had accrued at Samaritan. Motion carried.

15
16 **CONSIDER AMENDED MILEAGE REIMBURSEMENT POLICY**

17 Moved by Mr. Ewert, seconded by Mr. Bausch to postpone discussion on the "Mileage Reimbursement Policy" until
18 the November 29, 2007, Administrative Services Committee meeting. Motion carried.

19
20 **CLARIFICATION OF PROCEDURES FOR AMENDMENT OF RESIDENCY REQUIREMENTS IN**
21 **COUNTY CODE**

22 Mr. Johnson explained the current procedures for amending residency requirements in the County Code. Personnel
23 policy including residency, are subject to the authority of the Administrative Services Committee, however, input
24 from the Public Safety and Highway Committees should be considered due to the significant number of employees
25 that fall under residency requirements in the Highway Department and Sheriff's Department.

26
27 **HUMAN RESOURCES DIRECTOR'S UPDATE**

28 **Commendations**

29 There are no commendations for November 2007.

30
31 **Employee Relations Activities**

32 Mr. German reported the dates for the arbitration meetings for the Highway and Parks Unions have not been set;
33 however, he did have the first session with the Social Services Professional and Support Staff Unions, and there was
34 an initial exchange with the Deputy Sheriff's and Correction Officers Unions. Mr. German reported Kelley Fiedler
35 will be replacing Krysta Schellinger as the Human Resources Assistant and Jo Hutchison will be replacing Karon
36 Kraft as the Human Resources Analyst. Moved by Mr. Justman, seconded by Mr. Ewert to accept the report.
37 Motion carried.

38
39 The Administrative Services Committee will meet on Tuesday, November 6, 2007 at 9:00 a.m. and Thursday,
40 November 29, 2007 at 9:00 a.m.

41
42 **FACILITIES REPORT**

43 *Appearance by David Loomans, Facilities Manager*

44 Mr. Loomans presented an overview of the Facilities Department and services they provide. Moved by Mr. Bausch,
45 seconded by Mr. Justman to accept the report. Motion carried.

46
47 **AGENDA ITEMS FOR FUTURE MEETINGS**

- 48 1. Report on County Board Resource Room
- 49 2. Discussion on Employee Tardiness
- 50 3. Discuss Mileage Reimbursement Policy

51
52 **ADJOURNMENT**

53 Moved by Mr. Justman, seconded by Mr. Ewert to adjourn the meeting at 11:59 a.m. Motion carried.