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**WASHINGTON COUNTY
ADMINISTRATIVE SERVICES COMMITTEE**

Courthouse - Government Center
West Bend, WI

January 2, 2014
9:00 a.m.

Present: Marilyn Merten, Michael Miller, Dennis Myers, Peter Sorce, and Michael Weston.

Also Present: County Board Chairperson Herbert Tennes, County Manager Joshua Schoemann, County Attorney Kim Nass, County Clerk Brenda Jaszewski, Finance Director/Interim Human Resources Director Susan Haag, Interim Human Resources Division Manager/Employee Benefits Manager Michelle Hoey, Human Resources Employee Relations Manager Sandy Weiland, Highway Commissioner Tom Wondra, Sheriff Dale Schmidt, Captain Steve Gonwa, Captain Shirley Miller, Supervisors Ralph Hensel, Raymond Heidtke, and Donald Kriefall, and Chief Deputy County Clerk Linda Doro.

Chairperson Sorce called the meeting to order at 9:00 a.m. and read the Affidavit of Posting.

MINUTES

Moved by Mr. Weston, seconded by Ms. Merten to approve the Administrative Services Committee minutes of December 2, and 20, 2013, as presented. Motion carried.

CLOSED SESSION

Moved by Mr. Miller, seconded by Mr. Myers to convene into Closed Session at 9:02 a.m. pursuant to §19.85(1)(e), Wis. Stats. for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically, "to discuss and interpret certain collective bargaining agreement provisions of the existing Deputy Sheriff contract and to discuss the impact of the proposed settlement of the 2013 contract on command staff." Motion carried unanimously by roll call vote.

OPEN SESSION

Moved by Mr. Weston, seconded by Mr. Myers to return to Open Session at 11:04 a.m. Motion carried unanimously by roll call vote.

ACTION ON ITEMS DISCUSSED IN CLOSED SESSION

Moved by Mr. Miller, seconded by Mr. Myers to recommend to the County Board, ratification of the proposed 2013-2015 Deputy Sheriff's Association contract, which includes across-the-board wage increases of 2.0% effective January 1, 2013, 3.5% effective January 1, 2014, and 3.5% effective January 1, 2015. In addition, employee contributions to the cost of the employee's share of Wisconsin Retirement System (WRS) will begin January 1, 2014, in the amount of 3.5% and full employee's share contribution effective January 1, 2015. Motion carried.

Moved by Mr. Myers, seconded by Ms. Merten to direct the County Attorney to draft a resolution and ordinance to change the County's pay plan grade order list for Sheriff's Department command staff to be consistent with the proposed Deputy Sheriff's Association contract wage increases and WRS contributions for 2014 and 2015, and forward to the County

1 Board. Motion carried.

2

3 Moved by Mr. Miller, seconded by Ms. Merten to make one final payment for 2013 to the
4 Voluntary Employee Benefit Association in the amount of approximately \$3,918, on behalf of
5 the Sheriff's Department command staff and provide written notice that no further contributions
6 will be made by Washington County. Motion carried with Mr. Myers and Mr. Weston voting no.

7

8 **CHIEF DEPUTY MEDICAL EXAMINER HOLIDAY AND VACATION PAYOUT**

9 *Appearance: Chief Deputy Medical Examiner Craig Garbisch.*

10 Ms Haag reported since the departure of the former Medical Examiner, Mr. Garbisch has
11 assumed the responsibilities of two full-time individuals. During this time, he has been unable to
12 use 24 hours of vacation and 40 hours of holiday pay and will not be able to use any of this time
13 until a new medical examiner is hired. For this reason, he is requesting a payout of 64 hours, in
14 the amount of \$1,492.48.

15

16 Moved by Mr. Miller, seconded by Mr. Myers to approve the payout of 24 hours of Mr.
17 Garbisch's vacation hours and 40 hours of Mr. Garbisch's holiday hours, in the amount of
18 \$1,492.48. Motion carried.

19

20 **DISCUSSION AND POSSIBLE ACTION ON PAID TIME OFF (PTO) POLICY**

21 Timing and Enforcing of PTO Bank Caps

22 Ms. Haag reported the Workgroup adjusted the enforcement date of the PTO Bank caps from
23 January 1, 2017, to January 1, 2016.

24

25 Moved by Ms. Merten, seconded by Mr. Weston to approve the change of the enforcement date
26 of the PTO Bank caps from January 1, 2017, to January 1, 2016 and deadline of the transitional
27 time period from December 31, 2016, to December 31, 2015. Motion carried.

28

29 Short Term Disability Program

30 Ms. Haag presented a draft short term disability policy. The workgroup has no recommendation
31 to change county employees utilizing their PTO bank hours before receiving short term disability
32 benefits and the reduction of sick days from eight to five. The Committee discussed requiring
33 county employees to use their Extended Leave Bank (ELB) hours prior to receiving short term
34 disability benefits.

35

36 Moved by Ms. Merten, seconded by Mr. Miller to amend the Short Term Disability Policy by
37 requiring Washington County Employees to utilize their Extended Leave Bank hours prior to
38 receiving short term disability benefits. Motion carried with Mr. Myers and Mr. Weston voting
39 no.

40

41 Moved by ~~Ms.~~ **Mr.** Miller (**corrected 1/28/14**), seconded by Mr. Myers to forward the amended
42 Short Term Disability Policy to the County Board. Motion carried.

43

44 **DISCUSSION AND POSSIBLE ACTION ON FEE & COMMISSION STATEMENT -** 45 **HEALTH INSURANCE - THIRD PARTY ADMINISTRATOR**

46 Ms. Hoey presented and noted the changes to the Fee and Commission Disclosure Statement
47 dated January 1, 2014, through December 31, 2014. Moved by Mr. Miller, seconded by Mr.

1 Myers to approve the Fee and Commission Disclosure Statement January 1, 2014, through
2 December 31, 2014, and forward to the County Attorney for final review. Motion carried.
3

4 **INTERIM HUMAN RESOURCES DIRECTOR'S UPDATE**

5 Commendation Resolutions

6 There are no commendations for consideration.
7

8 Employee Relations Activities

9 Ms. Haag reported Sandy Weiland is working with Department Heads on employee training.
10

11 **NEXT MEETING DATES**

12 The Administrative Services Committee will tentatively meet on Thursday, January 23, 2014, at
13 9:00 a.m.
14

15 **ADJOURNMENT**

16 Moved by Mr. Miller, seconded by Mr. Sorce to adjourn the meeting at 11:52 a.m. Motion
17 carried.
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Brenda J. Jaszewski, County Clerk