

ADMINISTRATIVE SERVICES COMMITTEE

Courthouse February 24, 2005 West Bend, WI 9:00 a.m.

Present: Paul J. Beistle, Brian W. Bausch, Donald N. Kempf, Delores E. Kruepke, and David N. Radermacher.

Also Present: County Clerk Brenda Jaszewski, and Human Resource Director Gary Moschea.

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

MINUTES

Moved by Ms. Kruepke, seconded by Mr. Bausch to approve the minutes of February 4, 2005, as presented. Motion carried.

MOVE INTO CLOSED SESSION

Moved by Mr. Bausch, seconded by Mr. Kempf to go into closed session at 9:03 a.m. pursuant to Wis. Stats. s.19.85(1) (c) for purposes of considering employment, promotion, compensation or performance evaluation as more specifically described as follows:

- Grievance submitted by Sheriff's Department employee regarding work schedule and compensation
- Request for extension of probationary review for Planning & Parks

Department employee Motion carried unanimously by roll call vote.

RETURN TO OPEN SESSION

Moved by Mr. Radermacher, seconded by Mr. Bausch to return to open session at 9:16 a.m. Motion carried unanimously by roll call vote.

ACTION TAKEN ON CLOSED SESSION ITEMS

No action was taken at this time.

WADDEL & REED – FINANCIAL CONSULTING SERVICES FOR WASHINGTON COUNTY EMPLOYEES

Mr. Moschea informed the Committee that Attorney Nass has reviewed the proposal to use Waddel & Reed for financial consulting services for county employees at no cost to Washington County. Mr. Moschea stated that Attorney Nass advised him that no contract is required and Mr. Moschea is authorized to proceed with securing the services of Waddel & Reed if approval is received from this Committee.

Moved by Mr. Kempf, seconded by Ms. Kruepke to authorize Mr. Moschea proceed with offering financial consulting services from Waddel & Reed to Washington County employees for a period of one year, and to reevaluate the service provided to determine if it is to continue after the first year. Motion carried.

**HUMAN RESOURCE
DIRECTOR'S UPDATE**

Retirement Resolutions

Moved by Ms. Kruepke, seconded by Mr. Bausch to approve the Commendation Ordinances for Carolyn Hartmann, who has retired from her position as Registered Nurse at the Mental Health Center, and Carol Laffey, who has retired from her position as Secretary/Receptionist at CCSA, and forward to the County Board. Motion carried.

Principal Human Resources Analyst

Mr. Moschea stated that he, along with Doug Johnson and Susan Haag, would be interviewing seven applicants for this new position. Once this person is hired, one of the first projects that will be assigned is to complete an audit of our employees for the Fair Labor Standards Act to determine exempt and non-exempt status.

2006 Collective Bargaining

Mr. Moschea informed the Committee that at the next County Board meeting, there would be a closed session to discuss the upcoming 2006 collective bargaining process.

Worker's Compensation & Health Insurance Accounts

Mr. Moschea stated that in 2004, we paid \$612,238.17 for Worker's Compensation claims, with approximately 70% of those from Samaritan employees. The 2004 Health Insurance account ended \$106,000 in the black, and January 2005, finished almost \$80,000 in the black.

Unemployment Compensation

Mr. Bausch questioned the Unemployment compensation for a part-time employee of the Sheriff's Department. Mr. Moschea indicated this individual is entitled to receive these benefits, but will look into this matter.

NEXT MEETINGS

The next meetings will be Tuesday, March 8, 2005, at 9:00 a.m., and Tuesday, April 12, 2005, at 9:00 a.m.

2004 NON-LAPSED REQUESTS – COUNTY CLERK

Ms. Jaszewski presented the following request for 2004 non-lapsed accounts:
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103.431008 – Elections (Accu-Vote unit w/case) \$5,800 103.491009
– Landmarks Balance 119.423001 – UWWC Repair & Maintenance
(theater steps project) \$1,900

Moved by Mr. Radermacher, seconded by Mr. Bausch to approve the 2004 request for non-lapsed accounts as presented. Motion carried.

TRANSFER REQUESTS – COUNTY CLERK

Ms. Jaszewski presented the following request for 2004 transfers between budget centers:

Transfer from:

General Operations \$40,594.86
State Shared Taxes \$21,178.01
Property & Liability Insur. \$ 2,507.81

Transfer to:

Building Maintenance \$64,280.68

Moved by Mr. Kempf, seconded by Ms. Kruepke to approve the 2004 transfer request as presented. Motion carried.

Ms. Jaszewski stated that for 2004, Central Fuel ended \$6,559.44 in the black, and Central Reproductions ended \$19,239.01 in the red. Ms. Jaszewski will be looking into Central Reproductions to determine where savings can be found.

The Committee discussed the County's energy use and continuing cost increases for utilities. For the next meeting, the Committee requests this item be placed on the agenda for further discussion and possible action.

ADJOURNMENT

Moved by Mr. Radermacher, seconded by Ms. Kruepke to adjourn at 10:15 a.m. Motion carried.

Brenda J. Jaszewski, County Clerk