

1 **ADMINISTRATIVE SERVICES COMMITTEE**

2  
3 Courthouse - Room 1020  
4 West Bend, WI

November 29, 2007  
9:03 a.m.

5  
6 Present: David. Radermacher, Melvin Ewert, Roy Justman and Paul Tuchscherer. Absent: Brian Bausch.

7  
8 Also Present: Administrative Coordinator Doug Johnson, Human Resources Director Peter German,  
9 County Clerk Brenda Jaszewski, and County Board Administrative Assistant Linda Doro.

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

12  
13 **CLOSED SESSION**

14 Appearance: Jo Hutchison, Human Resource Analyst  
15 Moved by Mr. Justman, seconded by Mr. Ewert to convene into Closed Session at 9:04 a.m. pursuant to  
16 Wis. Stats. §19.85(1)(e) to discuss Highway Department Grievance regarding overtime pay and to  
17 consider contract offers for labor associations with current contracts ending December 31, 2007, and  
18 status of other labor contracts with earlier expiration dates. Motion carried unanimously by roll call vote.

19  
20 **OPEN SESSION**

21 Moved by Mr. Ewert, seconded by Mr. Tuchscherer to return to Open Session at 10:27 a.m. Motion  
22 carried unanimously by roll call vote.

23  
24 **ACTION ON CONTRACT SETTLEMENTS**

25 Moved by Mr. Tuchscherer, seconded by Mr. Ewert to offer a Side Letter of Agreement for the 2007-09  
26 Contracts between Washington County and the Washington County Highway and Parks Departments  
27 Teamsters "General" Local Union No. 200, for 2008 Health Insurance In-Network Out-of-Pocket  
28 maximums of \$500 single/\$1500 family and 3% wage increase retroactive to the start of the contract, for  
29 consideration at the December 11, 2007, County Board meeting. Motion carried.

30  
31 Moved by Mr. Tuchscherer, seconded by Mr. Justman to offer a Side Letter of Agreement for the 2007-09  
32 Contracts between Washington County and the Washington County Deputy Sheriff's Association,  
33 Corrections and Communications Officers Association, Sheriff's Department Protective Services  
34 Command Staff Association, Department of Social Service Employees Association Local 809 of the  
35 Labor Association of WI., Inc., Professional Social Workers Association, Local 609 of the Labor  
36 Association of WI., Inc., and Samaritan Local 150, Service Employees International Union, CTW-CLC  
37 for 2008 Health Insurance In-Network Out-of-Pocket maximums of \$500 single/\$1500 family, for  
38 consideration at the December 11, 2007, County Board meeting. Motion carried.

39  
40 **MINUTES**

41 Moved by Mr. Justman, seconded by Mr. Ewert to approve the minutes of October 25, 2007, and  
42 November 6, 2007, as presented. Motion carried.

43  
44 **2008 HEALTH INSURANCE OUT OF POCKET MAXIMUMS AND RENEWAL OPTIONS**  
45 **Health Insurance Out-of-Pocket Maximums for Non-represented Employees**

46 Moved by Mr. Ewert, seconded by Mr. Justman to approve the 2008 Health Insurance In-Network Out-  
47 of-Pocket maximums of \$500 single/\$1500 family for Washington County non-represented employees.  
48 Motion carried.

49  
50 **Stop Loss Insurance Renewal Options**

51 Appearance: Michelle Hoey, Employee Benefits Manager  
52 Mr. German and Ms. Hoey discussed renewal options for Stop Loss Insurance and reported Health Care  
53 Systems Consultant Andy Serio will present renewal options to the Committee at the next meeting.

**1 CONTINUE DISCUSSION ON MILEAGE REIMBURSEMENT POLICY**

2 The Committee discussed the request from UW-Extension to amend the County Code Mileage Policy to  
3 include mileage reimbursement for employees who return to work in the evening or weekends to attend  
4 meetings at any county facility. Moved by Mr. Ewert, seconded by Mr. Justman to make no changes to  
5 the current mileage reimbursement policy. Motion carried.

**6 HUMAN RESOURCES DIRECTOR'S UPDATE****7 Commendations**

8 Moved by Mr. Ewert, seconded by Mr. Justman to approve the commendation resolution for Joanne M.  
9 Faber, who has 35 years of service and is retiring from her position as Economic Support Supervisor from  
10 the Department of Social Services, and forward to the County Board. Motion carried.

11 Moved by Mr. Ewert, seconded by Mr. Justman to approve the commendation resolution for Mary L.  
12 Johnson, who has 32 years of service and is retiring from her position as Secretary/Receptionist from the  
13 Comprehensive Community Services Agency, and forward to the County Board. Motion carried.

**14 NEXT MEETING DATE**

15 The Administrative Services Committee will meet on Tuesday, December 18, 2007.

**16 REQUEST FOR CONSTRUCTION OF STORAGE CABINETS - COUNTY CLERK'S OFFICE**

17 Moved by Mr. Justman, seconded by Mr. Ewert to approve the construction of storage cabinets in the  
18 County Clerk's office contingent on having funds available over what was projected for 2007 County  
19 Clerk year end. Motion carried.

**20 ORDINANCE - REPEAL SECTION 4.47 OF THE CODE RELATING TO ISSUANCE OF FISH  
21 AND GAME LICENSES**

22 Ms. Jaszewski reported the County Clerk office no longer issues Fish and Game licenses since the  
23 Department took over the Passport applications. Moved by Mr. Justman, seconded by Mr. Tuchscherer to  
24 repeal Section 4.47 of the County Code relating to Issuance of Fish and Game Licenses, and forward to  
25 the County Board. Motion carried.

**26 ORDINANCE - CHANGE SECTION 4.48 OF THE CODE RELATING TO MARRIAGE  
27 LICENSE FEES**

28 Moved by Mr. Tuchscherer, seconded by Mr. Justman to amend 4.48 of the County Code relating to  
29 Marriage License Fees as follows: the marriage license fee shall be ~~\$65~~ \$90 effective January 1, 2008,  
30 and forward to the County Board. Motion carried.

**31 AGENDA ITEMS FOR FUTURE MEETINGS**

- 32 1. Health Insurance; Stop Loss Insurance
- 33 2. Resolution regarding the Constitutional Right to Bear Arms

**34 TOUR OF FACILITY MANAGEMENT OFFICE IN GOVERNMENT CENTER**

35 The Administrative Services Committee toured the remodeled Facility Management office in the  
36 Government Center.

**37 ADJOURNMENT**

38 Moved by Mr. Tuchscherer, seconded by Mr. Ewert to adjourn the meeting at 11:55 a.m. Motion carried.