

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46

**WASHINGTON COUNTY
ADMINISTRATIVE SERVICES COMMITTEE**

Courthouse - Government Center
West Bend, WI

May 30, 2013
9:00 a.m.

Present: Marilyn Merten, Michael Miller, Dennis Myers (arrived at 9:05 a.m.), Peter Sorce, and Michael Weston.

Also Present: Administrative Coordinator Doug Johnson, Clerk of Circuit Court Theresa Russell, County Board Chairperson Herbert Tennes, County Attorney Kim Nass, Finance Director Susan Haag, Assistant Finance Director Rich Abbott, Assistant Health Director Joni Whitehouse, Highway Commissioner Tom Wondra, Human Resources Director Peter German, Human Resources Employee Benefits Manager Michelle Hoey, Human Resources Employee Benefits Specialist Mary Lynn Christian, Human Resources Employee Relations Manager Cheryl Hoelz, Register of Deeds Sharon Martin, Sheriff Captain Steve Gonwa, Sheriff Captain Shirley Miller, Supervisors Melvin Ewert, and Paul Ustruck, 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.

MINUTES

A correction was noted on Page 3, Line 35: to **adjourn** the meeting at 11:05 a.m. Moved by Mr. Weston, seconded by Ms. Merten to approve the minutes of May 7, 2013, as corrected. Motion carried.

CLOSED SESSION

Appearance: Deputy County Attorney Chris Ohlis

Moved by Mr. Weston, seconded by Mr. Miller to entertain a motion to convene into closed session at 9:03 a.m. pursuant to Wis. Stats. §19.85(1)(g), conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or likely to become involved; specifically, "to discuss Worker's Compensation Case. Motion carried unanimously by roll call vote.
Mr. Myers arrived at 9:05 a.m.

OPEN SESSION

Moved by Mr. Miller, seconded by Ms. Merten, to return to open session at 9:26 a.m. Motion carried unanimously by roll call vote.

POSSIBLE ACTION ON ITEMS DISCUSSED IN CLOSED SESSION

Moved by Mr. Miller, seconded by Mr. Myers to approve the settlement as discussed in the closed session. Motion carried.

PATIENT CENTERED OUTCOMES RESEARCH INSTITUTE (PCORI) FEE

The Patient Protection and Affordable Care Act (the Act) imposes a new Patient-Centered Outcomes Research Institute (PCORI) fee, formerly the comparative effectiveness research fee, on plan sponsors and issuers of individual and group policies. The assessed fees are to be

1 contributed to the Patient-Centered Outcomes Research Trust Fund that will fund comparative
2 effectiveness research. The research will evaluate and compare health outcomes and the clinical
3 effectiveness, risks, and benefits of two or more medical treatments and/or services. Under the
4 IRS final rule, issuers and plan sponsors are responsible for paying the fee, which is treated like
5 an excise tax by the IRS. Mr. German reported the Finance Committee, at their May 26, 2013
6 meeting, authorized payment to the Federal Government in the amount of \$1,261.00 for the
7 PCORI fee using 2013 Human Resources funds.

8 9 **REVIEW AND REVISE NEPOTISM POLICY**

10 Ms. Haag presented a proposed amendment to the nepotism policy in the Washington County
11 Employee handbook. At the recommendation of the outside auditors, additional language is
12 being added to the Nepotism policy that would strengthen internal controls between the Finance
13 Department and the County Treasurer's office.

14
15 Moved by Mr. Miller, seconded by Mr. Weston to approve the changes to the nepotism policy in
16 the Washington County Employee handbook as presented. Motion carried.

17 18 **ORDINANCE AMENDMENT OF VACATION POLICY FOR SPECIFIC COUNTY** 19 **POSITIONS THAT HANDLE MONEY**

20 Mr. German presented an ordinance amendment to 7.05(3)(8) of the Washington County Code -
21 Employee Benefit Program - Vacation Policy for specific county positions that handle money
22 that are required to take at least 40 consecutive hours of paid time off each year. Job position
23 titles Samaritan Accountant and Highway Commissioner are proposed to be added to the list and
24 job position title Assistant to the Highway Commissioner is proposed to be removed from the
25 list.

26
27 Moved Mr. Myers, seconded by Mr. Weston to approve an ordinance to amend Section
28 7.05(3)(8) of the code relating to the Washington County Employee Benefit Program - Vacation
29 Policy as presented, and forward to the County Board. Motion carried.

30 31 **PAID TIME OFF (PTO) POLICY DISCUSSION AND DEVELOPMENT**

32 Mr. German presented options and recommendations from the PTO Working committee
33 regarding vacation, sick leave, holidays, administrative leave, short term disability, and
34 bereavement leave in the development of a PTO program that would be cost neutral for
35 Washington County.

36
37 The meeting recessed at 10:36 a.m. and reconvened at 10:42 a.m.

38 39 **PREVIEW AND CONSIDER ACTION ON PAY PROGRESSION WITH** 40 **PERFORMANCE MANAGEMENT**

41 Moved by Mr. Miller, seconded by Mr. Myers to approve an ordinance to amend Sections 7.03,
42 7.04, and 7.05 of the code relating to the Washington County Classification and Compensation
43 Plan; Administration of the Classification and Compensation Plan and Employee Benefit
44 program; specifically, on pay progression and performance management in the Washington
45 County Pay Plan, and forward to the County Board. Motion carried.

46

1 **HUMAN RESOURCES DIRECTOR'S UPDATE**

2 Commendations

3 None.

4

5 Employee Relations Activities

6 None.

7

8 **NEXT TENTATIVE MEETING DATES**

9 Next Tentative Meeting Dates: Friday, June 14, 2013, @ 9:00 a.m., Thursday, June 27, 2013, @
10 9:00 a.m., Tuesday, July 2, 2013, @ 9:00 a.m., Thursday, July 18, 2013, @ 9:00 a.m., Thursday,
11 July 25, 2013, @ 9:00 a.m., Thursday, August 8, 2013, @ 9:00 a.m., Friday, August 16, 2013, @
12 9:00 a.m.

13

14 **REPORT ON PROPERTY & LIABILITY INSURANCE AND POSSIBLE**
15 **SOLICITATION OF BIDS/PROPOSALS FOR INSURANCE**

16 The Administrative Services Committee received a written report on property and liability
17 insurance and possible solicitation of bids or proposals for insurance.

18

19 **ADJOURNMENT**

20 Moved by Mr. Miller, seconded by Ms. Merten to adjourn the meeting at 11:58 a.m. Motion
21 carried.

22

23

24

25

Brenda J. Jaszewski, County Clerk