

1 **ADMINISTRATIVE SERVICES COMMITTEE**

2
3 Courthouse-Government Center
4 West Bend, WI

November 30, 2006
9:00 a.m.

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

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8 Also Present: Human Resource Director Gary Moschea, Administrative Coordinator Doug Johnson, County Clerk
9 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.

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13 **MINUTES**

14 Moved by Mr. Ewert, seconded by Mr. Bausch to approve the minutes of October 10, 2006, as presented. Motion carried.

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16 **2007 HEALTH INSURANCE PROPOSAL**

17 *Appearance: Andy Serio, Health Care Systems Consultant and Michelle Hoey, Employee Benefits Manager*

18 Mr. Serio presented the 2007 Stop Loss Insurance proposals from Canada Life for Stop Loss Insurance and recommends
19 approval of the renewal, at an increased budget of 7%. Moved by Mr. Tuchscherer, seconded Mr. Bausch to approve the
20 2007 Stop Loss Insurance Renewal Option 1 from Canada Life, which amounts to a 7% increase in fixed costs for 1/1/07-
21 12/31/07. Motion carried.

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23 **CONSIDER EMPLOYEE FUNDED DENTAL COVERAGE**

24 *Appearance: Michelle Hoey, Employee Benefits Manager*

25 Ms. Hoey distributed the results from the November 2006 dental survey from Washington County employees. Mr. Moschea
26 stated it is the appropriate time for Washington County to consider a dental plan. Moved by Mr. Bausch, seconded by Mr.
27 Tuchscherer to request the Human Resource Department put together a model dental plan Request for Proposal that includes
28 information from other counties for Committee review and consideration. Motion carried.

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30 **REVIEW LIFE AND LONG TERM DISABILITY INSURANCE RENEWALS**

31 Mr. Moschea stated there are two contract renewals for the Long Term Disability Insurance plan, and the County-wide Life
32 Insurance plan. There is no change in the rates for 2007. Moved by Mr. Justman, seconded by Mr. Ewert to approve the
33 one-year contract renewals for the Long Term Disability Insurance plan and the County-wide Life Insurance plan, beginning
34 January 1, 2007. Motion carried.

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36 **RESOLUTION: UTILIZATION OF COUNTY EMPLOYEES IN DECLARED EMERGENCIES**

37 *Appearance: Rob Schmid, Emergency Management Coordinator and Linda Walter, Health Director*

38 Moved by Mr. Bausch, seconded by Mr. Ewert to forward to the County Board for approval, 2006 Resolution 33 –
39 Utilization of County Employees in Declared Emergencies. Motion carried with Mr. Tuchscherer voting no.

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41 **ORDINANCE RELATING TO DEPARTMENT OF SOCIAL SERVICES STAFFING CHANGES REQUEST TO**
42 **RECLASSIFY TWO SOCIAL SERVICES CLERK TYPISTS POSITIONS TO PROGRAM SUPPORT**
43 **SPECIALISTS**

44 *Appearance: Michael Bloedorn, Social Services Director*

45 Mr. Bloedorn presented the proposed ordinance for the Department of Social Services that changes two full-time Clerk
46 Typists pay grade "C" to two Program Support Clerks pay grade "C", and one full-time Senior Social Worker pay grade "C"
47 to Social Worker pay grade "C," effective upon passage of the ordinance. Moved by Mr. Tuchscherer, seconded by Mr.
48 Bausch to approve the proposed ordinance to amend Section 7.02 of the code relating to 2007 reclassifications for the
49 Department of Social Services as presented, and forward to the County Board. Motion carried.

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51 **ACTION ON 2007 POSITION RECLASSIFICATION REQUESTS**

52 Mr. Moschea presented the proposed ordinance to change one full-time Assistant Finance Director pay grade E-6 to one full-
53 time Deputy Finance Director pay grade E-8, and change one full-time Network Manager in the Finance Department –
54 Information Services from pay grade E-6 to E-8, effective January 1, 2007. Moved by Mr. Ewert, seconded by Mr. Justman
55 to approve the proposed ordinance to amend Section 7.02 of the code relating to 2007 reclassifications for the Finance
56 Department and Finance Department –Information Services as presented, and forward to the County Board. Motion carried.

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ORDINANCE IMPLEMENTING STAFFING CHANGES IN 2007 BUDGET

Mr. Moschea presented the proposed ordinance that reflects the staffing changes in the 2007 budget. For 2007, change Human Resources Assistants from P.T. up to 25/hrs./wk to 3/4 time; change the full-time Accounting Technician pay grade H-7 in the Planning and Parks Department – Administrative Division to one full-time Accounting Supervisor pay grade E-2; change Student Help-Park in the Planning and Parks Department – Golf and Park Division from 20 to 19; add one Planning Intern in the Planning and Parks Department – Planning Division pay grade M.R. (\$10.00/hr.); eliminate a ¾ time Program Assistant pay grade H-3 in the Planning and Parks Department – Real Property Lister Division pay; change from 10 to 12 full-time Communications Officers in the Sheriff's Department. Moved by Mr. Tuchscherer, seconded by Mr. Bausch to approve the proposed ordinance to amend Sections 7.02 and 7.03 of the code relating to the staffing changes in the 2007 budget as presented, and forward to the County Board. Motion carried.

RECOMMENDATION TO NON-LAPSE LABOR NEGOTIATIONS ACCOUNT

Mr. Moschea reported there are a number of issues regarding labor negotiations that will continue into 2007, and requested approval to non-lapse the 2006 Labor Negotiations fund balance to 2007. Moved by Mr. Tuchscherer, seconded by Mr. Bausch to approve non-lapsing the year-end 2006 fund balance in the Labor Negotiations account to 2007. Motion carried.

DISCUSS CIVIL SERVICE COMMISSION PER DIEM

Mr. Moschea requested approval to increase the Civil Service Commission Per Diem from \$25 per day to \$35 per day. Mr. Johnson asked the Committee to consider increasing all citizen members' per diem compensation. Moved by Justman, seconded by Bausch to table this issue until the next meeting. Motion carried.

ACTION ON 2007/2008 EMPLOYEE POLICY, PROCEDURE AND BENEFIT MANUAL

Mr. Moschea distributed the employee handbook for 2007/2008 for committee review. This issue will be brought back to the Committee for consideration at the next meeting.

DISCUSS EQUAL RIGHTS FMLA COMPLAINT

Mr. Moschea presented the Labor Relations Summary as of November 30, 2006. Moved by Mr. Justman, seconded by Mr. Ewert to accept the Labor Relations Summary. Motion carried.

HUMAN RESOURCES DIRECTOR'S UPDATE*Commendation Resolutions*

Moved by Mr. Tuchscherer, seconded by Mr. Justman to approve the commendation resolution for Janice A. Anderson, who has 21 years of service and is retiring from her position as Developmental Disabilities Case Manager from Comprehensive Community Services Agency and Robert A. Leitner, who has 20 years of service and is retiring from his position as Psychiatric Social Work at the Comprehensive Community Services Agency – Mental Health Services, and forward to the County Board. Motion carried.

Unemployment Compensation Update

Mr. Moschea presented the Unemployment Liability report as of November 28, 2006. Moved by Mr. Ewert, seconded by Mr. Tuchscherer to accept the Unemployment Liability report. Motion carried.

NEXT MEETING DATE

The Administrative Services Committee will meet on Tuesday, January 2, 2007, at 1:00 p.m. Motion carried.

RESOLUTION AUTHORIZING THE REQUEST FOR LEGAL EXPENSE COVERAGE FOR WISCONSIN COUNTY MUTUAL INSURANCE

None.

UPDATE ON NOVEMBER 7, 2006, GENERAL ELECTION

Ms. Jaszewski presented an update on the November 7, 2006 General Election.

ADJOURNMENT

Moved by Mr. Tuchscherer, seconded by Mr. Bausch to adjourn the meeting at 11:20 a.m. Motion carried.