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**WASHINGTON COUNTY  
ADMINISTRATIVE SERVICES COMMITTEE**

4 Courthouse - Government Center  
5 West Bend, WI

July 12, 2012  
9:08 a.m.

7 Present: Raymond Heidtke, Michael Miller, and Peter Sorce. Excused: Dennis Myers. Vacant:  
8 One.

10 Also Present: Administrative Coordinator Doug Johnson, ADRC Director Linda Olson, Assistant  
11 County Treasurer Jane Merten, Clerk of Courts Office Supervisor Caroline Schraufnagel, County  
12 Board Chairperson Herbert Tennes, County Clerk Brenda Jaszewski, Finance Director Susan  
13 Haag, Assistant Finance Director Rich Abbott, Health Director Linda Walter, Highway  
14 Commissioner Jon Edgren, Human Resources Director Peter German, Human Resources Analyst  
15 Sandy Weiland, Human Resources Employee Benefits Manager Michelle Hoey, Human  
16 Resources Employee Benefits Specialist Mary Lynn Christian, Payroll Supervisor Sandy Vorpahl,  
17 Planning and Parks Administrator Paul Mueller, Program Analyst Gene Riha, Samaritan Campus  
18 Administrator Ed Somers, Sheriff Dale Schmidt, Supervisors Joseph Gonnering, Rick Gundrum,  
19 Marilyn Merten, and Paul Ustruck, and Chief Deputy County Clerk Linda Doro.

20  
21 Vice-Chairperson Sorce called the meeting to order at 9:08 a.m. and read the Affidavit of Posting.

22  
23 **MINUTES**

24 Moved by Mr. Miller, seconded by Mr. Heidtke to approve the minutes of June 21, 2012, as  
25 presented. Motion carried.

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27 **PRESENTATION AND CONTINUED DISCUSSION ON PAY PLAN STUDY**

28 *Appearance: Charlie Carlson, Consultant*

29 Mr. Carlson presented draft 2 of the Pay Plan with the revised evaluations incorporated in a final  
30 draft report. It is a single pay plan with 20 ranges. Major policy recommendations are: 1) adopt a  
31 new single plan with FLSA designations and part-time staff move in annual steps; 2) approve  
32 administration's plan for implementation; 3) approve an appeal process, which would be  
33 implemented after County Board approval; 4) implement a new policy enabling offsite work for  
34 FLSA exempt only employees, outside of the normal work hours; and 5) create a Paid-Time-Off  
35 (PTO) plan for 2014. Mr. Carlson will prepare a final draft report for the July 26, 2012,  
36 Administrative Services Committee meeting, and present this report to the County Board on  
37 August 14, 2012. Mr. Johnson is determining the costs to implement this plan and will have that  
38 available at the July 26, 2012, Administrative Services Committee meeting.

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40 The meeting recessed at 10:03 a.m. and reconvened at 10:09 a.m.

41  
42 **UPDATE AND MOTION ON METHOD FOR IMPLEMENTING A NEW PAY PLAN**

43 Mr. Johnson distributed and reviewed the following revised method for implementing a new pay  
44 plan.

- 1 1. Set December 31, 2012, as the date when progressions between steps in the current and old  
2 pay plans will end. Step increases for those employees not at the top step were fully budgeted  
3 for departments in the adopted 2012 County Budget.  
4
- 5 2. No general (across the board) pay increases for 2013. Employees would be paid according to  
6 their position in the new pay plan at the hourly rates approved by the Board. Nothing will be  
7 in the 2013 budget for pay increases (COLA) for all employees.  
8
- 9 3. A) As of January 1, 2013, each employee would be placed in the lowest Step of the pay grade  
10 in the new pay plan which results in a positive increase in pay by comparison to the December  
11 31, 2012, hourly pay under the current plan. B) Pay for employees that would be eligible for a  
12 Step increase in 2013 under the current pay plan will be studied to compare total annual wage  
13 earnings under that plan for 2013 versus the projected total annual wage earnings under the  
14 Plan if placed according to 3(A). If the result of using the Plan would be a loss of annual wage  
15 earnings, the placement will be implemented at one Step higher than under 3(A), if not at the  
16 top Step of the new Pay Grade. C) Employees with a recommended pay grade range that is  
17 lower than the December 31, 2012, hourly pay will be held at that rate of pay (i.e. red-circled  
18 or frozen), but would not have their current pay reduced. D) Eligibility for Step increases  
19 would be based on one year for all intervals, including from Minimum to Step 2, however, a  
20 different method may be used for limited status employees. The cost of these pay increases  
21 would be calculated prior to adoption of the new pay plan and the amount would be shown as  
22 a fiscal note in the pay plan ordinance. A single line (all departments together) would be  
23 included in the 2013 County Budget.  
24
- 25 4. No general (across the board) pay increase for 2014. Employees would receive earned Step  
26 increases as they progress through the respective grade. An estimate of the 2014 pay increases  
27 would be calculated and included in the fiscal note of the pay plan ordinance. When the 2014  
28 budgets are developed, updated costs would be included in each department budget.  
29
- 30 5. The timing, including phasing, of movement of employees from current hourly wage rates to  
31 the Plan will be subject to the limitations of Act 10 for bargaining units as a group. If this  
32 timing differs from #3 Methods, the differences will be part of the agreement pertaining to  
33 base wages.  
34

35 Moved by Mr. Miller, seconded by Mr. Heidtke to adopt the five-step method as presented for  
36 implementing the new pay plan. Motion carried.  
37

### 38 **INTRODUCTION OF COMPARISON AND CURRENT AND NEW PAY PLANS**

39 A comparison of the features of the current and proposed plan was distributed for review and a  
40 final version with the fiscal note will be considered at the next Administrative Services Committee  
41 meeting.  
42

### 43 **PRESENTATION AND ACTION ON RECOMMENDED 2013 HEALTH INSURANCE 44 RATES FOR BUDGETING**

45 Assistant Finance Director Rich Abbott and Michelle Hoey presented two options for the 2013  
46 Health Insurance rates. The anticipated revenue needed for 2013 is approximately \$7.5 million.

1 Option one would continue to treat employees on the Health plan equally as far as out of pocket  
2 costs. Option two would price the E/F plan where an employee pays 21% of the total premium.  
3

4 Moved by Mr. Miller, seconded by Mr. Heidtke to approve Option 2 for the 2013 Health  
5 Insurance rates. Motion carried.  
6

#### 7 **HUMAN RESOURCES DIRECTOR'S UPDATE**

##### 8 Commendations

9 No report.  
10

##### 11 Employee Relations Activities

12 No report.  
13

#### 14 **NEXT MEETING DATES**

15 The Administrative Services Committee will tentatively meet on Thursday, July 26, 2012, at 9:00  
16 a.m., and Thursday, August 23, 2012, at 9:00 a.m.  
17

#### 18 **CLOSING REPORT ON NORTH HILL EARTH MOVING PROJECT**

19 Mr. Johnson reported all the sand that was required to be removed has been trucked off the site.  
20 The side slopes around the perimeter have topsoil and the contractor is waiting for rain to  
21 complete the seeding and erosion matting. The contractor needs to complete the installation of the  
22 chain-linked fence that was removed when the project started. The contractor and the County  
23 mutually agreed to expand the fence 25 feet to the north to better accommodate the proposed  
24 Sheriff Evidence/Storage building and the final grades were also adjusting to coincide with the  
25 building. The contractor paid Washington County \$500 for the removed material.  
26

#### 27 **ADJOURNMENT**

28 Moved by Mr. Miller, seconded by Mr. Heidtke to adjourn the meeting at 11:12 a.m. Motion  
29 carried.  
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Brenda J. Jaszewski, County Clerk