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**WASHINGTON COUNTY
ADMINISTRATIVE SERVICES COMMITTEE**

Courthouse - Government Center
West Bend, WI

March 14, 2013
9:00 a.m.

Present: Raymond Heidtke, Michael Miller, Dennis Myers (arrived at 9:04 a.m.), Peter Sorce, and Michael Weston.

Also Present: Administrative Coordinator Doug Johnson, County Board Chairperson Herbert Tennes, County Attorney Kim Nass, County Clerk Brenda Jaszewski, Human Resources Director Peter German, Supervisor Mel Ewert, and Chief Deputy County Clerk Linda Doro.

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

MINUTES

Moved by Mr. Weston, seconded by Mr. Miller to approve the minutes of February 28, 2013, as presented. Motion carried.

Mr. Myers arrived at 9:04 a.m.

DISCUSSION ON HOW TO PROCEED WITH CLOSED SESSION MINUTES

Mr. German discussed the process of how the closed session minutes are reviewed and approved in closed sessions. More supervisors are now participating in the closed sessions than previously before and are being presented closed session minutes of meetings they did not attend. Mr. German stated going forward, the County Clerk office will take the minutes for closed sessions and those minutes will not be brought to the Committee for review and approval. Ms. Nass agreed with this policy change.

PROPOSAL TO HELP TRANSITION IN CLERK OF JUVENILE COURT

Appearance: Clerk of Circuit Court Theresa Russell

Ms. German reported in the Clerk of Juvenile Court office, there are only two employees. They are the Clerk of Juvenile Court and a Senior Court Assistant. Both of these employees retired recently and there was no time for cross training. On February 19, 2013, Clerk of Circuit Court Theresa Russell was appointed by the Judges to be the Clerk of Juvenile Court. The Senior Court Assistant, who retired at Pay Grade H6-Step 8, was asked to come back after the 30-day waiting period required by the WRS to assist the Clerk of Circuit Court with training on the duties of the Juvenile Court office. This Senior Court Assistant was hired back on February 11, 2013, at Pay Grade H6-Step 3, instead of Step 8. The person replacing this Senior Court Assistant will begin on April 22, 2013. Ms. Russell reported this Senior Court Assistant works approximately three days a week and Ms. Russell is requesting that she receive Pay Grade H6-Step 8, retroactively from her start date of February 11, 2013 until she leaves, which would be no later than April 22, 2013. Also, she would be placed in the appropriate pay grade and step in the new pay plan effective March 1, 2013. Ms. Russell stated the cost would be approximately \$500 to pay her retroactively from February 11, 2013, at the amount she was paid when she retired. Mr. Johnson indicated that previous practice for something like this would be to bring this person

1 back temporarily for training at the pay rate they were receiving when they left and for this
2 particular instance, that practice was not followed.

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4 Moved by Mr. Myers, seconded by Mr. Weston to approve paying the temporary Senior Court
5 Assistant retroactively from February 11, 2013, at Pay Grade H6-Step 8 of the old pay plan, and
6 placing this person in the appropriate pay grade and step effective March 1, 2013, for the new
7 pay plan, with an ending date of no later than April 22, 2013. Motion carried.

8 9 **HUMAN RESOURCES DIRECTOR'S UPDATE**

10 Commendation Resolutions

11 No commendations.

12 13 Employee Relations Activities

14 Mr. German reported the Sheriff Deputy union arbitration meeting is scheduled for May 15,
15 2013. Mr. German reported union dues have stopped being collected as of the first payroll in
16 March. Mr. German reported on the Health Care Reform summit he attended on March 4, 2013,
17 with Mr. Sorce and Ms. Hoey.

18 19 **NEXT TENTATIVE MEETING DATES**

20 The Administrative Services Committee will tentatively meet on Thursday, March 21, 2013, at
21 9:00 a.m., Friday, March 29, 2013, at 9:00 a.m., and Thursday, April 25, 2013, at 9:00 a.m.

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23 The meeting recessed at 9:45 a.m. and reconvened at 9:52 a.m.

24 25 **CLOSED SESSION**

26 Moved by Mr. Miller, seconded by Mr. Myers to convene into Closed Session at 9:52 a.m.
27 pursuant to Wis. Stats. §19.85(1)(c), considering employment, promotion, compensation or
28 performance evaluation data of any public employee over which the governmental body has
29 jurisdiction or exercises responsibility, specifically: "Human Resources Director." Motion
30 carried unanimously by roll call vote.

31 32 **ADJOURNMENT**

33 Moved by Mr. Miller, seconded by Mr. Heidtke to adjourn in closed session at 11:12 a.m.
34 Motion carried unanimously by roll call vote.

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Brenda J. Jaszewski, County Clerk