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**WASHINGTON COUNTY
ADMINISTRATIVE SERVICES COMMITTEE**

Courthouse - Government Center
West Bend, WI

January 26, 2012
9:00 a.m.

Present: James Core, Raymond Heidtke, Roy Justman, Michael Miller, and Peter Sorce.

Also Present: Administrative Coordinator Doug Johnson, County Board Chairperson Herbert Tennes, County Attorney Kim Nass, County Clerk Brenda Jaszewski, Facilities Manager Dave Loomans, Human Resources Director Peter German, Human Resources Employee Benefits Manager Michelle Hoey, Finance Director Susan Haag, Assistant Finance Director Rich Abbott, Register of Deeds Sharon Martin, Samaritan Campus Administrator Ed Somers, Sheriff Dale Schmidt, Supervisor Melvin Ewert, Supervisor Ralph Hensel, Supervisor Lee Krueger, Supervisor Dennis Myers, Treasurer Janice Gettelman, Rae Ann Boudry, and County Clerk Administrative Assistant Linda Doro.

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

MINUTES

Moved by Mr. Sorce, seconded by Mr. Heidtke to approve the minutes of December 22, 2011, as presented. Motion carried.

**DISCUSS UPDATE TO THE WORK PLACE VIOLENCE POLICY IN THE
EMPLOYEE HANDBOOK**

Ms. Nass presented two options of the workplace violence policy for the Committee to consider and reported she will prepare a separate provision regarding Concealed Carry for the Employee Handbook for the Committee to consider at a future meeting. Moved by Mr. Heidtke, seconded by Mr. Miller to approve Workplace Policy Option two for the Employee Handbook. Motion carried.

REVISIT PREVIOUS DISCUSSION ON FLOATING HOLIDAYS CARRY OVER

Mr. German reported the Finance Director is requesting that the Floating Holidays Carry Over policy recently approved by the Committee be reviewed again, due to concerns with the additional administrative work for Payroll to keep track of these holiday carry overs. The Committee discussed the current Floating Holidays Carry Over policy, and consensus was to retain the policy as it is currently written. Mr. Johnson will provide direction to the departments on how to implement this policy. Moved Mr. Miller, seconded by Mr. Core to retain the current Floating Holidays Carry Over policy. Motion carried.

UPDATE ON PAY PLAN STUDY

Appearance: Charlie Carlson and Brian Ronk

Mr. Carlson presented his input on the Washington County Employee Attrition/Turnover rate and Workforce Age analysis prepared by the Human Resources department, and discussed what he will be looking for in public market and private market comparisons to assist him with the pay plan study analysis. Mr. Carlson recommended presenting the pay plan recommendations to the

1 new county board at their May 8, 2012, meeting, and the Committee agreed with him. Mr.
2 Carlson reported he will discuss performance management and pay for performance at the next
3 Administrative Services Committee meeting.

4
5 The meeting recessed at 10:15 a.m. and reconvened at 10:23 a.m.

6 7 **REQUEST TO NON-LAPSE 2011 FUNDS TO 2012 - HUMAN RESOURCES**

8 Moved by Mr. Miller, seconded by Mr. Heidtke to approve non-lapsing the balance of the 2011
9 Consulting Services account in the Human Resources budget to 2012. Motion carried.

10 11 **HUMAN RESOURCES DIRECTOR'S UPDATE**

12 Commendations

13 No commendations.

14 15 Employee Relations Activities

16 Mr. German reported the union recertification elections will be held from February 2, 2012, to
17 February 22, 2012.

18 19 **NEXT MEETING DATES**

20 The Administrative Services Committee will tentatively meet on Thursday, February 16, 2012, at
21 1:00 p.m., Tuesday, March 6, 2012, at 9:00 a.m., and Thursday, March 22, 2012, at 9:00 a.m.

22 23 **FINAL UPDATE ON 2011 ELECTION ACCOUNTS**

24 Ms. Jaszewski reported she overspent approximately \$5,400 in elections expenses, but received
25 approximately \$4,600 in additional election revenues, so the total net overspent was \$882.65 for
26 2011 elections.

27 28 **REQUEST TO NON-LAPSE 2011 FUNDS TO 2012 - COUNTY CLERK**

29 Moved by Mr. Heidtke, seconded by Mr. Sorce to approve non-lapsing \$2,000 from the 2011
30 Landmarks account, and the balance of the 2011 Vending Employee Appreciation account in the
31 County Clerk budget to 2012. Motion carried.

32 33 **OUTSOURCE OF PRINTING AT CENTRAL REPRODUCTIONS**

34 Ms. Jaszewski reported as of February 6, 2012, the printing operations at Central Reproductions
35 will be outsourced to qualified local/regional printers. This decision is in response to the
36 retirement of the duplicating equipment operator working on printing jobs. Central
37 Reproductions will continue to provide a number of in-house services, such as laminating, color
38 copying, folding, collating and creating booklets. Ms. Jaszewski reported she will track the costs
39 of the printing jobs outsourced and compare costs, if it had been done in-house. Ms. Jaszewski
40 requested authorization to manage the outsourcing of the printing services. Moved by Mr. Sorce,
41 seconded by Mr. Core to authorize the County Clerk's office to manage the outsourcing of print
42 jobs for Washington County. Motion carried.

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1 **REQUEST TO NON-LAPSE UWWC AND FACILITIES 2011 FUNDS TO 2012**

2 Moved by Mr. Core, seconded by Mr. Sorce to approve non-lapsing \$6,462 from the 2011
3 Sheriff's Department Repair and Maintenance account in the Facilities budget to 2012. Motion
4 carried.

5
6 Moved by Mr. Miller, seconded by Mr. Heidtke to approve non-lapsing \$15,358.50 from the
7 2011 Courthouse Outlay account in the Facilities budget to 2012. Motion carried.

8
9 Moved by Mr. Heidtke, seconded by Mr. Core to approve non-lapsing the balance of the 2011
10 UWWC Operating accounts in the Facilities budget to 2012, subject to the UWWC Board of
11 Commissioner's approval. Motion carried.

12
13 **OVERVIEW OF FACILITIES PROJECT SCHEDULES STARTING JANUARY-**
14 **MARCH**

15 *Appearance: Facilities Manager Dave Loomans*

16 Mr. Loomans presented an overview and timeline for the Parking Lot Lighting Retrofit, Sheriff
17 Department Roofing, and the Flooring Replacement and Abatement projects scheduled in the
18 first quarter of 2012. Moved by Mr. Sorce, seconded by Mr. Heidtke to proceed with the
19 projects presented. Motion carried.

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21 **ADJOURNMENT**

22 Moved by Mr. Miller, seconded by Mr. Heidtke to adjourn the meeting at 11:07 a.m. Motion
23 carried.

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Brenda J. Jaszewski, County Clerk