

1 **ADMINISTRATIVE SERVICES**

2
3 Courthouse
4 West Bend, WI

March 8, 2005
9:00 a.m.

5
6 Present: Paul J. Beistle, Brian W. Bausch, Donald N. Kempf, Delores E. Kruepke, and David N.
7 Radermacher.

8
9 Also Present: Administrative Coordinator Doug Johnson, Human Resource Director Gary Moschea, Sheriff
10 Brian Rahn, County Supervisor Maurice Strupp, and Secretary Mary G. Lemke.

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

13
14 **MINUTES**

15 Moved by Mr. Bausch, seconded by Ms. Krupke to approve the minutes of February 24, 2005, as
16 presented. Motion carried.

17
18 Moved by Ms. Kruepke, seconded by Mr. Bausch to go into closed session at 9:02 a.m. pursuant to Wis.
19 Stats. S.19.85 (1) (c) for purposes of considering employment, promotion, compensation or performance
20 evaluation as more specifically described as follows:

- 21 • Grievance submitted by Sheriff's Department employee regarding work schedule and
22 compensation

23 Motion carried unanimously by roll call vote.
24

25 **RETURN TO OPEN SESSION**

26 Moved by Mr. Radermacher, seconded by Mr. Kempf to return to open session at 9:30 a.m.
27 Motion carried unanimously by roll call vote.

28
29 **ACTION TAKEN ON CLOSED SESSION**

30 No action was taken at this time.
31

32 **REQUEST TO HIRE WIC HEALTH SCREENER POSTION AT PAY GRADE H2**

33 Mr. Moschea presented the Director/Health Office Linda Walter's request to hire a WIC Health Screener
34 Position at Pay Grade H2.

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36 Moved by Mr. Radermacher, seconded by Mr. Kempf to deny Ms. Walter's request to hire a WIC Health
37 Screener Position at Pay Grade H2. Motion carried.

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39 **PROPOSAL FOR VOLUNTARY VISION PLAN**

40 Mr. Moschea explained the proposal his office received from Washington County's Benefit Company to
41 provide a voluntary vision plan for the employees.

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43 Moved by Mr. Radermacher, seconded by Mr. Kempf to deny the voluntary vision plan request. Motion
44 carried.

45
46 **HUMAN RESOURCE DIRECTOR'S UPDATE**

47 Mr. Moschea informed the committee that he's in the process of hiring a Senior Human Resource Analyst.
48 The new person should be starting the first week in April.

49
50 **COUNTY CLERK 2005 TRANSFER TO OUTLAY**

51 Ms. Lemke read a request from County Clerk Brenda Jaszewski.

52
53 Moved by Mr. Radermacher, seconded by Mr. Kempf to approve the 2005 transfer in the amount of \$5,800
54 from 2005 Election Supplies to 2005 Outlay. Motion carried.

55
56 **REVIEW ORDINANCE RELATING TO VEHICLE USE AND MILEAGE REIMBURSEMENT**

57 Mr. Johnson explained the updated version of 2004 Ordinance 37 – An Ordinance to repeal Section 4.20(5)
58 of the code; relating to: Vehicle Use; to amend Section 7.03(5) relating to: Mileage; and to create Section
59 7.16 of the code; relating to: Use of County Owned Vehicles. Mr. Strupp read a letter he received from
60 Assistant Administrator for Golf and Parks Mike Kactro. Discussion followed regarding county employee
61 use of county-owned vehicles.

62
63 Moved by Mr. Radermacher, seconded by Mr. Kempf to approve 2004 Ordinance 37 as presented and
64 forward to County Board. Motion carried by roll call vote. Voting Aye: Beistle, Kempf, and Radermacher.
65 Voting No: Bausch, Kruepke. Ayes-3; Noes-2.

66
67 **NEXT MEETING DATES**

68 The Administrative Committee will meet March 29, 2005, at 1:30 p.m. and April 26, 2005, at 1:30 p.m. in
69 Room 1041 of the Courthouse.

70
71 **FACILITY PLANNED SERVICE REPORT**

72 Kyle Thompson, Service Team Manager from Johnson Controls Inc., gave an informational presentation on
73 Truck Base Mechanical Services that is provided through Johnson Controls.

74
75 **ENERGY AUDIT**

76 The committee discussed the County's energy usage for vending machines in County Complexes. The
77 committee requests that Mr. Loomans, Mr. Johnson and Ms. Jaszewski do an inventory of the vending
78 machines and request this item to placed on the agenda for further discussion.

79
80 **SPACE ALLOCATIONS FOR CCSA AND VETERANS SERVICES OFFICE**

81 Mr. Johnson reviewed the space allocations for CCSA and Veterans Service Office.
82

4 Mr. Johnson informed the Committee that the county has a space at the Public Agency Center, which we
5 have been trying to rent. This area is between Parks Department and CCSA located on the second floor.
6 Mr. Johnson informed the committee that CCSA is getting ready for a major set of changes that will be
7 involved with stopping the operation of the Psychiatric Unit and Mental Health Unit that has been at St.
8 Joseph's Hospital. Mr. Johnson stated that when the hospital moves in August, the hospital would continue
9 the Psychiatric Unit, which will be smaller. Washington County will no longer be running that unit; it will
10 be run strictly by the hospital.

11
12 Mr. Johnson stated that Washington & Ozaukee Counties worked together to receive a grant from the State
13 to help in converting some hospital based care to community emergency services.

14
15 Mr. Johnson explained that in order to help operate the new crisis program, CCSA needs more space and
16 the most helpful space for them would be the space right next to their existing department. The area is
17 1,450 sq. ft. CCSA would take that space as is and use this area for the new program as of July 1, 2005.

18
19 Moved by Mr. Radermacher, seconded by Mr. Bausch that arrangements be made to provide CCSA with
20 the vacant space discussed in accordance with the county rental program. Motion carried.

21
22 Mr. Johnson stated that the 2nd part of this agenda item is to ask for approval to move the Veterans Service
23 Office to the second floor. Mr. Johnson explained Veterans would utilize Judge Faragher's suite. Mr.
24 Johnson informed the Committee that the new courthouse building would be starting April of 2005, moving
25 of the courts April or May of 2006, would start the remodeling of this building.

26
27 Moved by Mr. Radermacher, seconded by Mr. Kempf to approve the planning of Veteran's Service Office
28 to the area of Judge Faragher's Chamber and to keep the Administrative Committee informed as to the
29 progression of this project. Motion carried.

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31 **PROPOSED PROJECTS FROM ONGOING REMODELING ACCOUNT**

32 Mr. Johnson explained the ongoing remodeling projects as follows:

- 33
34 1.) Remodel Room 1014 for Information Services Technicians
35 2.) Add Card Reader at Courthouse West Entrance
36 3.) Furnishings for PAC Meeting Rooms 1000A & 3224
37 4.) Wilson Alley Construction Signs
38 5.) CCSA Additional Offices Card Reader
39 6.) Remodel 2nd Floor Area for Veterans Services
40

41 Moved by Mr. Kempf, seconded by Mr. Radermacher to authorize the projects discussed. Motion carried.
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43 **ADJOURNMENT**

44 Moved by Mr. Bausch, seconded by Mr. Kempf to adjourn at 11:30 a.m. Motion carried.
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51 Mary G. Lemke, Chief Deputy Clerk
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