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**WASHINGTON COUNTY
ADMINISTRATIVE SERVICES COMMITTEE**

Courthouse - Government Center
West Bend, WI

February 10, 2014
1:30 p.m.

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

Also Present: County Board Chairperson Herbert Tennes, County Manager Joshua Schoemann, County Attorney Kim Nass, Finance Director/Interim Human Resources Director Susan Haag, and Chief Deputy County Clerk Linda Doro.

Chairperson Sorce called the meeting to order at 1:30 p.m. and read the Affidavit of Posting.

CLOSED SESSION

A closed session was not required.

HIRING OF INTERIM HUMAN RESOURCES SERVICE PROVIDER FOR PAID TIME OFF (PTO) ROLLOUT

Mr. Schoemann reported that upon further discussions with the Human Resources Department staff regarding the current workload and implementation of the new Paid Time Off (PTO) program, he is recommending a temporary promotion of the current Employee Relations Manager to Interim Human Resources Director at Step 1 of Pay Grade 18, until a Human Resources Director is hired. The Employee Relations Manager, as interim Human Resources Director, will work more hours and flex her schedule to implement the PTO program and oversee the Human Resources Department.

Moved by Mr. Myers, seconded by Mr. Miller to temporarily promote the current Employee Relations Manager to Interim Human Resources Director at Step 1 of Grade 18, until a Human Resources Director is hired. Motion carried.

NEXT TENTATIVE MEETING DATE

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

ADJOURNMENT

Moved by Mr. Miller, seconded by Mr. Myers to adjourn the meeting at 1:48 p.m. Motion carried.

Brenda J. Jaszewski, County Clerk