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**WASHINGTON COUNTY
ADMINISTRATIVE SERVICES COMMITTEE**

Courthouse - Government Center
West Bend, WI

March 22, 2012
9:00 a.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, Assistant Finance Director Rich Abbott, Facilities Manager David Loomans, 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, Supervisors Richard Bertram, Melvin Ewert, Marilyn Merten, Treasurer Janice Gettelman, County Clerk Brenda Jaszewski, and Chief Deputy County Clerk Linda Doro.

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

CLOSED SESSION

Moved by Mr. Sorce, seconded by Mr. Miller to convene into closed session at 9:01 a.m. pursuant to Wis. Stats. §19.85(1)(e) deliberating or negotiating other specified public business whenever competitive or bargaining reasons require a closed session, specifically "to discuss the Deputy Sheriff contract, and to formulate bargaining strategies for future collective bargaining agreements", and (f) considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons, except where par. (b) applies, which if discussed in public would have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations, specifically "to discuss Samaritan Health Center Grievance Hearing Regarding Dismissal of Employee." Motion carried unanimously by roll call vote.

OPEN SESSION

Moved by Mr. Core, seconded by Mr. Sorce to return to open session at 10:21 a.m. Motion carried unanimously by roll call vote.

POSSIBLE ACTION ON ITEM(S) DISCUSSED IN CLOSED SESSION

Moved by Mr. Miller, seconded by Mr. Heidtke to authorize Legal Counsel to proceed as discussed in the closed session. Motion carried.

The meeting recessed at 10:21 a.m. and reconvened at 10:28 a.m.

MINUTES

Moved by Mr. Heidtke, seconded by Mr. Miller to approve the minutes of March 6, 2012, as presented. Motion carried.

1 UPDATE ON PAY PLAN STUDY

2 *Appearance: Charlie Carlson, Consultant*

3 Mr. Carlson reported in the interviews with department heads, the policy of working at home
4 was requested to be reviewed. Washington County policy does not provide for employees to
5 work at home and be compensated for that work. This policy is linked as well to some pay plan
6 concerns with the E1 - E6 pay grade levels and overtime pay. Mr. Carlson is recommending an
7 hourly based plan for non-exempt employees and salaried based plan for exempt employees.
8 Terms of enforcement and data security were discussed. Mr. Carlson reported he will work with
9 the Human Resource Director and the County Attorney to prepare an updated policy for the
10 Committee to consider.

11
12 ACTION TO UPDATE THE EMPLOYEE HANDBOOK TO INCLUDE A SECTION ON
13 CONCEALED CARRY

14 Ms. Nass presented a draft policy regarding Concealed Carry for the Washington County
15 Employee handbook. Moved by Mr. Miller, seconded by Mr. Heidtke to authorize the County
16 Attorney to finalize the Concealed Carry section for the Washington County handbook. Motion
17 carried.

18
19 REPORT ON WORKERS COMPENSATION

20 Mr. German presented a report on the Worker's Compensation program managed by the Human
21 Resources Department.

22
23 HUMAN RESOURCES DIRECTOR'S UPDATE**24 Commendations**

25 None.

26
27 Employee Relations Activities

28 Mr. German reported the Teamsters Human Services-Clerical union recertification election
29 deadline is March 28, 2012.

30
31 NEXT MEETING DATES

32 The Administrative Services Committee will tentatively meet on Monday, May 7, 2012, at 1:30
33 p.m.

34
35 STAFFING PLAN CHANGE REQUEST - COUNTY CLERK

36 Ms. Jaszewski presented a staffing plan change within the County Clerk office that eliminates
37 one full-time Administrative Assistant pay grade H-7, which is funded one third through the
38 County Board budget and two-thirds through the County Clerk budget and add one full-time
39 County Clerk Assistant pay grade H-4. With these changes, the department will save
40 approximately \$8,500 in 2012. The full-time Administrative Assistant pay grade H-7 will
41 remain in the County Board of Supervisors staffing plan, however, the position would be
42 unfunded. Moved by Mr. Miller, seconded by Mr. Sorce to approve an ordinance amendment to
43 Sections 7.02 and 7.03 of the County Code relating to Washington County Department Staffing
44 Plan - County Board of Supervisors and County Clerk; and Classification and Compensation
45 Plan as presented, and forward to the County Board. Motion carried.

46

1 **REPORT ON RESULTS OF BIDDING FOR ARCHITECTURAL SERVICES FOR**
2 **ROOF REPLACEMENT PROJECT**

3 Mr. Loomans presented the bid results for roofing consultant management services for the 2012
4 Sheriff's department roofing project. Velcheck & Finger, who is working in combination with
5 Excel Engineering, was awarded the contract at a cost of approximately \$15,000. Velcheck &
6 Finger will be responsible for the development of the plans and specifications, and will assist
7 with the bidding process and provide project management. The project budget is approximately
8 \$320,000, which includes the cost of the consultant management services and the roof
9 construction. Mr. Loomans reported bids would be solicited the first week of May, and the
10 results would be presented to the Administrative Services Committee for approval at their May
11 meeting, with construction to start in August.

12
13 **FOLLOW-UP REPORT ON SIGNAGE AT FUEL ISLAND AND OBSERVING FUTURE**
14 **HOSE DAMAGE EXPERIENCE**

15 Mr. Johnson reported updated decals and signage were place around the Fuel Island to make the
16 operating rules clearer. At this time, there is no policy in place to charge for fuel island hose
17 damage due to drive-offs, but staff will continue to monitor the situation and follow up if there
18 are future occurrences.

19
20 **FUTURE AGENDA ITEMS**

21 None.

22
23 **ADJOURNMENT**

24 Moved by Mr. Miller, seconded by Mr. Heidtke to adjourn the meeting at 11:24 a.m. Motion
25 carried.

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Brenda J. Jaszewski, County Clerk