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**WASHINGTON COUNTY
ADMINISTRATIVE SERVICES COMMITTEE**

Courthouse - Government Center
West Bend, WI

March 27, 2014
9:00 a.m.

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

Also Present: County Board Chairperson Herbert Tennes, County Manager Joshua Schoemann, County Clerk Brenda Jaszewski, and Interim Human Resources Director Sandy Weiland.

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

MINUTES

Moved by Ms. Merten, seconded by Mr. Myers to approve the minutes of February 27, 2014, as presented. Motion carried.

PAID TIME OFF (PTO) UPDATE - SANDY WEILAND

Ms. Weiland informed the Committee that the Human Resources department has conducted 48 employee trainings from February 10, 2014, through the end of last week. PTO trainings are going well and employees are receptive to the PTO program; however, there have been some concerns expressed by employees regarding the attendance policy, and additional meetings with several departments were required to address the attendance policy concerns. The consultant is working on the computer program for payroll for implementing PTO, and Ms. Weiland expects to conduct employee training for the revised time cards and reporting of PTO time beginning in late May or early June.

Mr. Schoemann stated that he has provided appointed department heads his expectations regarding their salaried status and will provide a copy of that memo to the Committee members.

INTERIM HUMAN RESOURCES DIRECTOR'S UPDATE

Commendation Resolutions

Moved by Mr. Miller, seconded by Mr. Myers to approve the commendation resolutions for James C. Strachota, who has 30 years of service and is retiring from his position of Humans Services Director in the Human Services Department, and Randy W. Miller, who has 42 years of service and is retiring from his position of Patrol Superintendent in the Highway Department, and forward to the County Board. Motion carried.

Employee Relations Activities

Ms. Weiland stated that for this month, there have been nine new employees hired, and 13 new recruitments. Department staff have conducted 48 trainings this month and processed 526 employee evaluations.

Mr. Schoemann informed the Committee that applications for the Human Resources Director position will be accepted through this Friday, and the consultant will conduct pre-screening from the applications received. Initial interviews are expected to begin the week of April 21, with final interviews anticipated the week of May 5, 2014.

1 For the Planning and Parks Administrator position, interviews with four candidates are scheduled for
2 next week, and it is expected that the Planning, Conservation, and Parks Committee will make a
3 recommendation on Thursday, April 3, 2014, for consideration at the April 15, 2014 County Board
4 meeting.

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6 Mr. Schoemann will be sending a memorandum to County Board Supervisors informing them that he
7 will begin recruitment for the Human Services Director in late summer or early fall and is confident
8 that the current Deputy Director is capable of overseeing the department until a new Director is hired
9 later this year.

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11 **NEXT TENTATIVE MEETING DATE**

12 No future meetings are currently scheduled.

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14 **ADJOURNMENT**

15 Moved by Mr. Weston, seconded by Mr. Miller to adjourn the meeting at 9:34 a.m. Motion carried.

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Brenda J. Jaszewski, County Clerk