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**WASHINGTON COUNTY
ADMINISTRATIVE SERVICES COMMITTEE**

Courthouse - Government Center
West Bend, WI

February 27, 2014
9:00 a.m.

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

Also Present: County Manager Joshua Schoemann, County Attorney Kim Nass, County Clerk Brenda Jaszewski, Interim Human Resources Director Sandy Weiland, Human Resources Employee Benefits Manager Michelle Hoey, Highway Commissioner Tom Wondra, Finance Director Susan Haag, and Supervisors Rick Gundrum and Don Kriefall.

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

MINUTES

Moved by Mr. Myers, seconded by Ms. Merten to approve the minutes of January 28, and February 10, 2014, as presented. Motion carried.

PROPOSED YOUTH TREATMENT CENTER BUILDING MODIFICATIONS

Appearance: Human Services Director Jim Strachota

Mr. Strachota is requesting authorization to proceed with modifications to the Youth Treatment Center, which would include; an updated electronic monitoring control center, cabinetry for the control center, office modifications, flooring, and furniture replacement. All costs for this project will be covered from the audit settlement with Lutheran Social Services, and no additional county funds are required.

Moved by Ms. Merten, seconded by Mr. Myers to authorize modifications to the Youth Treatment Center for a control center electronic upgrade, control center cabinetry/millwork, office cabinetry/storage cabinetry, flooring replacement, and furniture replacement. Motion carried.

DISCUSSION AND POSSIBLE ACTION ON PROMOTIONAL RAISE

Appearance: Human Services Director Jim Strachota

Mr. Strachota stated that the current Deputy Director of Human Services was promoted to this position in July of 2013 and at that time, received a \$.01 per hour increase in pay. Mr. Strachota is requesting that she be advanced one step within her current pay grade, based on the current promotional policy language. It was noted that she will not be eligible for a step increase March 1, 2014; however, if she has a successful evaluation, she will be eligible to advance one additional step in the current pay grade in July. Mr. Strachota stated that an ordinance amendment will be presented to this Committee at a future meeting to eliminate the position vacated by the Deputy Director of Human Services.

Moved by Mr. Miller, seconded by Mr. Myers to authorize a one step advancement in the current pay grade for the Deputy Director of Human Services, effective immediately. Motion carried.

1 **ORDINANCE: §7.02 & §7.03 RELATING TO WASHINGTON COUNTY STAFFING PLAN -**
2 **ADDING THREE ADDITIONAL CORRECTIONS OFFICERS**

3 *Appearance: Sheriff Dale Schmidt, Captain Steve Gonwa, and Captain Shirley Miller*
4

5 Sheriff Schmidt presented a proposal and draft ordinance authorizing three additional Corrections
6 Officer positions, which is projected to provide a financial savings in jail operations. He is proposing
7 these positions be filled as of April 1, 2014.
8

9 Sheriff Schmidt estimates that it would cost approximately \$198,268 in overtime from April 1 to
10 December 31, 2014, if these three additional Corrections Officer positions are not filled. An estimate
11 of salaries and benefits for these positions for April 1, through December 31, 2014, is approximately
12 \$132,712. It was emphasized that due to actual unknown amounts of overtime, these figures are only
13 estimates. No additional funding is being requested for these additional positions and funding would
14 be provided through a transfer from the Overtime account.
15

16 Moved by Mr. Myers, seconded by Mr. Weston to approve an ordinance amendment to §7.02 and
17 §7.03 of the County Code, for three additional Sheriff's Department Corrections Officers, and
18 forward to the County Board. Motion carried.
19

20 **PAID TIME OFF (PTO) UPDATE**

21 Ms. Weiland presented a listing of the scheduled PTO training sessions for employees and indicated
22 she is approximately one-third through these sessions.
23

24 **ORDINANCE: §7.04 (10) - ADMINISTRATION OF CLASSIFICATION AND**
25 **COMPENSATION PLAN - INTRODUCTORY PERIOD**

26 The Committee reviewed the proposed ordinance change regarding employee Introductory Periods.
27 The following changes were requested: line 24, ~~Administrative Coordinator~~ County Manager; line
28 27, ...subject to prior approval...; and line 28, ...Resources Director or designee and the Department
29 Head.
30

31 Moved by Mr. Miller, seconded by Mr. Myers to approve the ordinance amendment to §7.04 of the
32 County Code regarding employee introductory period as amended, and forward to the County Board.
33 Motion carried.
34

35 **DISCUSSION AND POSSIBLE ACTION ON ATTENDANCE POLICY**

36 Ms. Weiland is recommending a change to the definition of "previously approved" in our attendance
37 policy from 24 hours to six hours. This change will better meet the needs of employees, as well as
38 the departments.
39

40 Moved by Mr. Miller, second by Mr. Weston to revise the current attendance policy to change the
41 definition of "previously approved" from 24 hours in advance to six hours in advance. Motion
42 carried.
43

44 **UPDATE ON HUMAN RESOURCES DIRECTOR RECRUITMENT**

45 Mr. Schoemann stated the Human Resources Director position is currently being advertised and he
46 and Ms. Weiland met with the consultant last week regarding the position publication. Currently, he
47 is assembling a team of staff members to interview the final four to six candidates once they have
48 been selected. It is anticipated that the process could take until the end of May or early June before

1 the new Human Resources Director would actually begin working. Mr. Schoemann will have
2 additional details within the next few weeks and will provide an update to this Committee at the next
3 meeting.

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

5 Commendation Resolutions

6 Moved by Mr. Weston, seconded by Ms. Merten to approve the commendation resolutions for Karen
7 J. Alt, who has 33 years of service and is retiring from her position of Administrative Assistant at the
8 Human Services Department, Ellen F. Macmillan, who has 21 years of service and is retiring from
9 her position of Dietary Aide at the Samaritan Health Center, and Mary Thiemer, who has 44 years of
10 service and is retiring from her position of Activity Therapy Supervisor at the Samaritan Health
11 Center, and forward to the County Board. Motion carried.
12

13 Employee Relations Activities

14 Ms. Weiland updated the Committee on the new hires for the month of February, the position
15 recruitments the department is working on, and the employee and management trainings. There are
16 529 employee evaluations due by the end of this week. Ms. Weiland distributed the current Human
17 Resources vendor/partner list.
18

19 **NEXT TENTATIVE MEETING DATE**

20 The next meeting of the Administrative Services Committee is tentatively scheduled for Thursday,
21 March 27, 2014, at 9:00 a.m.
22

23 **COUNTY CLERK STAFF REPORT**

24 Ms. Jaszewski informed the Committee of the current staffing situation in the County Clerk's office,
25 with the Chief Deputy being out on medical leave for eight weeks, one County Clerk Assistant
26 resigning to take a position with a local government clerk's office, and two mailroom clerks being out
27 on medical leave. Recruitment is currently underway to fill the County Clerk Assistant position,
28 temporary pool help is being used for one of the mailroom clerk positions, and the remaining
29 mailroom clerk is working additional hours.
30

31 Ms. Jaszewski reviewed some of the workload in the County Clerk's office and at the front
32 switchboard and stated that after careful review, she has determined that she will be under filling the
33 vacant part-time switchboard operator position with two limited part-time individuals. Because
34 funding for this part-time position was not included in the 2014 budget, money will used from the
35 Information Services account. Due to the current staffing situation in the office, and the preparation
36 needed for the fall elections, implementation of the meeting management software will be delayed
37 until October or November, which will save approximately \$10,500 this year. The anticipated cost to
38 under fill this position is approximately \$9,500.
39

40 **ADJOURNMENT**

41 Moved by Mr. Miller, seconded by Mr. Weston to adjourn the meeting at 10:14 a.m. Motion carried.
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46

47 Brenda J. Jaszewski, County Clerk