

Washington County Board of Supervisors

Herbert J. Tennes, Chair

Mark T. McCune, First Vice-Chair

Paul E. Ustruck, Second Vice-Chair

AGENDA

DATE: November 7, 2013

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

FROM: Peter I. Sorce, Chairperson

RE: ADMINISTRATIVE SERVICES COMMITTEE MEETING
THURSDAY, NOVEMBER 14, 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. Minutes: October 24, 2013
4. Entertain a motion to convene into Closed Session pursuant to Wis. Stats. §19.85(1)(c), considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; specifically, "extending a Facilities employee's probation for three months."
5. Return to Open Session
6. Possible Action on Item Discussed in Closed Session
7. Discussion and Action on PTO Policy
 - General Fund Transfer Resolution
 - PTO Resolution
8. Ordinance for Sheriff and Clerk of Courts Salary 2015-2018
9. Flexible Spending Plan Changes - *Michelle Hoey*
10. Discussion and Possible Action on Attendance Policy - *Michelle Hoey*
11. Discussion and Possible Action on 2014 Stop Loss Insurance
12. Human Resources Director Job Description
13. Human Resources Director Recruitment and Time Schedule
14. Interim Human Resources Director's Update
 - Commendation Resolutions
 - Employee Relations Activities
15. Next Tentative Meeting Dates
16. 2013 Facilities Projects Report
17. Adjournment

PIS:ld

Enclosures: *Minutes, PTO Policy, Attendance Policy, Resolutions*

See Other Side →

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 7th day of November 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.