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**WASHINGTON COUNTY  
ADMINISTRATIVE SERVICES COMMITTEE**

Courthouse - Government Center  
West Bend, WI

January 24, 2013  
8:30 a.m.

Present: Raymond Heidtke, Michael Miller, Dennis Myers, and Peter Sorce. Excused: Michael Weston.

Also Present: Administrative Coordinator Doug Johnson, County Board Chairperson Herbert Tennes, County Attorney Kim Nass, County Clerk Brenda Jaszewski, Human Resources Director Peter German, Human Resources Employee Benefits Manager Michelle Hoey, Supervisor Melvin Ewert, Supervisor Paul Ustruck, Chief Deputy County Clerk Linda Doro, and Richard Bertram.

Chairperson Sorce called the meeting to order at 8:30 a.m. and read the Affidavit of Posting.

**MINUTES**

Moved by Mr. Heidtke, seconded by Mr. Miller to approve the minutes of January 8, and 10, 2013, as presented. Motion carried.

**CONSIDER THIRD BATCH OF APPEALS UNDER THE PAY PLAN APPEAL  
PROCESS**

*Appearance: Consultant Charlie Carlson*

The January 24, 2013, Appeal Process Recommendations list was presented to the Administrative Services Committee.

Mr. Carlson presented his recommendations on Finance Department Case 19, and Human Services Department Case 54 that were from the January 10, 2013, Appeal Process Recommendations list that required further examination. Appearance and remarks: Purchasing Agent Bill Kurer and Buyer Roy Hartmann.

Clerk of Courts

Case 45: Judicial Assistant. Appearance and remarks from Clerk of Circuit Court Theresa Russell, Judges Todd Martens, James Muehlbauer, and James Poulos, and Judicial Assistants Kari Dreikosen, Lisa Polenske, and Evelyn Zimpelman.

District Attorney

Case 7: Office Assistant. Appearance and remarks from District Attorney Mark Bensen and Office Assistant Erica Remich.

Case 10: Victim Witness Coordinator. Appearance and remarks from District Attorney Mark Bensen and Victim Witness Coordinator Ali Krueger.

Case: 11: Victim Witness Specialist. Appearance and remarks from District Attorney Mark Benson, Victim Witness Coordinator Ali Krueger, and Victim Witness Specialist Connie Hogendyk.

Finance Department

1 Case 66: Network Manager and Information Services Manager. Appearance and remarks from  
2 Finance Director Susan Haag.

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4 Case 67: Assistant Network Manager. Appearance and remarks from Finance Director Susan  
5 Haag.

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7 The meeting recessed at 9:52 a.m. and reconvened at 10:00 a.m.  
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9 UW Extension

10 Case 12: Secretary/Receptionist. Appearance and remarks from UWEX Department Head Paul  
11 Roback, Administrative Secretary Christine Larson and Secretary/Receptionists Charlotte Bales  
12 and Christine Roach.

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14 Register of Deeds

15 Case 8: Real Property Specialist. Appearance and remarks from Register of Deeds Sharon Martin,  
16 Real Property Lister Brian Braithwaite, and Real Property Specialist Christine Guagliardo.  
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18 Sheriff Department

19 Case 31, 34-35: Office Assistant. Appearance and remarks from Office Assistant Deborah  
20 Watson and Sheriff Dale Schmidt.  
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22 Case 40: Automobile Technician. Appearance and remarks from Auto Technician Don Goeden  
23 and Sheriff Dale Schmidt.  
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25 Case 41: Radio Systems Administrator. Appearance and remarks from Radio Systems  
26 Administrator John Schrader and Sheriff Dale Schmidt.  
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28 Case 38: Juvenile Detention Administrator. Appearance and remarks from Juvenile Detention  
29 Administrator Mary Pat McKinley and Sheriff Dale Schmidt.  
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31 Clerk of Courts

32 Case 43: Senior Court Assistant and Case 44: Family Court Assistant. Appearance and remarks  
33 from Clerk of Circuit Court Theresa Russell.  
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35 Case 46: Clerk of Courts Administration & Accounting Supervisor. Appearance and remarks  
36 from Clerk of Circuit Court Theresa Russell.  
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38 Case 47: Office Manager Clerk of Courts. Appearance and remarks from Clerk of Circuit Court  
39 Theresa Russell and Office Manager Wendy Hoefert.  
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41 Case 49: Office Supervisor. Appearance and remarks from Clerk of Circuit Court Theresa Russell  
42 and Office Supervisor Caroline Schraufnagel.  
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44 Case 50: Program Assistant. Appearance and remarks from Clerk of Circuit Court Theresa  
45 Russell.  
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47 The meeting recessed at 12:26 p.m. and reconvened at 12:32 p.m.  
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**RECOMMENDATION FOR LIMITED PART TIME STEPS**

Mr. German presented two options for providing step increases to limited part-time staff. Option One is a step increase either after one, two, or three years. The step increase would be based on the annual review on the anniversary date with an established procedure for advancing to the next step. Possibly after one year for an excellent employee, who is very valuable or after two years for an above average employee. If no recommendation is made, the step increase would become automatic after three years. Option Two is a straight two year step increase for everyone in the limited category. The Administrative Services Committee discussed these options and requested this issue will be brought back for further discussion at the next meeting.

**IMPLEMENTATION OF REGULAR PART TIME EXEMPT EMPLOYEES**

*Appearance: Human Services Director Jim Strachota*

Mr. German reported with the requirement that the County follow the Federal Fair Labor Standards Act (FLSA) as of the first of the year, issues of exempt versus non-exempt employees and the definition of part-time employees arose for nine part-time employees, two specifically in the Human Services Department. A policy needs to be implemented in the Pay Plan that defines a  $\frac{3}{4}$  time position as 32 hours per week and a  $\frac{1}{2}$  time position as 24 hours per week. For the two specific Human Services Department positions, a request is being presented to increase a psychiatric social worker position from 29 to 32 hours per week, or three-quarter time status, and to set a registered nurse position at 24 hours per week to comply with FLSA requirements.

Moved Mr. Myers, seconded by Mr. Heidtke to incorporate a definition of part-time exempt in the County Pay Plan ordinance and incorporate the staffing changes in the Human Services Department as presented. Motion carried.

**REQUEST TO NON-LAPSE HUMAN RESOURCES 2012 FUNDS TO 2013**

Moved by Mr. Heidtke, seconded by Mr. Miller to approve non-lapsing \$3,375 from the 2012 IS account in the Human Resource budget to 2013. Motion carried.

**HUMAN RESOURCES DIRECTOR'S UPDATE**Commendation Resolutions

Moved by Mr. Heidtke, seconded by Mr. Myers to approve the commendation resolutions for Jane S. Kraemer, who has 26 years of service and is retiring from her position of Clerk of Juvenile Court at the Clerk of Court's Department, and Katherine Z. Westphal, who has 33 years of service and is retiring from her position of Senior Social Worker at the Human Services Department, and forward to the County Board. Motion carried.

Employee Relations Activities

Mr. German reported a bargaining session with the Human Services Social Workers union is scheduled for February 27, 2013.

Mr. German distributed a Master Appeal list for the Administrative Services Committee to consider at the January 31, 2013, meeting.

**NEXT TENTATIVE MEETING DATE**

The Administrative Services Committee will tentatively meet on Thursday, January 31, 2013, at 8:30 a.m.

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**REQUEST TO NON-LAPSE COUNTY CLERK 2012 FUNDS TO 2013**

Moved by Mr. Miller, seconded by Mr. Myers to approve non-lapsing the balance of the 2012 Employee Appreciation account in the County Clerk budget to 2013. Motion carried.

**FINAL REPORT ON 2012 ELECTION ACCOUNTS**

Mr. Jaszewski reported she overspent approximately \$16,559 in the election accounts; however there are available funds in the 2012 County Clerk budget to cover this overage.

**REQUEST TO NON-LAPSE FACILITIES 2012 FUNDS TO 2013**

*Appearance: Facilities Manager Dave Loomans*

Moved by Mr. Myers, seconded by Mr. Heidtke to approve non-lapsing \$7,400 from the 2012 Capital Improvement account in the Facilities budget to 2013. Motion carried.

**REQUEST FOR CHAIRS AND TABLES TO COMPLETE PUBLIC AGENCY CENTER MEETING ROOM CHANGES**

*Appearance: Facilities Manager Dave Loomans*

Moved by Mr. Miller, seconded by Mr. Heidtke to approve the purchase of 20 chairs and 10 tables, at a total cost of \$8,857.50, for a Public Agency meeting room, with funding available from the Public Agency Remodeling account. Motion carried.

**ADJOURNMENT**

Moved by Mr. Heidtke, seconded by Mr. Miller to adjourn the meeting at 1:23 p.m. Motion carried.

Brenda J. Jaszewski, County Clerk