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**WASHINGTON COUNTY
ADMINISTRATIVE SERVICES COMMITTEE**

Courthouse - Government Center
West Bend, WI

July 2, 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, Assistant Finance Director Rich Abbott, Clerk of Circuit and Juvenile Courts Theresa Russell, Health Director Linda Walter, Human Resources Director Peter German, Human Resources Employee Benefits Manager Michelle Hoey, Human Resources Employee Benefits Specialist Mary Lynn Christian, Sheriff Dale Schmidt, 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.

**PRESENTATION BY WCA SERVICES INC. AND BOSTON MUTUAL LIFE
INSURANCE REGARDING WHOLE LIFE INSURANCE BENEFIT**

Appearance: Mike Blaska, WCA Services Inc.

Mr. Blaska gave a presentation on a whole life insurance benefit available to Washington County employees through Boston Mutual Life Insurance Company. The Committee requested a resolution be drafted offering this whole life insurance benefit to Washington County employees for consideration at the July 18, 2013, meeting.

The meeting recessed at 9:50 a.m. and reconvened at 9:55 a.m.

SET HEALTH INSURANCE RATES FOR 2014 DEPARTMENT BUDGETING

Mr. German is recommending Option 3, which is a 5% increase to Plans E/F and H, as well as an increase of the County's portion of Plan G; so that it is equal to the other two. Moved by Mr. Miller, seconded by Mr. Myers to approve Option 3 for setting the health insurance rates for 2014 department budgeting as presented. Motion carried.

**REPORT ON WORKERS' COMPENSATION TRANSITIONAL RETURN TO WORK
PROGRAM**

Ms. Christian and Ms. Hoey gave a presentation on the Worker's Compensation County Mutual Care Line that was implemented January 1, 2013, and a Transitional Return to Work program that the Human Resources Department is proposing to implement.

CONTINUE CONSIDERATION AND TIMING FOR PAID TIME OFF (PTO) PLAN

Mr. German stated the PTO workgroup is looking for direction from the Committee on some of the key aspects of PTO plan: 1) possible pay out of employee vacation time accrued from January through June 2014, 2) County's contribution for short-term disability, 3) what types and total number of hours to include in the PTO bank.

Mr. German reported a payout from the General Fund on July 1, 2014 for accrued 2014 vacation

1 would cost approximately \$1,300,000; however, this would lessen the burden of additional paid
2 time off during the transitional period of the PTO program. The Committee discussed the short-
3 term disability benefit and Mr. German stated that a seven day elimination plan for all eligible
4 employees would be approximately \$227,000. To obtain more specific costs, the County would
5 need to do a Request for Proposal. Concerns were raised regarding the rollover of PTO hours
6 from one year to the next and Mr. German stated that the recommendation from the PTO
7 workgroup is to allow a transition period through 2016, during which time the maximum bank
8 hours would not be enforced.

9
10 Supervisor Merten was excused at 11:20 a.m.

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12 The Committee requested Mr. German bring the all of the PTO workgroup's recommendations to
13 the next meeting for consideration.

14 **HUMAN RESOURCES DIRECTORS' UPDATE**

15 Commendation Resolutions

16 No commendations.

17 Employee Relations Activities

18 No report.

19 **NEXT TENTATIVE MEETING DATES**

20 Next Tentative Meeting Dates: Thursday, July 18, 2013 at 9:00 a.m., Thursday, July 25, 2013 at
21 9:00 a.m., Thursday, August 8, 2013 at 9:00 a.m., and Friday, August 16, 2013 at 9:00 a.m.

22 **ADJOURNMENT**

23 Moved by Mr. Weston, seconded by Mr. Myers to adjourn the meeting at 11:25 a.m. Motion
24 carried.

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Brenda J. Jaszewski, County Clerk