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**WASHINGTON COUNTY
ADMINISTRATIVE SERVICES COMMITTEE**

10 Courthouse - Government Center
11 West Bend, WI

February 28, 2013
9:00 a.m.

12 Present: Raymond Heidtke, Michael Miller, Dennis Myers (arrived 9:05 a.m.), Peter Sorce, and
13 Michael Weston.

14 Also Present: County Attorney Kim Nass, County Clerk Brenda Jaszewski, Chief Deputy County
15 Clerk Linda Doro, Facilities Manager Dave Loomans, Finance Director Susan Haag, Highway
16 Commissioner Tom Wondra, Human Resources Director Peter German, Human Resources
17 Analyst Sandy Weiland, Human Resources Benefits Manager Michelle Hoey, Human Resources
18 Employee Benefits Specialist Mary Lynn Christian, Planning and Parks Administrator Paul
19 Mueller, Sheriff Dale Schmidt, and Supervisors Marilyn Merten and Mark McCune.

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

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MINUTES

28 A correction was noted in the January 24, 2013, minutes on Page 4, Line 7: ~~Mr. Ms.~~ Moved by
29 Mr. Heidtke, seconded by Mr. Miller to approve the minutes of January 24, 2013, as corrected
30 and the minutes of January 31, 2013, as presented. Motion carried.

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DEMONSTRATION ON WASHINGTON COUNTY'S INTRANET SITE "PACKET"

38 Ms. Weiland gave a PowerPoint presentation on the County's Intranet "Packet" site and the
39 County's website.

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**REPORT ON RESULTS OF THE WASHINGTON COUNTY RETIREMENT AND
DEPARTURE STUDY**

Mr. German reported the objective of the study was to anticipate retirement plans and factors
influencing retirement decisions, anticipate departure plans (other than retirement) and factors
influencing departure decisions, and gather demographics, such as age, gender, specialty area,
job function, tenure, and employment status, with which to analyze retirement and departure
intentions of employees. The study was put on by a collaboration of a number of agencies from
Washington County. The employee surveying process was conducted by both a paper and
electronic survey sent directly to employees through the assistance of each employer. The
survey determined that Washington County's labor pool over the next 15 years can anticipate a
gap of over 13,400 individuals available to replace department workers and factoring the
departures of area high school graduates the gap grows to over 23,500 by 2026.

RECOMMENDATION FOR LIMITED PART TIME STEPS

Mr. German reported he needs to study this issue further before bringing a recommendation to
the Administrative Services Committee.

The meeting recessed at 9:50 a.m. and reconvened at 9:57 a.m.

1 **DISCUSSION ON PAID TIME OFF (PTO)**

2 Ms. Weiland gave a PowerPoint presentation on Paid Time Off (PTO) options.

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4 **HUMAN RESOURCES DIRECTOR'S UPDATE**

5 Commendation Resolutions

6 Moved by Mr. Miller, seconded by Mr. Myers to approve the commendation resolutions for
7 Daniel J. Marx, who has 35 years of service and is retiring from his position of Corrections
8 Sergeant at the Sheriff's Department, Agnes D. Wagner, who has 17 years of service and is
9 retiring from her position of 4-H Youth Development Staff Assistant at the UW-Extension
10 Department, Mary P. Lieven, who has 33 years of service and is retiring from her position of
11 Juvenile Detention Administrator at the Sheriff's Department, and Margaret E. Wiedmeyer, who
12 has 39 years of service and is retiring from her position of Certified Nursing Assistant at the
13 Samaritan Health Center, and forward to the County Board. Motion carried.

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15 Employee Relations Activities

16 Mr. German reported negotiations scheduled yesterday were cancelled between Washington
17 County and the Social Services Workers Union. Mr. German reported he has a received of list of
18 dates from the arbitrator to set up an arbitration session with the Sheriff's Deputy Union.

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20 **NEXT TENTATIVE MEETING DATES**

21 The Administrative Services Committee will tentatively meet on Thursday, March 14, 2013, at
22 9:00 a.m., Thursday, March 21, 2013, at 9:00 a.m. and Thursday, March 28, 2013, at 9:00 a.m.

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24 **2013 OLD COURTHOUSE TUCKPOINTING PROJECT**

25 Mr. Loomans reported on the Old Courthouse and Historical Jail capital improvement project for
26 2013. The project budget is \$155,000 for engineering services and the construction. Mr.
27 Loomans is currently working on a Request for Proposal (RFP) to obtain engineering services for
28 this project. This RFP is due April 12, 2013, with review and award on April 18, 2013. The
29 inspection, plans and specifications will be completed between April 29, and June 7, 2013.
30 Bidding for the project will take place sometime between June 7, and June 28, 2013, with a
31 tentative project completion date of September 30, 2013.

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33 **ADJOURNMENT**

34 Moved by Mr. Heidtke, seconded by Mr. Weston to adjourn the meeting at 11:23 a.m. Motion
35 carried.

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40 Brenda J. Jaszewski, County Clerk