

Washington County Board of Supervisors

Herbert J. Tennes, Chair

Daniel W. Stoffel, First Vice-Chair

John W. Stern, Second Vice-Chair

AMENDED

DATE: December 19, 2011

TO: ADMINISTRATIVE SERVICES COMMITTEE
Administrative Coordinator Employee Benefits Manager
County Board Chairperson Facilities Manager
County Attorney Human Resources Analyst(s)
County Clerk Health Director
Human Resources Director Human Services Director
County Engineer

FROM: Roy Justman, Chairperson

RE: ADMINISTRATIVE SERVICES COMMITTEE MEETING
THURSDAY, DECEMBER 22, 2011, @ 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. 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 Health Department employee's Introductory Period for three months."
4. Return to Open Session and Possible Action on Items Discussed in Closed Session
5. Minutes: November 15, 2011
6. Discuss County-wide Study for Washington County Employers and the Involvement of our Employees
7. Discussion and Possible Action on Health Department Employee and Payout of Compensatory Time
8. Discussion and Possible Action on Finance Employee and the Payout of Vacation
9. Review of Differing Benefits and Recommendations including the following:
 - Human Services Union Employees Vacation Schedule (Anniversary vs. Calendar Year)
 - Human Services Union Employees Newly Hired Vacation Benefit
10. Review of Work Rules for Employees Concerning Concealed Carry
11. Update on Pay Plan Study
12. Discussion and Possible Action on Union Employee Pay Step Progression
13. Discussion on Continuity and Chain of Command in the following Departments: Human Resources, County Clerk and Facilities Management
14. Human Resources Director's Update
 - Commendation Resolutions
 - Employee Relations Activities
15. Meeting Dates for January, February and March

See Reverse Side →

16. Report on Purchase of Professional Services - County Clerk
17. **WE Energies Easement at East Washington Street, North Indiana Avenue, and Wilson Avenue - Appearance by County Engineer Scott Schmidt**
18. Consider Additional Uncomplicated EECB Grant Projects with Remaining Funds
19. Future Agenda Items
20. Adjournment

RJ:ld

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 19th day of December 2011. Notice was sent to the West Bend 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.