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**WASHINGTON COUNTY
ADMINISTRATIVE SERVICES COMMITTEE**

Courthouse - Government Center
West Bend, WI

January 28, 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, Employee Relations Manager Sandy Weiland, Human Resources Analyst Mary Lynn Christian, Human Resources Employee Benefits Specialist Patricia Werner, Clerk of Circuit and Juvenile Courts Theresa Russell, Supervisor Rick Gundrum, 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.

CLOSED SESSION

Moved by Mr. Miller, seconded by Mr. Weston to convene into Closed Session at 9:01 a.m. pursuant to Wis. Stats. §19.85(1)(e), 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, and Wis. Stats. §19.85(1)(c), for considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; specifically, "to discuss and interpret certain collective bargaining agreement provisions of the existing Deputy Sheriff contract relating to the Command Staff and Voluntary Employee Beneficiary Association (VEBA), and extending a Human Services employee's probation for three months". Motion carried unanimously by roll call vote.

OPEN SESSION

Moved by Mr. Myers, seconded by Mr. Weston to return to Open Session at 9:28 a.m. Motion carried unanimously by roll call vote.

ACTION ON ITEMS DISCUSSED IN CLOSED SESSION

Moved by Ms. Merten, seconded by Mr. Myers to extend the introductory period for the Mental Health Specialist employee by three months, to April 28, 2014. Motion carried.

Moved by Mr. Sorce, seconded by Mr. Myers to rescind the previous action of providing written notice to Sheriff's Department Command Staff informing them that Washington County would no longer provide contributions on their behalf regarding Voluntary Employee Benefit Association (VEBA) payments and instead, Washington County will continue to make these contributions for the remaining term of the current Sheriff's Deputy contract. Motion carried with Ms. Merten voting no.

MINUTES

A correction was noted on Page 2, Line 41 of the January 2, 2014, minutes: Moved by Ms. Mr. Miller, and on Page 1, Line 7 of the January 14, 2014, minutes: Present: ~~Raymond Heidtke~~ Marilyn

1 **Merten.** Moved by Mr. Myers, seconded by Mr. Weston to approve the minutes of January 2, and
2 14, 2014, as corrected. Motion carried.

3
4 **HUMAN SERVICES RECLASSIFICATION REQUEST FOR ELECTRONIC HEALTH**
5 **DATA SYSTEM COORDINATOR**

6 *Appearance: Human Services Director Jim Strachota*
7

8 Mr. Strachota is recommending a change in the title and pay grade for the current position of
9 Registered Health Information Technician. Due to the reduction in qualification requirements for this
10 position, he is recommending the title be changed to Electronic Health Data Systems Coordinator and
11 the pay grade change from 7 to 6. The Committee questioned the title and pay grade for the same
12 position at the Samaritan and requested Human Resources review the Samaritan positions with this
13 title, and if appropriate, bring an ordinance change to the next meeting.

14
15 Moved by Mr. Myers, seconded by Mr. Miller to approve an ordinance amendment to §7.02 and
16 §7.03 of the code changing the title of the Human Services Department - Behavioral Health
17 Registered Health Information Technician, pay grade 7, to Electronic Health Data Systems
18 Coordinator, pay grade 6, and forward to the County Board. Motion carried.
19

20 **ORDINANCE FOR SHERIFF AND CLERK OF COURTS SALARY 2015-2018**

21 Ms. Hoey presented revised figures for the proposed salaries for the Clerk of Courts and Sheriff for
22 the 2015-2018 term. After discussion, the Committee requested that Ms. Hoey revise the handout to
23 reflect the correct proposed salaries and percentages of increases prior to the Committee taking
24 action.
25

26 The meeting recessed at 9:55 a.m. and reconvened at 10:04 a.m.
27

28 The Committee is recommending the following salary increases based on comparables to other
29 counties and in consideration of the current Command Staff salaries in the Sheriff's Department:

30 2015 Clerk of Courts - \$74,075.11 (approximate 5.26% increase)

31 2015 Sheriff - \$96,897.53 (approximate 8.69% increase)

32 2016 Clerk of Courts - \$76,067.73 (approximate 2.69% increase)

33 2016 Sheriff - \$99,504.07 (approximate 2.69% increase)

34 2017 Clerk of Courts - \$78,083.53 (approximate 2.65% increase)

35 2017 Sheriff - \$102,140.93 (approximate 2.65% increase)

36 2018 Clerk of Courts - \$80,074.66 (approximate 2.55% increase)

37 2018 Sheriff - \$104,745.53 (approximate 2.55% increase)
38

39 Moved by Mr. Myers, seconded by Mr. Weston to approve an ordinance amendment to §7.03 of the
40 code related to Washington County Classification and Compensation - Clerk of Courts and Sheriff
41 Salaries for the 2015-2018 term, and forward to the County Board. Motion carried.
42

43 **ORDINANCE - MISCELLANEOUS RATES - DEPUTY SHERIFF HIRING RATE**

44 Ms. Hoey stated that with the settlement of the Deputy Sheriff's contract, the salary gap between the
45 hiring rate of Deputies and the rate of pay when they successfully complete probation and are
46 covered under the contract has significantly increased. Due to this, it is recommended that the
47 Miscellaneous Rates for new Deputies be adjusted for both 2014 and 2015.
48

1 Moved by Ms. Merten, seconded by Mr. Weston to adjust the Miscellaneous Rates for newly hired
2 Sheriff's Deputies to \$22.23 per hour in 2014, and \$23.01 per hour in 2015. Motion carried.

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

5 Commendation Resolutions

6 Moved by Mr. Weston, seconded by Mr. Myers to approve the commendation resolution for Karen
7 M. Van Beek, who has 27 years of service and is retiring from her position of Child Support
8 Specialist in the County Attorney's Office, Larry R. Spoerl, who has 36 years of service and is
9 retiring from his position of Corrections Officer in the Sheriff's Department, Carolyn L. Mangam-
10 Casey, who has 21 years of service and is retiring from her position of Outpatient Services
11 Coordinator in the Human Services Department, and Paul E. Mueller, who has 33 years of service
12 and is retiring from his position of Administrator in the Planning and Parks Department, and forward
13 to the County Board. Motion carried.

15 Employee Relations Activities

16 Ms. Haag reported training is ongoing with department heads, managers, and supervisors regarding
17 the attendance policy.

19 **REQUEST TO NON-LAPSE 2013 FUNDS TO 2014 - COUNTY CLERK**

20 Moved by Mr. Miller, seconded by Ms. Merten to approve non-lapsing the balance of the Landmarks
21 account, \$5,500 in the Other Purchased Services account, \$27,500 in the Election Supplies account,
22 and the balance of the Employee Activities-Vending/Employee Appreciation account in the County
23 Clerk budget from 2013 to 2014. Motion carried.

25 **REQUEST TO NON-LAPSE 2013 FUNDS TO 2014 - FACILITIES**

26 Moved by Ms. Merten, seconded by Mr. Myers to approve non-lapsing \$10,510 from the Capital
27 Improvement Plan account in the Facilities Management budget from 2013 to 2014. Motion carried.

29 **ORDINANCE - §7.04 ADMINISTRATION OF CLASSIFICATION AND COMPENSATION 30 PLAN (10) - INTRODUCTORY PERIOD**

31 This item will be brought back for discussion and consideration at a future meeting.

33 **HUMAN RESOURCES DIRECTOR RECRUITMENT AND INTERIM SERVICES**

34 Mr. Schoemann reported that hiring a new Human Resources Director is one of the top priorities for
35 his office; however, due to the high level of importance of recruiting the right person for this position,
36 and the time involved, he is proposing to utilize the services of an external consulting firm for
37 assistance. Some of the work could be done internally to reduce the cost, but Mr. Schoemann
38 estimates it takes approximately 250 to 300 hours to prepare the documents and properly recruit for
39 this position. Mr. Schoemann estimates the cost could be between \$7,500 and \$12,500, but would set
40 a goal of spending no more than \$10,000. It was noted there have been significant savings due to the
41 vacancy in this position since July of 2013. Ms. Merten expressed concerns regarding spending
42 funds to hire an outside firm for recruitment of this position and would prefer Mr. Schoemann
43 assumes this responsibility as soon as possible.

44
45 Moved by Mr. Myers, seconded by Mr. Miller to approve hiring a consultant to assist Mr.
46 Schoemann with the recruitment of the Human Resources Director position. Motion carried with Ms.
47 Merten voting no.

48

1 Mr. Schoemann discussed the concerns he has with the rollout of the new Paid Time Off (PTO)
2 policy. With the current workload in Human Resources, he is considering using interim services of
3 an outside firm specifically for the implementation of PTO, which has been approved to begin July 1,
4 2014. Mr. Schoemann will research this further and will schedule a special Administrative Services
5 meeting to bring a specific recommendation to this Committee.
6

7 **REQUEST TO NON-LAPSE 2013 FUNDS TO 2014 - HUMAN RESOURCES**

8 Moved by Mr. Miller, seconded by Mr. Myers to approve non-lapsing \$45,000 from the Salary &
9 Wages account, \$10,000 from the Health Insurance account, and \$1,474.36 from the Employee
10 Wellness account for Human Resources from 2013 to 2014. Motion carried with Ms. Merten voting
11 no.
12

13 **NEXT TENTATIVE MEETING DATE**

14 The next tentative meeting of the Administrative Services Committee is scheduled for Thursday,
15 February 27, 2014, at 9:00 a.m.
16

17 **ADJOURNMENT**

18 Moved by Mr. Weston, seconded by Mr. Myers to adjourn the meeting at 11:31 a.m. Motion carried.
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Brenda J. Jaszewski, County Clerk