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**WASHINGTON COUNTY
ADMINISTRATIVE SERVICES COMMITTEE**

Courthouse - Government Center
West Bend, WI

March 21, 2013
9:00 a.m.

Present: Raymond Heidtke, Michael Miller, Dennis Myers, Peter Sorce, and Michael Weston.

Also Present: Administrative Coordinator Doug Johnson, County Board Chairperson Herbert Tennes, County Clerk Brenda Jaszewski, Deputy County Attorney Christine Ohlis, Assistant Finance Director Rich Abbott, Health Director Linda Walter, Assistant Health Director Joni Whitehouse, Highway Commissioner Tom Wondra, Human Resources Director Peter German, Human Resources Analyst Sandy Weiland, Human Resources Benefits Manager Michelle Hoey, Human Resources Employee Benefits Specialist Mary Lynn Christian, Register of Deeds Sharon Martin, Samaritan Campus Administrator Ed Somers, 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.

DISCUSSION ON PAID TIME OFF (PTO)

Mr. German reported a PTO working committee has been established and the members are: Peter German, Kim Nass, Sue Haag, Michelle Hoey, Rich Abbott, and Sandy Weiland. The PTO working committee will meet on a weekly basis to further discuss and fine tune policy recommendations for presentation and future implementation.

Mr. German is also requesting action from the Administrative Services Committee on two issues. The first action requested is a motion to protect the accrued sick leave benefits that employees have accumulated and the second action requested is a motion to authorize an employee survey regarding PTO.

Mr. German presented a revised timeline for the PTO development process and introduced a working document on PTO that is intended to lead the discussion on a PTO program that includes categories for consideration, definitions, and current County policy. The Washington County Code, as well as the Employee Policy, Procedure and Benefit Manual, are the controlling documents. Mr. German reported there will be multiple important considerations to be made that include the following: financial (liability & cost), cultural (personal responsibility), market competitiveness, and practical issues (revision of policies and record keeping). Mr. German also distributed a document that shows the current system of time off for Washington County Employees in Grades 1-12 and Grades 13-20.

Moved by Mr. Miller, seconded by Mr. Heidtke to protect the accrued sick leave benefits that employees have accumulated, as the benefit is now defined, at the time the PTO program plan is implemented. Motion carried.

Moved by Mr. Weston, seconded by Mr. Myers to authorize an employee survey on PTO that would be allowed on County time. Motion carried.

1 **NEXT TENTATIVE MEETING DATE**

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

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5 **ADJOURNMENT**

6 Moved by Mr. Miller, seconded by Mr. Weston to adjourn the meeting at 10:45 a.m. Motion
7 carried unanimously by roll call vote.

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Brenda J. Jaszewski, County Clerk