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**WASHINGTON COUNTY  
ADMINISTRATIVE SERVICES COMMITTEE**

Courthouse - Government Center  
West Bend, WI

July 18, 2013  
9:00 a.m.

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

Also Present: Administrative Coordinator Doug Johnson, County Board Chairperson Herbert Tennes, County Attorney Kim Nass, County Clerk Brenda Jaszewski, Chief Deputy County Clerk Linda Doro, ADRC Director Linda Olson, Finance Director Susan Haag, Assistant Finance Director Rich Abbott, Health Director Linda Walter, Assistant Health Director Joni Whitehouse, Human Resources Director Peter German, Human Resources Employee Benefits Manager Michelle Hoey, Human Resources Employees Relations Manager Cheryl Hoelz, Human Resources Employee Benefits Specialist Mary Lynn Christian, Samaritan Campus Administrator Ed Somers, Sheriff Dale Schmidt, Supervisors Michael Bassill, Raymond Heidtke, and Ralph Hensel.

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. Myers to approve the minutes June 27, 2013, and July 2, 2013, as presented. Motion carried.

**ACTION ON RESOLUTION TO PARTICIPATE IN WHOLE LIFE INSURANCE  
BENEFIT**

Moved by Mr. Miller, seconded by Mr. Myers to approve a voluntary 100% employee funded, whole life insurance policy option offered by WCA Services, Inc., through Boston Mutual Life Insurance Company for County Board Supervisors and qualified employees, to be administered by the County Human Resources Department, and forward to the County Board. Motion carried.

**PRESENTATION AND ACTION ON RECOMMENDED 2014 WORKER'S  
COMPENSATION RATES FOR BUDGETING**

Mr. German and Mr. Abbott explained the increase in workers' compensation claims in 2013 is the reason for the worker's compensation rate increase for departments in 2014. Moved by Ms. Merten, seconded by Mr. Weston to approve the Worker's Compensation rates for 2014, with the increases as presented. Motion carried.

**ORDINANCE REVISION REGARDING ADRC STAFFING PLAN**

Ms. Olson reported that the independent contract used for the Dietician/Health and Wellness Services should end and a County position of Elder Nutrition and Wellness Supervisor be created to meet the requirements of the programs. The Older American's Act requires the ADRC to provide older adults access to nutrition counseling, disease prevention, and health promotion services and the State of Wisconsin Department of Health Services policy manual requires the Elder Nutrition and Wellness supervisor position be full time. This position will be fully funded by federal and state funds.

1 Moved by Mr. Miller, seconded by Mr. Myers to approve an ordinance amendment to §7.02 and  
2 §7.03 of the code relating to the Washington County Staffing Plan - ADRC, adding one full-time  
3 Elder Nutrition and Wellness Supervisor at Pay Grade 10. In addition, the County Attorney is  
4 directed to add a footnote stating this position is a requirement of the Older American's Act and  
5 fully funded by federal and state funds, and forward to the County Board. Motion carried.  
6

#### 7 **REPORT ON PERFORMANCE REVIEW FORM**

8 Mr. German presented an updated performance review form that includes performance review  
9 rating definitions and goal attainments, and stated managers and supervisors will be trained to  
10 use this new form.  
11

#### 12 **PAID TIME OFF (PTO) POLICY DISCUSSION AND DEVELOPMENT**

13 Mr. German presented a list of five important decision items for the Administrative Services  
14 Committee review and direction.  
15

##### 16 Payout of Vacation

17 The proposal is to pay out six months of vacation accrued from January 1, 2014, through June  
18 30, 2014, equaling 60% of the 2014 accrual. The vacation accrual is already owed to the  
19 employee and would have been included in the PTO bank. By paying the vacation out, it  
20 reduces the amount of time in the employee's PTO bank at transition.  
21

22 Moved by Mr. Myers, seconded by Ms. Merten to approve the payout of vacation accrued from  
23 January 1, 2014, through June 30, 2014, to Washington County employees. Motion carried.  
24

##### 25 Number of sick days in the PTO bank

26 The proposal is to include eight sick days per year in the PTO bank. This is a reduction for all  
27 employees of four days. The Committee suggested giving tentative approval until the Short  
28 Term Disability plan has been discussed and considered.  
29

30 Moved by Mr. Myers, seconded by Mr. Weston to tentatively approve eight sick days per year  
31 for each eligible employee in the PTO bank, subject to the approval of a Short Term Disability  
32 plan. Motion carried with Ms. Merten voting no.  
33

##### 34 Short Term Disability Plan (STDP)

35 Upon implementation of a PTO policy that includes less sick days for the employee, the proposal  
36 is to provide short term disability benefits. A STDP generally covers 66-2/3% of an employee's  
37 wages, providing an approximate savings of 33% to the County. An elimination period of eight  
38 days is recommended, which is in line with many of the policies that were reviewed.  
39

40 Moved by Mr. Miller, seconded by Mr. Weston to approve the implementation of a Short Term  
41 Disability Plan for eligible Washington County employees that is 100% funded by the County.  
42 Motion carried.  
43

44 Moved by Mr. Miller, seconded by Mr. Myers to formally approve eight sick days per year for  
45 each eligible employee in the PTO bank. Motion carried with Ms. Merten voting no.  
46

1 Leave Types Included in the PTO Bank

2 The proposal is to include: eight sick days, two floating holidays, and vacation at the levels  
3 already established in the code, effective July 1, 2014.

4  
5 Moved by Mr. Myers, seconded by Mr. Miller to approve the leave types in the PTO bank as  
6 presented. Motion carried with Ms. Merten voting no.

7  
8 Observed Holidays

9 The proposal is to establish a separate holiday bank for observed holidays that would allow  
10 employees in a 24/7 occupation to have their holiday hours manually added to the PTO bank  
11 through written notice of the Department Head to the Payroll Department, immediately  
12 following the holiday.

13  
14 Moved by Mr. Myers, seconded by Mr. Miller to approve the establishment of a separate holiday  
15 bank for observed holidays, with 24/7 employees to have their holiday hours manually added to  
16 the PTO bank as presented. Motion carried.

17  
18 **HUMAN RESOURCES DIRECTORS' UPDATE**

19 Commendation Resolutions

20 Moved by Ms. Merten, seconded by Mr. Weston to approve the commendation resolutions for  
21 Michael T. Maeder, who has 29 years of service and is retiring from his position of Special  
22 Deputy Sheriff at the Sheriff's Department, and Terry C. Dallmann, who has 36 years of service  
23 and is retiring from his position of Social Worker at the Samaritan Health Center, and forward to  
24 the County Board. Motion carried.

25  
26 Employee Relations Activities

27 Mr. German reported he is waiting for the arbitrator's decision on the Sheriff's Deputies union  
28 contract.

29  
30 The meeting recessed at 10:16 a.m. and reconvened at 10:22 a.m.

31  
32 **DISCUSSION AND ACTION ON PLAN TO FILL THE UPCOMING VACANCY IN**  
33 **HUMAN RESOURCES DIRECTOR POSITION**

34 Mr. German reported he has accepted a position at Moraine Park Technical College in the  
35 Compensation and Benefits Department and his last day with Washington County is July 26,  
36 2013. Mr. Johnson is proposing that he serve as the interim Human Resources Director, while  
37 conducting the search for this position. Ms. Haag will assist him in the evaluation of  
38 applications and the screening of the candidates. The finalists will be brought to the  
39 Administrative Services Committee for interviews, and the selection of the candidate to fill this  
40 position will be a joint decision between the Committee and Mr. Johnson. Ms. Nass suggested  
41 the Committee take time to review the Human Resources Director job description and have  
42 someone evaluate the structure of the Human Resources Department for efficiencies, before  
43 hiring a candidate for the position. A review may conclude the consolidation of the Finance and  
44 Human Resources departments. After further discussion, the Committee requested the  
45 Management Team consisting of Mr. Johnson, Ms. Nass, and Ms. Haag, along with Employee  
46 Benefits Manager Michelle Hoey, bring their recommendations regarding the position

1 description and structure of the Human Resources Department to the Committee at the July 25,  
2 2013, meeting.

3  
4 **NEXT TENTATIVE MEETING DATES**

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

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8 **REQUEST FOR EQUIPMENT PURCHASE - CENTRAL REPRODUCTIONS**

9 Ms. Jaszewski stated that she is not renewing the maintenance contract on the Central  
10 Reproductions mailing machine and will be including the purchase of a new machine in the 2014  
11 budget. Since the County does not have maintenance coverage on the current mailing machine,  
12 she is requesting authorization to purchase the new machine in 2013 if there is a breakdown and  
13 it would be cost prohibitive to have the machine repaired. If this should occur and she purchased  
14 a new mailing machine in 2013, she will remove the equipment purchase request from the 2014  
15 budget. Moved by Mr. Miller, seconded by Mr. Myers to approve the County Clerk's request to  
16 purchase a new mailing machine for Central Reproductions in 2013 in the amount of  
17 approximately \$13,000 if there is a breakdown of the current mailing machine. Motion carried.

18  
19 **REPORT ON ELECTION EQUIPMENT FUNDING PLAN**

20 Ms. Jaszewski reported the Executive Committee amended the Capital Improvement Plan to  
21 reallocate \$46,500 of the \$465,000 from 2015 to 2014 for the election voting equipment. In  
22 addition, the County Clerk and County Attorney were directed to develop a draft agreement  
23 between Washington County and the municipalities for a county-wide purchase of election  
24 voting equipment and present the draft to the Executive Committee for consideration, including a  
25 determination of the percentage of cost the County will subsidize for municipal voting machines.

26  
27 **ADJOURNMENT**

28 Moved by Mr. Miller, seconded by Mr. Weston to adjourn the meeting at 11:00 a.m. Motion  
29 carried.

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Brenda J. Jaszewski, County Clerk