

1 **ADMINISTRATIVE SERVICES COMMITTEE**

2
3 Courthouse - Room 2024
4 West Bend, WI

November 13, 2008
9:00 a.m.

5
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 Sandy
10 Weiland, County Clerk Brenda Jaszewski, and Administrative Assistant Linda Doro.

11
12 Chairperson Justman called the meeting to order and read the Affidavit of Posting.

13
14 **MINUTES**

15 Moved by Mr. Sorce, seconded by Mr. Heidtke to approve the October 9, 2008, minutes as presented. Motion
16 carried.

17
18 **2009 POSITION RECLASSIFICATION RECOMMENDATIONS BY CONSULTANT CHARLIE**
19 **CARLSON**

20 *Teleconference: Charlie Carlson, Consultant*

21 Mr. Carlson reviewed the 2009 Washington County position reclassification requests.

22
23 Moved by Mr. Sorce, seconded by Mr. Ewert to further study the UW Extension and Medical Examiner
24 reclassification requests and address them at a future meeting. Motion carried with Mr. Heidtke voting no.

25
26 Moved by Mr. Core, seconded by Mr. Heidtke to take action on each reclassification request individually. Motion
27 carried.

28
29 Moved by Mr. Ewert, seconded by Mr. Sorce to amend Sections 7.02, 7.03 and 7.05 of the code relating to 2009
30 Reclassifications - Sheriff's Department: change one full-time Jail Health Coordinator from pay grade E-3 to pay
31 grade E-4, and forward to the County Board. Motion carried.

32
33 Moved by Mr. Ewert, seconded by Mr. Core to amend Sections 7.02, 7.03 and 7.05 of the code relating to 2009
34 Reclassifications- Finance Department: change one full-time Purchasing Agent from pay grade E-6 to pay grade
35 E-7, and forward to the County Board. Motion carried.

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37 Moved by Mr. Ewert, seconded by Mr. Sorce to maintain one full-time Purchasing Technician in the Finance
38 Department at pay grade H-6. Motion carried.

39
40 Moved by Mr. Ewert, seconded by Mr. Sorce to amend Sections 7.02, 7.03 and 7.05 of the code relating to 2009
41 Reclassifications- Finance Department: change one full-time Information Services Technician II from pay grade
42 E-3 to one full-time Assistant Network Manager pay grade E-5, and forward to the County Board. Motion carried
43 with Mr. Core voting no.

44
45 Moved by Mr. Ewert, seconded by Mr. Sorce to amend Sections 7.02, 7.03 and 7.05 of the code relating to 2009
46 Reclassifications - Aging and Disability Resource Center: change one full-time Elderly Benefit Specialist from
47 pay grade H-7 to pay grade E-2, and forward to the County Board. Motion carried with Mr. Core and Mr.
48 Heidtke voting no.

49
50 Moved by Mr. Ewert, seconded by Mr. Sorce to amend Sections 7.02, 7.03 and 7.05 of the code relating to 2009
51 Reclassifications - Aging and Disability Resource Center: change one full-time Disability Benefit Specialist from
52 pay grade H-7 to pay grade E-2, and forward to the County Board. Motion carried with Mr. Core and Mr.
53 Heidtke voting no.

54

1 Moved by Mr. Ewert, seconded by Mr. Core to amend Sections 7.02, 7.03 and 7.05 of the code relating to 2009
2 Reclassification - Human Resources Department: change one full-time Employee Benefits Manager from pay
3 grade E-3 to pay grade E-4, and forward to the County Board. Motion carried.
4

5 Moved by Mr. Ewert to amend Sections 7.02, 7.03 and 7.05 of the code relating to 2009 Reclassifications -
6 Planning and Parks Department: change one full-time Assistant Administrator for Planning from pay grade E-7 to
7 one full-time Deputy Planning and Parks Administrator pay grade E-9, and forward to the County Board. Motion
8 died for lack of a second.
9

10 Moved by Mr. Core, seconded by Mr. Ewert to amend Sections 7.02, 7.03 and 7.05 of the code relating to 2009
11 Reclassifications - Planning and Parks Department: change one full-time Assistant Administrator for Planning
12 from pay grade E-7 to one full-time Deputy Planning and Parks Administrator pay grade E-8, subject to a re-
13 evaluation of this pay grade next year, and forward to the County Board. Motion carried.
14

15 The meeting recessed at 10:25 a.m. and reconvened at 10:33 a.m.
16

17 **DISCUSS AND APPROVE HEALTH RISK ASSESSMENT INCENTIVES FOR 2009**

18 *Appearance by: Andrew Serio and Jennifer Stuckert, HCSC-Division of the Horton Group*

19 Moved by Mr. Heidtke, seconded by Mr. Core to approve the 2009 Health Risk Assessment Incentive program
20 for non-represented Washington County employees as presented. Motion carried.
21

22 **ORDINANCE: HEALTH DEPARTMENT – WIC CHANGES**

23 *Appearance: Linda Walter, Health Director*

24 Moved by Mr. Sorce, seconded by Mr. Ewert to amend Sections 7.02 and 7.03 of the code relating to: Staffing
25 Plan - Health Department: change two grant funded positions – increase one half-time WIC Dietetic Technician
26 pay grade H-5 to ¾ time and increase one half-time WIC Program Assistant pay grade H-3 to ¾ time, and forward
27 to the County Board. Motion carried.
28

29 Mr. Sorce was excused at 11:01 a.m.
30

31 **DISCUSS CONVERTING PER DIEM MEDICAL EXAMINER ASSISTANTS TO LIMITED TIME 32 HOURLY**

33 *Appearance: Kelly McAndrews, Medical Examiner*

34 Moved by Mr. Ewert, seconded by Mr. Heidtke to amend Sections 4.10, 7.02 and 7.03 of the code relating to
35 Staffing Plan - Medical Examiner: change the method of paying part-time assistant medical examiners from a per
36 call basis to a per hourly basis, subject to the Human Resources Director and County Attorney signing off on the
37 fact that there is a separation of those retirement benefits, whether it is a county employer or another municipal
38 employer, and forward to the County Board. Motion carried.
39

40 **ORDINANCE IMPLEMENTING STAFFING CHANGES IN 2008 BUDGET**

41 Moved by Mr. Ewert, seconded by Mr. Core to amend Sections 7.03 and 7.03 of the code; relating to 2009
42 Additional Positions - Human Services Department (CCSA) - Mental Health Services: add one full-time and one
43 part-time Mental Health Technician pay grade E-1, add one part-time Registered Nurse pay grade E-3; Human
44 Services Department (DSS): add one part-time Adult/Family Aide pay grade "C", eliminate two ¾ time
45 Adult/Family Aide pay grade "C" and add one full-time Adult/Family Aide pay grade "C"; Finance Department:
46 add one full-time Accounting Technician pay grade H-7; Health Department: add one ¾ time Environmental
47 Health Specialist pay grade E-3; Samaritan Health Center - Administration: eliminate one full-time Accounting
48 Technician pay grade H-7, add one full-time Account Technician pay grade H-7 funded by Finance Department
49 at 25% and Samaritan Health Center at 75%, and forward to the County Board. Motion carried.
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51 **AUTHORIZE REQUEST FOR PROPOSAL FOR FACILITIES/GROUNDS MASTER PLAN**

52 Laid over to a future meeting.
53
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1 **HUMAN RESOURCES DIRECTOR'S UPDATE**

2 Commendation Resolutions

3 Moved by Mr. Heidtke, seconded by Mr. Core to approve the commendation resolution for Shirley A. Ogi, who
4 has 23 years of service and is retiring from her position as a Social Worker in the Samaritan Health Center, and
5 forward to the County Board. Motion carried.

6
7 Employee Relations Activities

8 Mr. German reported contract negotiations have been initiated with both Samaritan and Parks unions and
9 Washington County received a favorable ruling from arbitration regarding the Social Services Para-Professional
10 union contract. Moved by Mr. Heidtke, seconded by Mr. Core to accept the report. Motion carried.

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12 **NEXT MEETING DATE**

13 The Administrative Services Committee is scheduled to meet on Thursday, December 11, 2008, at 9:00 a.m.

14
15 **RESOLUTION: 2009 PROPERTY INSURANCE**

16 *Appearance: Patty Hoerig, Insurance Coordinator*

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18 Moved by Mr. Heidtke, seconded by Mr. Core to approve a resolution to switch Washington County's Property
19 Insurance Provider from Wisconsin County Mutual Insurance Company to Local Government Property Insurance
20 Fund, and forward to the County Board. Motion carried.

21
22 Ms. Jaszewski presented deductible options for property and auto physical damage insurance for 2009. Moved by
23 Mr. Core, seconded by Mr. Heidtke to approve the Local Government Property Insurance Fund proposal in the
24 amount of \$55,085 effective January 1, 2009 to January 1, 2010. Motion carried with Mr. Ewert voting no.

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26 **AGENDA ITEMS FOR FUTURE MEETINGS**

27 None.

28
29 **CLOSED SESSION**

30 Moved by Mr. Ewert, seconded by Mr. Heidtke to convene into closed session at 12:28 p.m. pursuant to Wis.
31 Stats. 19.85(1) (e) to consider contract offers for Labor Association with current contracts ending December 31,
32 2008, and status of other labor contracts with later expiration dates. Motion carried unanimously by roll call vote.

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34 **ADJOURNMENT**

35 Moved by Mr. Heidtke, seconded by Mr. Core to adjourn the meeting at 12:30 p.m. Motion carried.

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Brenda J. Jaszewski, County Clerk