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**WASHINGTON COUNTY  
ADMINISTRATIVE SERVICES COMMITTEE**

4 Courthouse - Government Center  
5 West Bend, WI

April 25, 2013  
9:00 a.m.

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

9 Also Present: Administrative Coordinator Doug Johnson, County Board Chairperson Herbert  
10 Tennes, County Attorney Kim Nass, County Clerk Brenda Jaszewski, Human Resources  
11 Director Peter German, Human Resources Benefits Manager Michelle Hoey, Human Resources  
12 Employees Relations Manager Cheryl Hoelz, Human Resources Employee Benefits Specialist  
13 Mary Lynn Christian, Clerk of Courts Theresa Russell, Clerk of Courts Court Specialist Caroline  
14 Schraufnagel, Assistant Facilities Manager Deb Martz, Finance Director Susan Haag, Assistant  
15 Finance Director Rich Abbott, Health Director Linda Walter, Deputy Health Director Joni  
16 Whitehouse, Purchasing Buyer Roy Hartmann, Samaritan Accountant Jeff Werner, Sheriff Dale  
17 Schmidt, Supervisors Michael Bassill, and Raymond Heidtke, and Chief Deputy County Clerk  
18 Linda Doro.

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

22 **MINUTES**

23 Moved by Mr. Myers, seconded by Mr. Weston, to approve the minutes of March 21 and 29,  
24 2013, and April 16, 2013, as presented. Motion carried.

26 **UPDATE ON AFFORDABLE CARE ACT**

27 *Appearance: Rae Anne Beaudry, Horton Group*

28 Ms. Beaudry presented an overview of the Affordable Care Act, presented a timeline of the  
29 changes, and discussed the compliance measures that will impact Washington County.

31 **HUMAN RESOURCES DIRECTOR'S UPDATE**

32 Commendations

33 Moved by Mr. Weston, seconded by Ms. Merten to approve the commendation resolutions for  
34 Lyle R. Hoefert, who has 12 years of service and is retiring from his position of Custodian at the  
35 Administration/Facilities Department, Diane H. Kissinger, who has 27 years of service and is  
36 retiring from her position of Licensed Practical Nurse at the Samaritan Health Center, and Mary  
37 J. Vollrath, who has 39 years of service and is retiring from her position of Family Services  
38 Supervisor at the Human Services Department, and forward to the County Board. Motion  
39 carried.

41 Employee Relations Activities

42 Mr. German introduced Cheryl Hoelz as the new Employee Relations Manager, and reported an  
43 offer was made to a candidate for the Human Resources Assistant position but it was declined.  
44 The Human Resources Department will continue its review of applications for this position.  
45

1 **NEXT TENTATIVE MEETING DATE**

2 The Administrative Services Committee will tentatively meet on Tuesday, May 7, 2013 at 8:30  
3 a.m., Thursday, May 30, 2013, at 9:00 a.m., Thursday, June 13, 2013, at 9:00 a.m., Thursday,  
4 June 27, 2013, at 9:00 a.m., Thursday, July 18, 2013, at 9:00 a.m., and Thursday, July 25, 2013,  
5 at 9:00 a.m.

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7 **ACTION ON RECOMMENDED ENGINEER/CONSULTANT FOR OLD**  
8 **COURTHOUSE - TUCKPOINTING PROJECT**

9 Moved by Ms. Merten, seconded by Mr. Myers to award the Engineering/Consultant bid for the  
10 Old Courthouse Tuckpointing project to Specialty Engineering Group (SEG) in the amount of  
11 \$7,860. Motion carried.

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13 The meeting recessed at 10:00 a.m. and reconvened at 10:09 a.m.

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

16 *Appearance: Patrick Glynn, Calumet County Human Resources Director*

17 Mr. German gave a status report on the development of a PTO plan for Washington County.  
18 The PTO Survey is available on Packet to Washington County employees until May 3, 2013.  
19 The survey results will be compiled and presented to the Administrative Services Committee at a  
20 future meeting. Mr. Glynn gave a PowerPoint presentation on Paid Time Off (PTO) and  
21 explained the advantages and disadvantages of changing to a PTO option for providing employee  
22 leave banks. One of the main goals of PTO is to encourage scheduled absences and discourage  
23 unscheduled absences. Various types of leave could be included in PTO program, and in  
24 planning a PTO, consideration should be given to the method and amount of accrual, maximum  
25 accrual caps, and legal requirements of PTO.

26  
27 **DISCUSSION ON PAY FOR PERFORMANCE**

28 Mr. Johnson distributed a list of ideas for discussion on Pay for Performance at a future meeting.  
29 Mr. Johnson stated he is also recommending a two-year plan for Pay for Performance  
30 implementation, with a different plan for how raises will be handled for March 2014 and further  
31 revisions planned for March 2015.

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33 **ADJOURNMENT**

34 Moved by Mr. Miller, seconded by Mr. Myers to adjourn the meeting at 12:30 p.m. Motion  
35 carried.

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39 Brenda J. Jaszewski, County Clerk  
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