

Washington County Board of Supervisors

Herbert J. Tennies, Chair

Mark T. McCune, First Vice-Chair

Paul E. Ustruck, Second Vice-Chair

AGENDA

DATE: September 30, 2013

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

FROM: Peter I. Sorce, Chairperson

RE: ADMINISTRATIVE SERVICES COMMITTEE MEETING
MONDAY, OCTOBER 7, 2013, @ **1:30 P.M.**
COURTHOUSE-GOVERNMENT CENTER ROOM **1020**

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. Minutes: September 10, and 12, 2013
4. 2014 Reinsurance - *Rae Ann Boudry*
5. Rent Adjustment at Annex II by the Tri-Center School - *Doug Johnson*
6. Proposal for Shoe Allowance for Custodians - *Doug Johnson*
7. Discussion and Possible Action on Promotional Policy - *Michelle Hoey*
8. Ordinance for Limited Term Employee Step Increases - *Michelle Hoey*
9. Discussion and Possible Action on Attendance Policy - *Michelle Hoey*
10. Discussion and Possible Action on Human Resources Re-organization - *Susan Haag*
11. Interim Human Resources Director's Update
 - Commendation Resolutions
 - Employee Relations Activities
12. Non-County Employees Driving County Vehicles - *Brenda Jaszewski*
13. County Owned Vehicles - Title Registration and Retention - *Brenda Jaszewski*
14. Minimum Threshold Amount for Property Insurance Claims - *Brenda Jaszewski*
15. Next Tentative Meeting Date: Thursday, October 24, 2013, @ 9:00 a.m.
16. Adjournment

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Enclosures: *Minutes (2), Promotional Policy (2), Attendance Policy, Re-organization (3)*

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 30th 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.