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**WASHINGTON COUNTY
ADMINISTRATIVE SERVICES COMMITTEE**

Courthouse - Government Center
West Bend, WI

June 21, 2012
9:00 a.m.

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

Also Present: Administrative Coordinator Doug Johnson, Human Resources Director Peter German, County Board Chairperson Herbert Tennes, County Attorney Kim Nass, County Clerk Brenda Jaszewski, Finance Director Susan Haag, Programmer Analyst Gene Riha, Human Resources Analyst Sandy Weiland, Human Resources Employee Benefits Manager Michelle Hoey, Human Resources Employee Benefits Specialist Mary Lynn Christian, Sheriff Dale Schmidt, Samaritan Campus Administrator Ed Somers, Highway Commissioner Jon Edgren, Payroll Supervisor Sandy Vorpahl, Planning & Parks Administrator Paul Mueller, Clerk of Circuit Court Theresa Russell, Court Commissioner Delores Bomrad, Buyer Bill Kurer, and Supervisors Marilyn Merten, Ralph Hensel, Paul Ustruck, Les Borman, and John Bulawa.

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

MINUTES

Moved by Mr. Miller, seconded by Mr. Heidtke to approve the minutes of May 24, 2012, and June 5, 2012, as presented. Motion carried.

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

Appearance: Charlie Carlson and Patrick Glynn, Calumet County Human Resources Director

Mr. Glynn gave a PowerPoint presentation on Paid Time Off (PTO) and explained the advantages and disadvantages of changing to a PTO option for providing employee leave banks. One of the main goals of PTO is to encourage scheduled absences and discourage unscheduled absences. Various types of leave could be included in PTO, and Mr. Glynn recommended that if Washington County decides to change to PTO, consideration should be given to the method and amount of accrual, maximum accrual caps, and legal requirements of PTO. Mr. Glynn indicated there may be some initial costs to implement PTO, but once the change is made, there is less administrative work, so ongoing administrative costs should be slightly less as compared to our current system of having traditional leave banks.

The meeting recessed at 10:31 a.m. and reconvened at 10:37 a.m.

Mr. Carlson gave a PowerPoint presentation and update on the classification/compensation study. It was noted the requested market summary had been provided to the Committee members with their agenda. Mr. Carlson reviewed the method and approach he has taken to compile the information and gave examples of how point scores are used to determine each job classification within the pay plan. In creating a pay policy line, Mr. Carlson noted that he has modified the

1 benchmark list by removing Samaritan employees, as well as the five elected department heads. It
2 was recommended the County consider market-based approaches for Samaritan employees and
3 use a separate pay plan for these employees. Mr. Carlson indicated that since the first draft was
4 presented, he has met with several department heads who requested changes to staff positions after
5 reviewing the initial draft pay plan. A final draft, along with a full report, will be presented to this
6 Committee in July.

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8 The Committee discussed PTO as well as compensatory (comp.) time for employees currently
9 classified in the E-1 to E-6 pay grades. Mr. Carlson stated he will not be recommending that
10 Washington County implement PTO as part of this new pay plan, but will include in his final
11 report, a recommendation that we should consider moving toward PTO in the near future.

12
13 Mr. Carlson stated he believes that in general, public sector employees will see fewer cost of
14 living adjustments and because of this, Washington County should measure the market place in a
15 few years to ensure our new pay plan is meeting our needs and if it is not, consider adjustments at
16 that time.

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18 The Committee discussed where Washington County should position itself in the labor market
19 regarding wages. Mr. Carlson stated that employee benefits should factor in this decision and
20 noted that in his opinion, Washington County's benefits are not out of line with private sector
21 employers of a similar size. Due to this, it is recommended that Washington County strive for an
22 average market position in order to attract and maintain quality employees.

23
24 Moved by Mr. Miller, seconded by Mr. Heidtke, to instruct Mr. Carlson to prepare the final pay
25 plan using an average market position, due to consideration of our current employee benefits.
26 Motion carried.

27 28 **METHOD OF IMPLEMENTING A NEW PAY PLAN - PRESENTATION AND** 29 **DISCUSSION**

30 Mr. Johnson distributed and reviewed the following method for implementing a new pay plan,
31 noting this is only draft and the Committee should consider changes, and adoption, at the next
32 meeting.

- 33 1. Set a date when progressions between steps in the current pay plan will end
34 (recommending December 31, 2012). Mr. Johnson noted that step increases for
35 employees not at the top Step were fully budgeted in the adopted 2012 County Budget.
- 36 2. Recommends no general (across the board) pay increases for 2013. Employees would
37 be paid according to their position in the new pay plan at the hourly rates approved by
38 the Board. Nothing will be in the 2013 budget for pay increases for all employees.
- 39 3. As of January 1, 2013, each employee would be placed in the lowest Step of the pay
40 grade in the new pay plan which results in a positive increase in pay by comparison to
41 the December 31, 2012 hourly pay under the current plan. Employees with a
42 recommended pay grade range that is lower than the December 31, 2012 hourly pay
43 will be held at that rate of pay (i.e. red-circled or frozen), but would not have their
44 current pay reduced. Eligibility for Step increases would be based on one year for all
45 intervals, including from Minimum to Step 2; however, a different method may be used
46 for limited status employees. The cost of these pay increases would be calculated prior

1 to adoption of the new pay plan and the amount would be shown as a fiscal note in the
2 pay plan ordinance. A single line (all departments together) would be included in the
3 2013 County Budget.

- 4 4. Recommends no general (across the board) pay increase for 2014. Employees would
5 receive earned Step increases as they progress through the respective grade. An
6 estimate of the 2014 pay increases would be calculated and included in the fiscal note
7 of the pay plan ordinance. When the 2014 budgets are developed, updated costs would
8 be included in each department budget.
9

10 **APPOINT COUNTY CONTRACT NEGOTIATIONS BARGAINING TEAMS**

11 Moved by Mr. Miller, seconded by Mr. Myers to appoint contract negotiations bargaining teams
12 as follows:

13 - Highway

- 14 • Teamsters General Local Union #200 Highway Employees – Ray Heidtke

15 - Sheriff

- 16 • Local 524 Corrections & Communications Officers Association – Michael Miller
- 17 • Deputy Sheriff's Association – Michael Miller
- 18 • Deputy Sheriff's Command Staff Union – Michael Miller

19 -Human Services

- 20 • Local 609 Labor Association of WI Professional Social Workers – Dennis Myers
- 21 • Local 809 Labor Association of WI Social Service Employees – Dennis Myers

22 -Samaritan

- 23 • Local 150 Service Employees International Union – Peter Sorce

24 -Parks

- 25 • Teamster's General Local Union #200 Parks Employees – Ray Heidtke

26 Motion carried.
27

28 **DISCUSSION ON WORKER'S COMPENSATION REQUEST FOR PROPOSALS (RFP)**

29 Mr. German is requesting authorization to contract with Horton Group as a consultant to assist
30 with the preparation of a Request for Proposal (RFP) for Third Party Administrator (TPA) for our
31 self-funded Worker's Compensation. Mr. German reviewed the benefits of using a professional
32 consultant in the preparation of the RFP and recommends using funds in the Worker's
33 Compensation fund.
34

35 Moved by Mr. Heidtke, seconded by Mr. Miller to authorize Mr. German to contract with Horton
36 Group as a consultant to assist with the preparation of the RFP for Third Party Administrator for
37 Worker's Compensation in an amount not to exceed \$7,500. Motion carried.
38

39 **HUMAN RESOURCES DIRECTOR'S UPDATE**

40 Commendations

41 Moved by Mr. Heidtke, seconded by Mr. Miller to approve the commendation resolutions for
42 James L. Rindt, who has 33 years of service and is retiring from his position of Special Deputy
43 Sheriff in the Sheriff's Department, and Donita D. Trapp, who has 22 years of service and is
44

1 retiring from her position as Activity Aide at the Samaritan, and forward to the County Board.
2 Motion carried.

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4 Employee Relations Activities

5 No report.

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7 **NEXT MEETING DATES**

8 The Administrative Services Committee will tentatively meet on Thursday, July 12, 2012, at 9:00
9 a.m., and Thursday, July 26, 2012, at 9:00 a.m.

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11 **FUTURE AGENDA ITEMS**

12 Discussion on Health Insurance Fund.

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14 **ADJOURNMENT**

15 Moved by Mr. Miller, seconded by Mr. Heidtke to adjourn the meeting at 11:47 a.m. Motion
16 carried.

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Brenda J. Jaszewski, County Clerk