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**WASHINGTON COUNTY
ADMINISTRATIVE SERVICES COMMITTEE**

Courthouse - Government Center
West Bend, WI

May 7, 2013
8:30 a.m.

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

Also Present: Administrative Coordinator Doug Johnson, Court Specialist Caroline Schraufnagel, County Attorney Kim Nass, County Board Chairperson Herbert Tennes, County Clerk Brenda Jaszewski, Finance Director Susan Haag, Assistant Finance Director Rich Abbott, Health Director Linda Walter, Assistant Health Director Joni Whitehouse, Human Resources Director Peter German, Register of Deeds Sharon Martin, Samaritan Campus Administrator Edward Somers, Sheriff Dale Schmidt, Captain Steve Gonwa, and Chief Deputy County Clerk Linda Doro.

Chairperson Sorce called the meeting to order at 8:30 a.m. and read the Affidavit of Posting.

ELECTION OF VICE-CHAIRPERSON

Mr. Weston nominated Mr. Miller as Vice-Chairperson. Moved by Ms. Merten, seconded by Mr. Myers to close the nominations and cast a unanimous ballot for Mr. Miller as Vice-Chairperson. Motion carried.

MINUTES

Moved by Mr. Myers, seconded by Mr. Weston, to approve the minutes of April 25, 2013, as presented. Motion carried.

PROPOSED CHANGES IN SHERIFF'S DEPARTMENT ADMINISTRATIVE STAFFING PLAN

Sheriff Schmidt presented and discussed proposed staffing changes in the Sheriff's Department for 2013, 2014, and beyond. For 2013, he is requesting an additional position of Deputy Sheriff Sergeant effective June 1, and an additional position of Communications Sergeant effective July 1. In addition, Sheriff Schmidt is requesting an additional position of Deputy Sheriff Sergeant effective January 1, 2014. If the staffing requests are granted, the vacant Deputy Sheriff Detective Lieutenant position would be eliminated June 1, 2013. Also, the one remaining Deputy Sheriff Detective Lieutenant position would have a title change to Deputy Sheriff Lieutenant. The staffing proposal also includes the addition of one Captain position at some point beyond 2014. No additional funding is required to implement these changes for 2013; however, approximately \$75,000 would be required in 2014.

Moved by Mr. Weston, seconded by Mr. Myers to approve an ordinance to amend sections 7.02, 7.03, 7.05, and 7.16 of the County Code staffing plan as presented, which includes the following staffing changes: add one Deputy Sheriff Sergeant pay grade 11, effective June 1, 2013; add one Deputy Sheriff Sergeant pay grade 11, effective January 1, 2014; add one Communications Supervisor pay grade 10, effective July 1, 2013; eliminate one Deputy Sheriff Detective Lieutenant position pay grade 13; and, change the title of one Deputy Sheriff Detective

1 Lieutenant to Deputy Sheriff Lieutenant pay grade 13, effective June 1, 2013, and forward to the
2 County Board. Motion carried.

3 4 **HUMAN RESOURCES DIRECTOR'S UPDATE**

5 Commendations

6 None.

7 8 Employee Relations Activities

9 Mr. German reported an arbitration meeting is set between Washington County and the Sheriff
10 Deputies union on May 15, 2013, at 10:00 a.m.

11 12 **NEXT TENTATIVE MEETING DATES**

13 The Administrative Services Committee will tentatively meet on Thursday, May 30, 2013, at
14 9:00 a.m., Thursday, June 13, 2013, at 9:00 a.m., Thursday, June 27, 2013, at 9:00 a.m.,
15 Tuesday, July 2, 2013, at 9:00 a.m., Thursday, July 18, 2013, at 9:00 a.m., Thursday, July 25,
16 2013, at 9:00 a.m., Thursday, August 8, 2013, at 9:00 a.m., and Friday, August 16, 2013 at 9:00
17 a.m.

18 19 **2015 COUNTY CLERK CAPITAL IMPROVEMENT PLAN REQUEST UPDATES**

20 Last year, Ms. Jaszewski requested \$465,000 in the 2015 Capital Improvement Program (CIP)
21 for obtaining new election equipment on a county-wide basis, including the County Clerk's
22 office, at no cost to the local municipalities. This request was approved by this Committee and
23 forwarded to the Executive Committee. The Executive Committee approved the request;
24 however, they did not approve the County paying 100% of the cost. The amount the County
25 would pay was to be determined at a later date. Ms. Jaszewski reviewed the benefits of having
26 all municipalities using the same equipment and is concerned that if the County does not provide
27 a significant financial incentive, we will have different types of equipment within the County.

28
29 Moved by Mr. Myers, seconded by Mr. Miller to recommend to the Executive Committee that
30 Washington County provide 100% funding to purchase election equipment on a county-wide
31 basis in 2015. Motion carried.

32
33 Ms. Jaszewski reported there is \$75,000 in the 2015 CIP for updating the voting equipment in the
34 County Board Boardroom. Ms. Jaszewski reported she has been in contact with a former Com-
35 Tech employee that is willing to upgrade the voting equipment software for approximately
36 \$5,000. The \$75,000 earmarked in the 2015 CIP will either be entirely removed from the CIP or
37 reallocated to 2020.

38
39 Moved by Mr. Myers, seconded by Ms. Merten to authorize the County Clerk to spend \$5,000 to
40 upgrade the voting equipment software in the County Board Boardroom. Motion carried.

41 42 **EMPLOYEE APPRECIATION PARTY UPDATE & EMPLOYEE SURVEY**

43 Ms. Jaszewski reported the costs for the Employee Appreciation party have increased
44 substantially and revenues received to offset those expenses have decreased significantly.
45 Because of this, the Employee Appreciation party can no longer be afforded as it is presently

1 planned. Ms. Jaszewski is requesting authorization to survey employees on their thoughts
2 regarding the Employee Appreciation party.

3
4 Moved by Mr. Miller, seconded by Mr. Myers to authorize an employee survey regarding the
5 Employee Appreciation Party that would be allowed on County time. Motion carried.

6
7 The meeting recessed at 9:25 a.m. and 9:31 a.m.

8 9 **2014-2019 FACILITIES CAPITAL IMPROVEMENT PLAN**

10 *Appearance: Facilities Manager Dave Loomans*

11 Mr. Loomans presented the projects in the 2014-2019 Facilities Capital Improvement plan and
12 stated that the total yearly allocation of \$400,000 will remain the same.

13
14 Moved by Ms. Merten, seconded by Mr. Myers to approve the 2014 Facilities CIP projects and
15 the 2014-2019 Facilities CIP Plan program as presented. Motion carried.

16 17 **PAID TIME OFF (PTO) POLICY DISCUSSION AND DEVELOPMENT**

18 The Administrative Services Committee reviewed the responses from the PTO survey.

19 20 **INITIAL INFORMATION ON LIFE INSURANCE AVAILABLE THROUGH WCA 21 SERVICES, INC.**

22 Mr. German and Mr. Tennies reported there is an affordable whole life insurance policy that is
23 available to Washington County employees through WCA Services, Inc. Mr. Tennies is
24 recommending that Boston Mutual Life Insurance and WCA Services, Inc. give a presentation
25 on the whole life insurance plan to the Administrative Services Committee at a future meeting.

26 27 **CONTINUE DISCUSSION ON PAY FOR PERFORMANCE**

28 Mr. Johnson presented a working document on pay for performance, pay for performance
29 options, challenges to be addressed, and recommendations for a two-year plan for Pay for
30 Performance implementation, with a different plan for how raises will be handled for March
31 2014, and further revisions planned for March 2015. The Committee will consider these
32 recommendations a future date.

33 34 **ADJOURNMENT**

35 Moved by Mr. Miller, seconded by Mr. Myers to **adjourn** (corrected 5/30/13) the meeting at
36 11:05 a.m. Motion carried.

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39
40 Brenda J. Jaszewski, County Clerk