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**WASHINGTON COUNTY
ADMINISTRATIVE SERVICES COMMITTEE**

Courthouse - Government Center
West Bend, WI

January 31, 2013
8:30 a.m.

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

Also Present: Administrative Coordinator Doug Johnson, Clerk of Circuit Court Theresa Russell, County Board Chairperson Herbert Tennes, County Attorney Kim Nass, County Clerk Brenda Jaszewski, Corrections Administrator Shirley Miller, Finance Director Susan Haag, Highway Commissioner Tom Wondra, Human Resources Analyst Sandy Weiland, Human Resources Director Peter German, Human Resources Employee Benefits Manager Michelle Hoey, Register of Deeds Sharon Martin, Sheriff Dale Schmidt, Supervisors Melvin Ewert, Joseph Gonnering, and Rick Gundrum, 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. Miller, seconded by Mr. Heidtke to approve the minutes of January 22, 2013, as presented. Motion carried.

RECOMMENDATION FOR LIMITED PART TIME STEPS

Mr. German distributed a list of the Limited Employees within the Pay Plan grades as of January 29, 2013. This issue needs further study and will be brought back for discussion and consideration at a future meeting.

REVIEW AND ACTION ON PAY PLAN APPEALS

Appearance: Consultant Charlie Carlson

Mr. German reported a comprehensive study of the accounting assistant position appeals Case numbers 14-17, 22, and 48; along with all other accounting assistant and accounting technician positions within the County, will be conducted mid-year.

Planning and Parks Department

Case 6: County Engineer/Surveyor. Moved by Mr. Myers, seconded by Mr. Weston to upgrade the County Engineer/Survey position from pay grade 15 to pay grade 16. Motion defeated with Mr. Heidtke, Mr. Miller, Mr. Sorce, and Mr. Weston voting no.

District Attorney

Case 11: Victim Witness Specialist. Moved by Mr. Sorce, seconded by Mr. Myers to upgrade the Victim Witness Specialist position from pay grade 7 to pay grade 8. Motion failed with Mr. Heidtke and Mr. Miller voting no, and Mr. Weston abstaining.

1 Register of Deeds

2 Case 8: Real Property Specialist. Moved by Mr. Myers, seconded by Mr. Heidtke to upgrade the
3 Real Property Specialist position from pay grade 5 to pay grade 6. Motion carried with Mr.
4 Miller voting no and Mr. Weston abstaining.

5
6 County Attorney

7 Case 25: Deputy County Attorney. Moved by Mr. Myers, seconded by Mr. Heidtke to upgrade
8 the Deputy County Attorney position from pay grade 16 to pay grade 17. Motion defeated with
9 Mr. Heidtke, Mr. Miller, and Mr. Weston voting no.

10
11 Clerk of Courts

12 Case 45: Judicial Assistant. Moved by Mr. Myers, seconded by Mr. Weston to upgrade the
13 Judicial Assistant position from pay grade 6 to pay grade 7. Motion carried unanimously.

14
15 Case 49: Office Supervisor. Moved by Mr. Myers, seconded by Mr. Sorce to upgrade the Office
16 Supervisor position from pay grade 7 to pay grade 8 and a title change from Office Supervisor to
17 Court Specialist. Motion carried unanimously.

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

20
21 Moved by Mr. Miller, seconded by Mr. Weston to approve the January 31, 2013, Master Appeal
22 list as amended, and forward to the County Board. Motion carried with Mr. Myers abstaining.

23
24 **REVIEW AND ACTION ON ORDINANCE FOR CHANGES TO STAFFING PLAN**

25 Mr. Johnson reported that the ordinance will include under the Highway Department a title
26 change from Assistant to the Highway Commissioner to *Assistant Highway Commissioner*.
27 Moved by Mr. Miller, seconded Mr. Heidtke to approve an ordinance amendment to 7.02 of the
28 code relating to the Appeal Process changes to the Washington County Staffing Plan, and
29 forward to the County Board. Motion carried with Mr. Myers abstaining.

30
31 It was noted that a fiscal note will be included on the ordinance that will be mailed to the County
32 Board members.

33
34 Chairperson Tennes recommended the Human Resources Department send a letter to the
35 employees who submitted appeals regarding the outcome of the appeal determinations.

36
37 **UPDATE ON U.S. COURT OF APPEALS DECISION REGARDING ACT 10 AND THE**
38 **COLLECTION OF UNION DUES**

39 Mr. German reported on the U.S. Court of Appeals decision regarding Act 10 and how this will
40 impact Washington County regarding the collection of union dues. Once the injunction is
41 formally lifted, the collection of union dues for those having them voluntarily deducted will be
42 stopped. It is estimated this will be on the first paycheck in March.

43
44 **HUMAN RESOURCES DIRECTOR'S UPDATE**

45 Commendation Resolutions

46 None.

1 Employee Relations Activities

2 None.

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4 **NEXT TENTATIVE MEETING DATE**

5 The Administrative Services Committee will tentatively meet on Thursday, February 28, 2013, at
6 9:00 a.m., Thursday, March 14, 2013, at 9:00 a.m., and Thursday, March 28, 2013, at 9:00 a.m.

7

8 **ADJOURNMENT**

9 Moved by Mr. Heidtke, seconded by Mr. Miller to adjourn the meeting at 10:33 a.m. Motion
10 carried.

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Brenda J. Jaszewski, County Clerk