

1 **ADMINISTRATIVE SERVICES COMMITTEE**

2  
3 Courthouse  
4 West Bend, WI

November 29, 2005  
1:30 p.m.

5  
6 Present: David N. Radermacher, Charlene S. Brady, Donald N. Kempf, and Delores E. Kruepke.

7  
8 Excused: Brian W. Bausch.

9  
10 Also Present: Human Resource Director Gary Moschea, Administrative Coordinator Doug Johnson,  
11 Principal Human Resources Analyst Karon Kraft, Employee Benefits Manager Michelle Hoey, and Linda  
12 Boesen, Secretary.

13  
14 Vice-Chairperson Radermacher called the meeting to order and read the Affidavit of Posting.

15  
16 **MINUTES**

17 This item was not addressed at this meeting.

18  
19 **ELECTION OF COMMITTEE CHAIRPERSON AND VICE-CHAIRPERSON**

20  
21 Moved by Ms. Kruepke to nominate Mr. Radermacher as Chairperson. There being no further nominations,  
22 nominations were closed and a unanimous ballot was cast for Mr. Radermacher as Chairperson. Motion  
23 carried.

24  
25 Moved by Ms. Brady to nominate Mr. Kempf as Vice-Chairperson. There being no further nominations,  
26 nominations were closed and a unanimous ballot was cast for Mr. Kempf as Vice-Chairperson. Motion  
27 carried.

28  
29 **WIRELESS INTERNET – ACTIVE AIR NETWORK**

30 Appearance: County Board Chair Kenneth Miller and Washington County Historical Society Executive  
31 Director Chip Beckford.

32  
33 Active Air is a wireless Internet provider, wants to utilize the Old Courthouse tower to install three antennas  
34 inside the tower to increase their network. Active Air will provide free high-speed Internet access to the  
35 Historical Society. Discussion was held to determine if the West Bend Library could be included in the free  
36 Internet access. Active Air is requesting a 20-year contract; however, County Attorney Kim Nass  
37 recommended a 5-year contract with an annual renewal by written request. Property and Liability Insurance  
38 will be required and Active Air will list Washington County as an additional insured. Active Air will pay  
39 Washington County \$50 a month for the use of the property.

40  
41 Moved by Mr. Kempf, seconded by Ms. Brady to approve the conceptual agreement with Active Air  
42 Network to provide free high-speed Internet access to the Historical Society and possibly the West Bend  
43 Library, in exchange for allowing installation of three antennas inside the Old Courthouse tower, and a \$50  
44 per month fee. Motion carried.

45  
46 **CLOSED SESSION**

47 Moved by Ms. Kruepke, seconded by Mr. Kempf to move into closed session at 1:50 p.m. pursuant to Wis.  
48 Stats. s19.85(1) (e) and (f) "Consider personal medical data of Highway Department employee and Sheriff's  
49 Department employee and consider possible competitive bargaining proposal for Deputy Sheriff's  
50 Association." Motion carried unanimously by roll call vote.

51  
52 **RETURN TO OPEN SESSION**

53 Moved by Mr. Kempf, seconded by Ms. Brady to return to open session at 2:20 p.m. Motion carried  
54 unanimously by roll call vote.

1  
2 **ACTION ON ITEM(S) DISCUSSED IN CLOSED SESSION**

3 There was no action taken on items in Closed Session.  
4

5 **REVIEW OF 2006 POSITION RECLASSIFICATION REQUESTS**

6 Mr. Moschea distributed the proposed ordinance that changes two full-time County Treasurer Assistants  
7 from pay grade H-5 to Accounting Assistants pay grade H-6, the Buyer in the Finance Department-  
8 Purchasing from pay grade E-2 to E-3, the Purchasing Agent in the Finance Department-Purchasing from  
9 pay grade E-4 to E-6, and the Samaritan Switchboard Operator/Receptionist from pay grade H-2 to  
10 Secretary/Receptionist pay grade H-3.  
11

12 Moved by Ms. Kruepke, seconded by Ms. Brady to approve the proposed ordinance to amend Sections 7.02  
13 of the code relating to 2006 reclassifications for the County Treasurer's office, Finance-Purchasing  
14 Department, and Samaritan Health Center as presented, and forward to the County Board. Motion carried.  
15

16 **REVIEW OF 2006 ADDITIONAL POSITION REQUESTS AND ACTION ON RELATED**  
17 **ORDINANCE REVISIONS**

18 Mr. Moschea distributed an explanation of actions by Finance Committee regarding the 2006 additional  
19 position requests, and the proposed ordinance that reflects the approved additional positions. For 2006, the  
20 approved additional positions include: full-time Custodians in Administration from 7 to 8 (effective 5/06),  
21 and part-time Custodians from 11-12 (effective 5/06); full-time Developmental Disabilities Case Manager in  
22 CCSA from 6 to 7; full-time Psychiatric Social Worker in CCSA from 5-6; add one full-time Adult/Family  
23 Aide, pay grade "C" in the Department of Social Services; add Public Health Nurse Pool pay grade E-3 in  
24 the Health Department as needed; add one limited part-time WIC Dietetic Technician, pay grade H-5, in the  
25 Health Department; change Program Assistant in the Office On Aging from ¾ time to full-time; full-time  
26 Project Technician/Land Conservation in Planning & Parks from 2 to 3 (effective 4/06); full-time  
27 Corrections Officer in Sheriff's Department from 57 to 59 (effective 3/06); full-time Deputy Sheriff Sergeant  
28 from 4 to 5 (effective 5/06); and ¾ time Administrative Secretary in Veterans Service Office to full time.  
29

30 Moved by Mr. Kempf, seconded by Ms. Kruepke to approve the proposed ordinance to amend Sections 7.02  
31 and 7.03 of the code relating to 2006 additional positions as presented, and forward to the County Board.  
32 Motion carried.  
33

34 **CONSIDER RESOLUTION REGARDING 2006 SAMARITAN WAGE AND HEALTH**  
35 **INSURANCE CONTRACT REOPENER**

36 Mr. Moschea distributed the proposed resolution for the wage and health insurance reopener agreement for  
37 Samaritan Health Center Union Employees. This ordinance would provide a 3% across the board wage  
38 increase to all classifications, increase office visit co pay from \$10 to \$15, increase the emergency room co  
39 pay from \$50 to \$100, unless admitted, include the cost of the employee's annual physical as part of the  
40 employee's health insurance plan, remove the current \$100 reimbursement paid directly to the employee.  
41 The annual physical would be subject to the appropriate deductibles, and adjust health insurance caps to  
42 reflect the current practice of requiring employees to pay 15% of the cost of the monthly premium.  
43

44 Moved by Ms. Brady, seconded by Ms. Kruepke to approve the resolution for Samaritan Health Center Wage  
45 and Health Insurance Contract Reopener Agreement as presented, and forward to the County Board. Motion  
46 carried.  
47

48 **REPORT ON HEALTH INSURANCE TRANSITION**

49 Appearance: Employee Benefits Manager Michelle Hoey  
50

51 Ms. Hoey reported that at this time, everything is going smoothly with the change from WPS to Auxiant. Ms.  
52 Hoey does expect some minor problems until the transition is complete. Carry over deductibles may be one  
53 of these concerns. The stop loss carrier is Canada Life, which is for any claims over \$50,000. A check was  
54 sent to Canada Life to lock in the rates for 2006. Ms. Hoey will meet with Auxiant to review our plan and

1 find out how Auxiant is going to handle our claims. Ms. Hoey continues to work with the company that will  
2 handle our prescriptions. Ms. Hoey is working with EBC to bill Washington County retirees. The ID cards  
3 will be issued to employees before the end of the year.  
4

5 Moved by Mr. Kempf, seconded by Ms. Kruepke to approve the report on the Health Insurance Transition, as  
6 presented. Motion carried.  
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#### 8 **DISCUSS 2006 WORKER'S COMPENSATION CLAIM SERVICE AGREEMENT**

9 Appearance: Employee Benefits Manager Michelle Hoey  
10

11 Ms. Hoey stated that Cambridge handles Washington County's Worker's Compensation, and a contract  
12 renewal is required at this time. There is a \$45 per claim increase for indemnity claims, and a \$10 per claim  
13 increase on medical claims. If a case is open longer than a year, the fee is \$300 per year after the first year,  
14 which is an increase of \$25.  
15

16 Moved by Ms. Kruepke, seconded by Ms. Brady to approve the report and extend the contract with  
17 Cambridge for two years beginning January 1, 2006. Motion carried.  
18

#### 19 **DISCUSS LONG TERM DISABILITY AND LIFE INSURANCE RENEWALS**

20 Mr. Moschea stated there are two contract renewals with National Insurance Service for the Long Term  
21 Disability Insurance Plan in the Highway and Parks Departments, and the Countywide Life Insurance Plan.  
22 There is no change in the rates.  
23

24 Moved by Ms. Brady, seconded by Mr. Kempf to approve the extension of the contract for one year with  
25 National Insurance Services, beginning January 1, 2006. Motion carried.  
26

#### 27 **HUMAN RESOURCE DIRECTOR'S UPDATE**

##### 28 Commendation Resolutions

29 Moved by Ms. Kruepke, seconded by Mr. Kempf to approve the commendation ordinance for Darlene Walls,  
30 who has 20 years of service and is retiring from her position as Accounting Assistant in CCSA, and forward  
31 to the County Board. Motion carried.  
32

##### 33 Employee Relations Activities

34 As of October, Washington County is \$28,000 in the black in our health insurance account.

35 A bargaining session with the Command staff and the Sheriff's Department is tentatively set for December  
36 12, 2005, at 1:30 p.m.  
37

38 An Equal Rights complaint has been filed and the state EEOC has sent us a letter stating they have found  
39 probable cause. Washington County will use outside counsel.  
40

41 Moved by Mr. Kempf, seconded by Ms. Kruepke to approve the activities report as presented by Mr.  
42 Moschea. Motion carried.  
43

#### 44 **NEXT MEETING**

45 The next meeting date is Tuesday, December 20, 2005, at 1:30 p.m.  
46

#### 47 **EAST PARKING LOT COMPLETION REPORT AND FINAL PROJECT CHANGE ORDERS**

48 Mr. Johnson distributed a financial report and explanation of change order for the east parking lot. The lot is  
49 completed and it opened for use on November 14, 2005. Mr. Johnson is requesting approval for a change  
50 order to the Ray Wollner contract for the East Parking lot, in the amount of \$4,100 for additional work  
51 required during construction.  
52

53 Moved by Mr. Kempf, seconded by Ms. Kruepke to approve the change order to the Ray Wollner contract in  
54 the amount of \$4,100 for the additional work in the east parking lot. Motion carried.

1  
2 **REPORT ON PREVENTITVE MAINTENANCE CONTRACTOR**  
3 Appearance: Facility Manager David Loomans  
4  
5 Mr. Loomans reported all work orders with Johnson Controls would be closed in December, and he will have  
6 orientation with the new company in January 2006.  
7  
8 Moved by Mr. Kempf, seconded by Ms. Kruepke to approve the report as presented. Motion carried.

9  
10 **ADJOURNMENT**

11 Moved by Ms. Kruepke, seconded by Ms. Brady to adjourn at 3:25 p.m. Motion carried.  
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13

14 Linda M. Boesen, Deputy County Clerk