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**WASHINGTON COUNTY
ADMINISTRATIVE SERVICES COMMITTEE**

Courthouse - Government Center
West Bend, WI

June 27, 2013
9:00 a.m.

Present: Marilyn Merten, Michael Miller, Dennis Myers (arrived at 9:16 a.m.), Peter Sorce, and Michael Weston.

Also Present: Administrative Coordinator Doug Johnson, County Board Chairperson Herb Tennes, County Attorney Kim Nass, County Clerk Brenda Jaszewski, Clerk of Courts Office Manager Wendy Hoefert, Finance Director Susan Haag, Assistant Finance Director Rich Abbott, Health Director Linda Walter, 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, Human Services Director Jim Strachota, Register of Deeds Sharon Martin, Sheriff Dale Schmidt, Captain Steve Gonwa, Captain Shirley Miller, Supervisor Rick Gundrum 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. Miller, seconded by Ms. Merten to approve the minutes of June 14, 2013, as presented. Motion carried.

**REVIEW AND ACT ON CONTRACTOR BIDS FOR OLD COURTHOUSE
TUCKPOINTING PROJECT**

Appearance: Purchasing Buyer Roy Hartmann, Assistant Facilities Manager Deb Martz, and Ben Ringl of Special Engineering Group

Moved by Ms. Merten, seconded by Mr. Weston to award the Old Courthouse Building Envelope project and Alternate Bid #1 to Statz Restoration in the amount of \$144,175. Motion carried.

**PLAN TO USE EAST COURTHOUSE PARKING LOT FOR TRANSIT PARK AND
RIDE IN SUMMER 2014**

Mr. Wondra reported the Department of Transportation (DOT) is reconstructing the Paradise Drive Park and Ride lot and is requesting the use of the east Courthouse parking lot for transit parking. Moved by Mr. Miller seconded by Ms. Merten to authorize the use of the east Courthouse Parking lot as a WCCA Transit lot for approximately one month in the summer of 2014. Motion carried.

Mr. Myers arrived at 9:16 a.m.

ORDINANCE REVISION REGARDING HUMAN SERVICES STAFFING PLAN

Appearance: Human Services Director Jim Strachota

1 Mr. Strachota reported the Governor's proposed 2013-15 budget requires the Income
2 Maintenance (IM) Consortiums to address the State mandate regarding the implementation of the
3 Federal Patient Protection and Affordable Health Care Act (PPACA). The proposal assumes the
4 IM Consortiums will see a significant increase in 2013-15 workloads. The Moraine Lakes
5 Consortium has assessed potential workload requirements for each of the five counties to
6 mutually share in responsibility. Mr. Strachota presented an ordinance amendment for four
7 additional Economic Support Specialists at Pay Grade 5 and one additional Program Support
8 Clerk at Pay Grade 3. These positions will be limited term and fully reimbursed for all expenses
9 and support by designated PPACA funding for an estimated time frame of September 2013
10 through June 2015. These positions will cease to exist when funds are no longer available to
11 cover the entire cost associated with these positions. No Washington County funding will be
12 used for any aspect of the five requested positions.
13

14 Moved by Mr. Myers, seconded by Mr. Weston to approve an ordinance amendment to §7.02
15 and §7.03 of the code relating to the Washington County Staffing Plan - Human Services
16 Department, adding four limited term Economic Support Specialists positions at Pay Grade 5 and
17 one limited term Program Support Clerk position at Pay Grade 3, for an estimated time frame of
18 September 2013, through June 2015, at no cost to the County, and forward to the County Board.
19 Motion carried.
20

21 **ORDINANCE REVISION REGARDING HEALTH DEPARTMENT STAFFING PLAN**

22 *Appearance: Health Director Linda Walter*

23 Ms. Walter presented an ordinance to eliminate one full time Public Health Nurse position at Pay
24 Grade 9 and add one full time Public Health Specialist position at Pay Grade 9. There is no
25 fiscal impact with the proposal. Ms. Walter added this position would assist with coordination of
26 the voluntary national accreditation and the required state DHP five-year review of statutory
27 responsibilities.
28

29 Moved by Mr. Myers, seconded by Mr. Miller to approve an ordinance amendment to §7.02 and
30 §7.03 relating to Washington County Staffing Plan - Health Department to eliminate one full
31 time Public Health Nurse position at Pay Grade 9 and add one full time Public Health Specialist
32 position at Pay Grade 9, and forward to the County Board. Motion carried with Ms. Merten
33 voting no.
34

35 **ACTION ON HEALTH INSURANCE OPTIONS FOR THOSE EMPLOYEES NEWLY** 36 **ELIGIBLE PER THE AFFORDABLE CARE ACT**

37 Mr. German reported that currently employees that are full-time and County Board Supervisors
38 are offered Health Insurance (County Board Supervisors pay the full premium). With the Patient
39 Protection and Affordable Care Act (PPACA or ACA), any employee that averages 30 hours per
40 week or 130 hours per month is eligible for health insurance coverage. Affordability is only
41 tested on the single coverage level of the lowest cost plan (9.5% of the employee's wage). The
42 County's Plan H has been determined to meet the affordability definition with the employee's
43 premium rate set at \$124.98 per month. This is the maximum amount the County can charge an
44 employee for single coverage to make sure that the health insurance is affordable to the pay
45 grade and step. Three possible premium setting options were presented to the Committee at the
46 last meeting and Mr. German is recommending Option 1 which would be a premium for the 30
47 hour per week employee eligible for health insurance that includes an additional 25% of the total
48 cost, over and above what the full-time employee pays. Mr. German reported that there are

1 currently a few employees that would not meet the affordability threshold and the County may
2 pay a penalty for these individuals.

3
4 Moved by Mr. Myers, seconded by Mr. Miller to approve Option 1 as the premium setting option
5 for 30 hour per week employees newly eligible for health insurance through the Affordable Care
6 Act. Motion carried.

7 8 **OVERVIEW OF 2014 HEALTH INSURANCE PLANS AND RATES**

9 Mr. German presented three options for the proposed 2014 health insurance rates for non-
10 represented employees. For 2014, there are several items influencing the need to increase rates:
11 1) medical trends; 2) the County's past claims experience, 3) the additional fees with the
12 Affordable Care Act; and 4) the uncertainty of how many of the newly eligible employees will
13 come onto the County Health Insurance Plan. To help mitigate costs and ensure reserves stay
14 adequately funded and smooth over three years, Administration is recommending Option 3
15 which is a 5% increase to Plans E/F and H, as well as an increase of the County's portion of Plan
16 G, so that it is equal to the other two. The total premiums for G are then arrived at by keeping
17 the employee share at 10% of the total cost. Mr. German reported action on this 2014 Health
18 Insurance rate is scheduled for the July 2, 2013, Administrative Services Committee meeting.

19
20 The meeting recessed at 10:21a.m. and reconvened at 10:27 a.m.

21 22 **CONTINUE PAID TIME OFF (PTO) POLICY DISCUSSION AND DEVELOPMENT**

23 Mr. German presented a draft PTO policy and reported the responses from the department heads
24 regarding the proposed PTO plan. Moved by Mr. Miller, seconded by Ms. Merten to delay the
25 implementation of a PTO plan to July 1, 2014. Motion carried.

26 27 **NEXT TENTATIVE MEETING DATES**

28 Next Tentative Meeting Dates: Tuesday, July 2, 2013, @ 9:00 a.m., Thursday, July 18, 2013, @
29 9:00 a.m., Thursday, July 25, 2013, @ 9:00 a.m., Thursday, August 8, 2013, @ 9:00 a.m.,
30 Friday, August 16, 2013, @ 9:00 a.m.

31 32 **CLOSED SESSION**

33 Moved by Mr. Miller, seconded by Mr. Myers to convene into Closed Session at 11:25 a.m.
34 pursuant to Wis. Stats. §19.85(1)(c), considering employment, promotion, compensation or
35 performance evaluation data of any public employee over which the governmental body has
36 jurisdiction or exercises responsibility, specifically: Human Resources Director. Motion carried
37 unanimously by roll call vote.

38 39 **ADJOURNMENT**

40 Moved by Mr. Weston, seconded by Mr. Myers to adjourn the meeting 12:11 p.m. Motion
41 carried.

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Brenda J. Jaszewski, County Clerk