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**WASHINGTON COUNTY  
ADMINISTRATIVE SERVICES COMMITTEE**

Courthouse - Government Center  
West Bend, WI

June 14, 2013  
9:00 a.m.

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

Also Present: Administrative Coordinator Doug Johnson, County Attorney Kim Nass, County Clerk Brenda Jaszewski, Court Specialist Caroline Schraufnagel, Finance Director Susan Haag, Assistant Finance Director Rich Abbott, Health Director Linda Walter, Highway Commissioner Tom Wondra, Human Resources Director Peter German, Human Resources Employee Benefits Specialist Mary Lynn Christian, Information Services Manager Mike McGinnis, Register of Deeds Sharon Martin, Samaritan Campus Administrator Ed Somers, Sheriff Dale Schmidt, Captain Steve Gonwa, Captain Shirley Miller, 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**

Moved by Mr. Myers, seconded by Mr. Weston to approve the minutes of May 30, 2013, as presented. Motion carried.

**DISCUSS AND CONSIDER ACTION ON HEALTH INSURANCE OPTIONS FOR THOSE EMPLOYEES NEWLY ELIGIBLE PER THE AFFORDABLE CARE ACT**

Mr. German reported currently employees that are full-time and County Board Supervisors are offered Health Insurance (County Board Supervisors pay the full premium). With the Patient Protection and Affordable Care Act (PPACA or ACA), any employee that averages 30 hours per week or 130 hours per month is eligible for health insurance coverage. Affordability is only tested on the single coverage level of the lowest cost plan (9.5% of the employee's wage). Plan H has been determined to meet the affordability definition with the employee's premium rate set at \$124.98 per month. This is the maximum amount the County can charge an employee for single coverage to make sure that the health insurance is affordable to the pay grade and step. Mr. German presented three possible premium setting options for the Committee to consider at a future meeting.

**FOLLOW UP ON COUNTY BOARD ACTION ON 2013 ORDINANCE 3**

Mr. German reported the Washington County Board of Supervisors enacted 2013 Ordinance 3 - at their June 11, 2013, meeting, approving the methodology to move forward on step increases for all eligible employees on March 1, 2014. Employees will need to receive an achieved expectation to receive a step increase. Seven unions, with approximately 300 employees, will be added to the performance evaluation process. Performance reviews for employees will start on September 1, 2013.

**CONTINUE PAID TIME OFF (PTO) POLICY DISCUSSION AND DEVELOPMENT AND WORKABLE TIME FRAME**

Mr. German presented a draft PTO policy. The Committee agreed that a short term disability policy needs to be incorporated in a PTO plan; however, it has not been determined who would be responsible for the costs of the short term disability plan.

1 The meeting recessed at 10:30 a.m. and reconvened at 10:37 a.m.

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3 **HUMAN RESOURCES DIRECTOR'S UPDATE**

4 Commendations

5 No commendations.

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7 Employee Relations Activities

8 No report.

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10 **NEXT TENTATIVE MEETING DATES**

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

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

17 Ms. Jaszewski reported currently Washington County has Wisconsin County Mutual Insurance  
18 Company and Local Government Property Insurance for our liability and property insurance.  
19 Washington County Code directs that the Administrative Services Committee has general charge  
20 of insurance and makes recommendations to the County Board as to which insurance carriers the  
21 County should utilize. Ms. Jaszewski gave a status report on our current carriers, and discussed  
22 the complexity of the liability and property insurances.

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24 Moved by Mr. Myers, seconded by Ms. Merten to continue to use Wisconsin County Mutual  
25 Insurance Company as our liability insurance carrier until such a time that this Committee directs  
26 the County Clerk to seek alternatives. Motion carried.

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28 Moved by Mr. Myers, seconded by Mr. Weston to direct the County Clerk to bring the 2014  
29 property insurance rates to this Committee once they are received from Local Government  
30 Property Insurance Fund. Motion carried.

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32 **INDEPENDENT CONTRACTOR RELATIONSHIPS**

33 Template Contract

34 Ms. Nass reported on the template contract her office created for independent contractors and the  
35 recommendation of the County Clerk to require independent contractors carry Worker's  
36 Compensation insurance.

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38 Establish Policy for Insurance Requirements

39 Moved by Mr. Miller, seconded by Ms. Merten to require independent contractors who do  
40 business with Washington County, to carry Worker's Compensation insurance. Motion carried.

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42 **ADJOURNMENT**

43 Moved by Mr. Weston, seconded by Mr. Myers to adjourn the meeting at 11:27 a.m. Motion  
44 carried.

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48 Brenda J. Jaszewski, County Clerk  
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