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**WASHINGTON COUNTY
ADMINISTRATIVE SERVICES COMMITTEE**

10 Courthouse - Government Center
11 West Bend, WI

12 June 5, 2012
13 9:05 a.m.

14 Present: Raymond Heidtke, Michael Miller, Dennis Myers, and Peter Sorce. Excused: Roy
15 Justman.

16 Also Present: Administrative Coordinator Doug Johnson, Deputy Clerk of Circuit Court Wendy
17 Hoefert, Clerk of Circuit Court Office Supervisor Caroline Schraufnagel, County Board
18 Chairperson Herbert Tennes, County Attorney Kim Nass, County Clerk Brenda Jaszewski,
19 Community Development Director Paul Roback, Facilities Manager David Loomans, Finance
20 Director Susan Haag, Health Director Linda Walter, Human Resources Director Peter German,
21 Human Resources Analyst Sandy Weiland, Human Resources Director Peter German, Human
22 Resources Employee Benefits Manager Michelle Hoey, Human Resources Employee Benefits
23 Specialist Mary Lynn Christian, Human Services Director Jim Strachota, Planning and Parks
24 Department Administrator Paul Mueller, Samaritan Campus Administrator Ed Somers, Sheriff
25 Dale Schmidt, Supervisors Jeffrey Geib, Rick Gundrum, Robert Milich, Paul Ustruck, and Todd
26 White, and Chief Deputy County Clerk Linda Doro.

27 Vice-Chairperson Sorce called the meeting to order at 9:05 a.m. and read the Affidavit of
28 Posting.

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CLOSED SESSION

36 Moved by Mr. Myers, seconded by Mr. Miller to convene into Closed Session at 9:06 a.m.
37 pursuant to Wis. Stats. §19.85(1)(g), conferring with legal counsel for the governmental body
38 who is rendering oral or written advice concerning strategy to be adopted by the body with
39 respect to litigation in which it is or likely to become involved; specifically, "to discuss Worker's
40 Compensation case." Motion carried unanimously by roll call vote.

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RETURN TO OPEN SESSION

Moved by Mr. Heidtke, seconded by Mr. Miller to return to Open Session at 9:19 a.m. Motion
carried unanimously by roll call vote.

POSSIBLE ACTION ON ITEMS DISCUSSED IN CLOSED SESSION

Moved by Mr. Myers, seconded by Mr. Miller to proceed with the defense claim as discussed in
closed session. Motion carried.

**DISCUSSION WITH CHARLIE CARLSON REGARDING THE ONGOING WORK ON
THE PAY PLAN STUDY**

Appearance: Charlie Carlson

Mr. Carlson reported he will be meeting with certain department heads today to address their
concerns with Draft I of the proposed Pay Plan. Further analysis may be conducted and a draft II
will be provided to the Administrative Services Committee at a future meeting. Mr. Carlson
discussed the structure and methodology of the proposed pay plan. The Committee requested the

1 market data Mr. Carlson used to prepare the pay plan. The Administrative Services Committee
2 authorized Mr. Carlson to continue with the 20 grade, 11 step methodology for the proposed pay
3 plan.
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5 **REVIEW POSSIBLE SCHEDULES GOING FORWARD**

6 The Administrative Services Committee will continue to review the pay plan at their meetings on
7 June 21, and July 12, 2012. On July 26, 2012, the Administrative Services Committee will take
8 action on the proposed pay plan and forward it to the County Board for their consideration on
9 August 14, 2012.
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11 **APPOINT COUNTY CONTRACT NEGOTIATIONS BARGAINING TEAMS**

12 Postponed.
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14 **HUMAN RESOURCES DIRECTOR'S UPDATE**

15 Commendations

16 None.
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18 Employee Relations Activities

19 No report.
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21 **NEXT MEETING DATE**

22 The Administrative Services Committee will tentatively meet on Thursday, June 21, 2012, at
23 9:00 a.m., Thursday, July 12, 2012, at 9:00 a.m., and Thursday, July 26, 2012, at 9:00 a.m.
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25 **CONTINUE REVIEW OF FACILITIES CAPITAL PLAN FOR 2013-2018**

26 Mr. Loomans presented the 2014-2018 projects in the Facilities Capital Improvement plan
27 stating that the total yearly allocation of \$400,000 will remain the same. The 2013 projects in
28 the 2013-2018 Facilities Capital plan were reviewed and approved at the May 24, 2012,
29 Administrative Services Committee meeting. Moved by Mr. Heidtke, seconded by Mr. Miller to
30 approve the Facilities Capital Improvement Plan for 2013-2018 as presented, and forward to the
31 Executive Committee. Motion carried.
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33 **ADJOURNMENT**

34 Moved by Mr. Myers, seconded by Mr. Miller to adjourn the meeting at 10:51 a.m. Motion
35 carried.
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Brenda J. Jaszewski, County Clerk