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**WASHINGTON COUNTY  
ADMINISTRATIVE SERVICES COMMITTEE**

Courthouse - Government Center  
West Bend, WI

July 26, 2012  
9:00 a.m.

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

Also Present: Administrative Coordinator Doug Johnson, County Board Chairperson Herbert Tennes, County Attorney Kim Nass, County Clerk Brenda Jaszewski, Clerk of Circuit Court Theresa Russell, Finance Director Susan Haag, Assistant Finance Director Rich Abbott, Health Director Linda Walter, Highway Commissioner Jon Edgren, Human Resources Director Peter German, Human Resources Analyst Sandy Weiland, Human Resources Employee Benefits Manager Michelle Hoey, Human Resources Employee Benefits Specialist Mary Lynn Christian, Payroll Supervisor Sandy Vorpahl, Planning and Parks Administrator Paul Mueller, Samaritan Campus Administrator Ed Somers, Sheriff Dale Schmidt, Sheriff Captain Steve Gonwa, Sheriff Captain Shirley Miller, Supervisors Dawn Eyre, Kenneth Brandt, Melvin Ewert, Daniel Goetz, Rick Gundrum, Donald Kriefall, and Paul Ustruck, 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 Mr. Heidtke to approve the minutes of July 12, 2012, as presented. Motion carried.

**ELECTION OF VICE-CHAIRPERSON**

Mr. Miller nominated Mr. Heidtke as Vice-Chairperson. Moved by Mr. Miller, seconded by Mr. Heidtke to close nominations and cast a unanimous ballot for Mr. Heidtke as Vice-Chairperson. Motion carried.

**PRESENTATION OF DESIGNATION OF EXEMPT AND NON-EXEMPT POSITIONS  
IN THE NEW PAY PLAN**

*Appearance: Charlie Carlson, Consultant*

Mr. Carlson explained the Fair Labor Standards Act (FLSA) as it relates to exempt and non-exempt positions, and presented the designation of exempt and non-exempt positions in the proposed new Pay Plan. An exception to the exempt status of certain positions in Sheriff's Department and Samaritan Health Center will need to be addressed. In consultation with the County Attorney, the County may make changes to the exempt or non-exempt status of positions listed in the new Pay Plan.

**UPDATED COMPARISON OF CURRENT AND PROPOSED PAY PLAN INCLUDING  
FISCAL NOTE, FURTHER DISCUSSION AND ACTION ON NEW PAY PLAN FOR  
JANUARY 1, 2013, AND INFORMATION ON THE PROCESS FOR COUNTY BOARD  
ENACTMENT OF THE NEW PAY PLAN**

1 Mr. Carlson reviewed an updated grade order list that includes the exempt and non-exempt status  
2 of the positions. Mr. Carlson explained the appeal process and discussed using the Job  
3 Description Questionnaire instead of Job Descriptions.

4  
5 Mr. Johnson presented a comparison of the features of the current and proposed pay plan, and the  
6 fiscal impact. Keeping the current Pay Plan in place, it would cost approximately \$500,000 to  
7 cover routine step increases and an approximate 2% increase across the board effective January  
8 1, 2013. For the new Pay Plan, it will cost approximately \$500,000 to cover the implementation  
9 of the new Pay Plan effective January 1, 2013, with no across the board increase. This does not  
10 include savings from retirement savings or reduced overtime costs for the county as a whole.

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12 The meeting recessed and 11:22 a.m. and reconvened at 11:30 a.m.

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14 Mr. Johnson presented an amendment to the Method of Implementation of the New Pay Plan that  
15 includes the addition of rule 3E. Rule 3E states the result of placement into a Step of the Grade  
16 according to 3A will be reviewed by comparisons to the wage rate of 12/31/12. If the increase  
17 shown would be only 1 to 15 cents/hour or less, the employee will be placed at the next highest  
18 Step (if not at top Step of new Grade). This rule does not apply to employees adjusted according  
19 to rule 3B, who have already received an increase of more than 15 cents by comparison to the  
20 12/31/12 wage rate.

21  
22 Moved by Mr. Heidtke, seconded by Myers to eliminate rule 3E from the Method of  
23 Implementation of the New Pay Plan. Motion carried.

24  
25 Ms. Nass discussed the process for County Board enactment of the new Pay Plan and  
26 recommended adopting the pay plan by resolution. Once the pay plan is adopted, the County  
27 Attorney would implement the pay plan in County Code. Moved by Mr. Miller, seconded by  
28 Mr. Heidtke to forward the proposed Pay Plan as resolution to the County Board. Motion  
29 carried.

30  
31 Mr. Johnson reported the proposed Pay Plan will be presented to the County Board on August  
32 14, 2012, and final action will be taken at the September 11, 2012, meeting.

### 33 34 **HUMAN RESOURCES DIRECTOR'S UPDATE**

#### 35 Commendations

36 Moved by Mr. Miller, seconded by Mr. Myers to approve the commendation resolutions for Ann  
37 L. Kampen, who has 12 years of service and is retiring from her position of Park Maintenance  
38 Worker in the Planning and Parks Department and Gregg M. Bernhardt, who has 27 years of  
39 service and is retiring from his position of Deputy Sheriff in the Sheriff's Department. Motion  
40 carried.

#### 41 42 Employee Relations Activities

43 Mr. German reported the Parks, Highway and Para Professionals Teamster Unions meet on July  
44 17, 2012 to negotiate their contracts. The Sheriff's Deputy Union meet on July 18, 2012, to  
45 negotiate their contract and the second session of negotiations is scheduled for August 8, 2012, at  
46 1:00 p.m.

1    **NEXT MEETING DATE**

2    The Administrative Services Committee will tentatively meet on Thursday, August 2, 2012, at  
3    9:00 a.m. and Thursday, August 23, 2012, at 9:00 a.m.

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5    **ADJOURNMENT**

6    Moved by Mr. Heidtke, seconded by Mr. Miller to adjourn the meeting at 12:21 p.m. Motion  
7    carried.

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Brenda J. Jaszewski, County Clerk