

# Washington County Board of Supervisors

*Herbert J. Tennies, Chair*

*Mark T. McCune, First Vice-Chair*

*Paul E. Ustruck, Second Vice-Chair*

## AGENDA

DATE: September 5, 2013

TO: ADMINISTRATIVE SERVICES COMMITTEE  
Administrative Coordinator Employee Benefits Manager/Interim Division Manager  
County Board Chairperson Human Resources Analyst(s)  
County Attorney Facilities Manager  
County Clerk News Media Dale Schmidt  
Finance Director/Interim Human Resources Director

FROM: Peter I. Sorce, Chairperson

RE: ADMINISTRATIVE SERVICES COMMITTEE MEETING  
THURSDAY, SEPTEMBER 12, 2013, @ 9:00 A.M.  
COURTHOUSE-GOVERNMENT CENTER ROOM 2024

The following business will be before the committee for initiation, discussion, deliberation and possible formal action, subject to rules of the board that may be inspected at the office of the County Clerk.

1. Call to Order
2. Affidavit of Posting
3. Ordinance for Temporary and Limited Term Employees
4. Discussion and Possible Action on Promotional Raises - *Dale Schmidt*
5. Paid Time Off (PTO) Policy Discussion, Development and Timetable
6. Interim Human Resources Director's Update
  - Report on Department Operations and Possible Restructure and Action as Necessary
  - Commendation Resolutions
  - Employee Relations Activities
7. Next Tentative Meeting Date: Thursday, September 26, 2013, @ 9:00 a.m.
8. Adjournment

PIS:ld

Enclosures: *Ordinance, Promotional Raises Policy Memo, PTO Document*

Individual County Board Supervisors may attend the above meeting. It is possible that such attendance may constitute a meeting of the county board or any of its committees pursuant to State ex rel. Badke v. Greendale Village Board, 173 Wis. 2d 553, 494 N.W. 2d 408 (1993). This notice does not authorize attendance at either the above meeting or the Badke meeting, but is given solely to comply with the notice requirements of the open meeting law.

AFFIDAVIT OF POSTING This agenda was posted in the office of the County Clerk on the 5th day of September 2013. Notice was sent to the West Bend Daily News, Express News, WBKV/WBWI Radio, WTKM Radio, My Community NOW, Hartford Times Press, Kewaskum Statesman, Milwaukee Journal-Sentinel. Individuals with disabilities requiring special accommodations for attendance at the meeting should contact the County Clerk at (262) 335-4301 at least 48 hours prior to the meeting.