

1 **ADMINISTRATIVE SERVICES COMMITTEE**

2  
3 Courthouse - Room 2024  
4 West Bend, WI

October 9, 2008  
9:00 a.m.

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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, and Administrative Assistant Linda Doro.

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

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14 **CLOSED SESSION**

15 Moved by Mr. Sorce, seconded by Mr. Heidtke to convene into closed session at 9:03 a.m. pursuant to Wis. Stats.  
16 19.85(1) (e) to discuss Sheriff's Department Grievance #2008-002 regarding discipline and dismissal of employee  
17 and 19.85(1) (f) to discuss upcoming contract negotiations. Motion carried unanimously by roll call vote.

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19 **OPEN SESSION**

20 Moved by Mr. Sorce, seconded by Mr. Core to return to open session at 10:05 a.m. Motion carried unanimously  
21 by roll call vote.

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23 **ACTION ON ITEM DISCUSSED IN CLOSED SESSION**

24 Moved by Mr. Ewert, seconded by Mr. Core to deny Sheriff's Department Grievance #2008-002. Motion carried.

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26 **MINUTES**

27 Moved by Mr. Sorce, seconded by Mr. Heidtke to approve the September 25, 2008, minutes as presented. Motion  
28 carried.

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30 The meeting recessed at 10:12 a.m. and reconvened at 10:20 a.m.

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32 **REPORT ON 2009 POSITION REQUESTS**

33 Mr. Johnson presented a report on new layoffs or continued unfilled vacancies, and new position requests in the  
34 2009 budget.

35  
36 **DISCUSS AND APPROVE THE SELECTION OF A VENDOR FOR THE HEALTH RISK**  
37 **ASSESSMENTS AND ANY POTENTIAL PLAN DESIGN CHANGES FOR THE HEALTH**  
38 **INSURANCE PROGRAM**

39 *Appearance by: Andrew Serio, Melissa Kovacevich and Sue Miller, HCSC-Division of the Horton Group, Roy*  
40 *Hartmann, Purchasing Department*

41 Mr. Serio presented an evaluation worksheet of the three providers who submitted requests for proposals and  
42 recommended IHS to be the provider of Health Risk Assessment services for Washington County. Moved by Mr.  
43 Core to enter into a contract with IHS for Health Risk Assessment services for Washington County and assign the  
44 Human Resources Director to work with the County Health Care Consultant to implement a plan. Motion died  
45 for a lack of a second. Moved by Mr. Heidtke to enter into a contract with Froedtert for Health Risk Assessment  
46 services for Washington County and assign the Human Resources Director to work with the County Health Care  
47 Consultant to implement plan. Motion failed for lack of a second. Moved by Mr. Heidtke, seconded by Mr. Core  
48 to enter into a contract with IHS for Health Risk Assessment services for Washington County, and assign the  
49 Human Resources Director to work with the County Health Care Consultant to implement the plan, which will be  
50 subject to re-evaluation every year. Motion carried with Mr. Sorce voting no.

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53 **HUMAN RESOURCES DIRECTOR'S UPDATE**

54 Employee Relations Activities

55 Mr. German reported the Finance Committee reduced the 2009 Human Resources Department consulting funds  
56 account by \$5,000. Mr. Johnson reported the Finance Committee approved the 2009 Facility Management as

1 presented, and funding of the full estimated cost of replacement value for property insurance for an additional  
2 \$60,000 in the 2009 County Clerk's budget.

3  
4 Mr. German reported negotiations will start between the County and Samaritan and Park unions next week.

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6 **MEETING DATES FOR OCTOBER AND NOVEMBER**

7 The Administrative Services Committee is scheduled to meet on Thursday, November 13, 2008, at 9:00 a.m.

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9 **AGENDA ITEMS FOR FUTURE MEETINGS**

10 None.

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12 **ADJOURNMENT**

13 Moved by Mr. Ewert, seconded by Mr. Heidtke to adjourn the meeting at 11:24 a.m. Motion carried.

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Brenda J. Jaszewski, County Clerk