

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46

**WASHINGTON COUNTY
ADMINISTRATIVE SERVICES COMMITTEE**

Courthouse - Government Center
West Bend, WI

February 16, 2012
1:00 p.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, Finance Director Susan Haag, Assistant Finance Director Rich Abbott, Human Resources Analyst Sandy Weiland, Human Resources Director Peter German, Human Resources Employee Benefits Manager Michelle Hoey, Register of Deeds Sharon Martin, Samaritan Campus Administrator Ed Somers, Sheriff Dale Schmidt, Supervisor Richard Bertram, Supervisor Melvin Ewert, Supervisor Ralph Hensel, Supervisor Dennis Myers, Supervisor Marilyn Merten, Supervisor Paul Ustruck, Treasurer Janice Gettelman, and County Clerk Administrative Assistant Linda Doro.

Chairperson Justman called the meeting to order at 1:00 p.m. and read the Affidavit of Posting.

CLOSED SESSION

Moved by Mr. Sorce, seconded by Mr. Heidtke to convene into Closed Session at 1:02 p.m. pursuant to Wis. Stats. §19.85(1)(g), conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or likely to become involved; specifically, "to discuss Worker's Compensation Case." Motion carried unanimously by roll call vote.

RETURN TO OPEN SESSION

Moved by Mr. Miller, seconded by Mr. Core to return to Open Session at 1:25 p.m. Motion carried unanimously by roll call vote.

POSSIBLE ACTION ON ITEMS DISCUSSED IN CLOSED SESSION

Moved by Mr. Miller, seconded by Mr. Sorce to appeal the Labor Industry Review Commission decision regarding the Worker's Compensation case. Motion carried.

DISCUSS UPDATE TO THE ACCEPTABLE USE POLICY

Appearance: Finance Director Susan Haag and Network Manager Dawn Sericati.

Ms. Haag presented an updated Acceptable Use policy for county employees, county board supervisors, and outside users that use County computer equipment. Initially, there were three types of Acceptable Use policies, but they have now been consolidated into one policy. Moved by Mr. Sorce, seconded by Mr. Heidtke to approve the updated Acceptable Use policy for County computer hardware, software, and telephonic media as presented. Motion carried.

MINUTES

Moved by Mr. Core, seconded by Mr. Sorce to approve the minutes of January 26, 2012, as presented. Motion carried.

1 UPDATE ON PAY PLAN STUDY

2 *Appearance: Charlie Carlson, Consultant*

3 Mr. Carlson reported he will be meeting with Department Heads on March 1 and 2, to discuss
4 the department organizational chart, the dynamics within the department, and obtain the
5 Department Head's view as to the quality and process involving performance management. Mr.
6 Carlson discussed market measurement, pay for performance requirements, and presented a list
7 of proposed public and private comparables for the custom survey. Counties were selected as a
8 comparable based on relative similarity to Washington County among an equal weighting of
9 personal, economic and structural factors. City and Villages with population sizes greater than
10 20,000 with the comparable counties were selected as comparables. Individual large private
11 sector employers with significant presence in Washington County were also selected as
12 comparables. Committee members requested some additional comparables to be included in the
13 list for the survey.

14
15 CONSIDERATION OF REMOVING REQUIREMENT OF STATE OF WI RESIDENCY
16 FOR DEPUTY SHERIFF APPLICANTS AND POLICE OFFICER CERTIFICATION
17 FROM THE CIVIL SERVICE PROCESS

18 Mr. German reported the Sheriff is analyzing the recruiting structure for deputies to increase the
19 overall candidate pool and is requesting the removal of the State of Wisconsin residency
20 requirement for deputy sheriff applicants and police officer certification from the Civil Service
21 process. Moved by Mr. Sorce, seconded by Mr. Core to approve an ordinance amendment to
22 Section 5.04 (a) and (d) of the Code relating to Qualifications, Classified Service Appointments
23 as presented, and forward to the County Board. Motion carried.

24
25 INITIAL CONSIDERATION OF SALARIES FOR THE OFFICES OF COUNTY
26 CLERK, COUNTY TREASURER AND REGISTER OF DEEDS IN THE 2013-2016
27 TERM OF OFFICE

28 Mr. German distributed a 2013-2016 schedule of proposed salaries increases for the offices of
29 County Clerk, County Treasurer, and Register of Deeds in 2013-2016 for the Administrative
30 Services Committee to consider and act on at the next meeting.

31
32 REQUEST TO NON-LAPSE HUMAN RESOURCES 2011 WELLNESS FUNDS TO 2012

33 Moved by Mr. Miller, seconded by Mr. Sorce to approve non-lapsing \$5,949.18 in the 2011
34 Wellness Deferred Revenue Account in the Human Resources budget to 2012. Motion carried.

35
36 The meeting recessed at 2:40 p.m. and reconvened at 2:47 p.m.

37
38 RESOLUTION REAUTHORIZING SELF-INSURANCE FOR WORKER'S
39 COMPENSATION LIABILITIES

40 Moved by Mr. Heidtke, seconded by Mr. Miller to approve a resolution for the County to
41 continue its self-insured worker's compensation program that is currently in effect, and forward
42 to the County Board. Motion carried.

43

HUMAN RESOURCES DIRECTOR'S UPDATE**Commendations**

Moved by Mr. Heidtke, seconded by Mr. Sorce to approve the commendation resolutions for Deborah J. Blankenburg, who has 16 years of service and is retiring from her position of Duplicating Equipment Operator in the County Clerk Department and Shirley D. Bloomier, who has 18 years of service and is retiring from her position of Legal Secretary in the County Attorney Department. Motion carried.

Employee Relations Activities

Mr. German reported there is another week of union recertification elections that will conclude by February 22, 2012.

NEXT MEETING DATES

The Administrative Services Committee will tentatively meet on Tuesday, March 6, 2012, at 9:00 a.m., and Thursday, March 22, 2012, at 9:00 a.m.

USE OF VENDING MACHINE COMMISSION FOR EMPLOYEE APPRECIATION

Ms. Jaszewski reported the County Clerk's office presently receives 95% of the vending machine commissions to fund the Washington County Employee Appreciation program. Due to increasing costs, she is requesting approval to use 100% of the vending machine commissions.

Moved by Mr. Miller, seconded Mr. Core to authorize the County Clerk's office to use 100% of the vending machine commissions to fund the Washington County Employee Appreciation program. Motion carried.

AUTHORIZE CHARGE FOR FUEL ISLAND HOSE DAMAGE DUE TO DRIVE-OFFS

Mr. Johnson requested authorization to establish a charge for fuel island hose damage due to the continuing drive-offs that have been occurring. To cover the cost in parts and labor for this repair, in the amount of approximately \$350, he is recommending charging the individual or department who is responsible. Concerns were raised with regard to charging individuals and the insurance claim reimbursement process. Moved Mr. Miller, seconded by Mr. Sorce to approve a \$350 charge for fuel island hose damage due to drive-offs. Moved by Mr. Heidtke, seconded by Mr. Core to postpone action on this issue until a future meeting. Motion carried.

FUTURE AGENDA ITEMS

- Reconsider 2011 Ordinance 19 - Civil Service System and Residency Policy - (5.01 and 7.11)
- Alternating Terms for County Board Supervisors

ADJOURNMENT

Moved by Mr. Heidtke, seconded by Mr. Sorce to adjourn the meeting at 3:10 p.m. Motion carried.

Brenda J. Jaszewski, County Clerk