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**WASHINGTON COUNTY
ADMINISTRATIVE SERVICES COMMITTEE**

4 Courthouse - Government Center
5 West Bend, WI

August 2, 2012
9:05 a.m.

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

9 Also Present: Administrative Coordinator Doug Johnson, Clerk of Circuit Courts Theresa Russell,
10 County Attorney Kim Nass, County Board Chairperson Herbert Tennes, County Clerk Brenda
11 Jaszewski, Finance Director Susan Haag, Deputy Finance Director Paul Labonte, Highway
12 Commissioner Jon Edgren, Human Resources Director Peter German, Human Resources Analyst
13 Sandy Weiland, Human Resources Employee Benefits Manager Michelle Hoey, Human
14 Resources Employee Benefits Specialist Mary Lynn Christian, Payroll Supervisor Sandy Vorpahl,
15 Planning and Parks Administrator Paul Mueller, Samaritan Campus Administrator Ed Somers,
16 Sheriff Dale Schmidt, Chief Deputy County Clerk Linda Doro, Supervisors Melvin Ewert, Daniel
17 Goetz, Ralph Hensel, Donald Kriefall, Marilyn Merten, Robert Milich, and Michael Parsons.

19 Chairperson Sorce called the meeting to order at 9:05 a.m. and read the Affidavit of Posting.

20
21 **CLOSED SESSION**

22 Moved by Mr. Miller, seconded by Mr. Heidtke to convene into Closed Session at 9:06 a.m.
23 pursuant to Wis. Stats. §19.85(1)(g), conferring with legal counsel for the governmental body who
24 is rendering oral or written advice concerning strategy to be adopted by the body with respect to
25 litigation in which it is or likely to become involved; specifically, "to discuss Worker's
26 Compensation Case." Motion carried unanimously by roll call vote.

27
28 **OPEN SESSION**

29 Moved by Mr. Heidtke, seconded by Mr. Miller to return to Open Session at 9:33 a.m. Motion
30 carried unanimously by roll call vote.

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32 **POSSIBLE ACTION ON ITEM DISCUSSED IN CLOSED SESSION**

33 Moved by Mr. Miller, seconded by Mr. Heidtke to appeal the Circuit Court decision of the
34 Worker's Compensation case to the Court of Appeals. Motion carried.

35
36 The meeting recessed at 9:34 a.m. and reconvened at 9:44 a.m.

37
38 **FURTHER DISCUSSION AND ACTION ON NEW PAY PLAN FOR JANUARY 1, 2013**

39 *Appearance: Charlie Carlson*

40 Questions and Suggestions to Finalize Report Documents

41 Mr. German presented proposed overtime pay exceptions for exempt employees.

- 42 1. Except for positions named in #3, all positions classified as exempt under the FLSA will
43 not be paid overtime.
44 2. Certain positions in 24/7 operations need to be paid overtime due to the nature of the shift
45 work, interchangeability, and continuity, as required by the Samaritan and the Sheriff's
46 Department.

- 1 3. For the positions of Registered Nurse, Nursing Supervisor, and Nursing Unit Manager at
2 the Samaritan Home, as well as the Sergeants, including Communications Supervisor in
3 the Sheriff's Department, these positions will be paid at time and one half for overtime.
- 4 4. While these positions are classified exempt, the overtime exception is necessary due to
5 Department and State policies.
6

7 Mr. German presented the proposed rules for the hiring of new employees as to step assignment in
8 the set pay grade.

- 9 1. Newly hired employees will be place in Step 1 of the pay grade that is associated with
10 their position.
- 11 2. If a candidate for new employment does not accept an offer to start at Step 1 and the
12 candidate has strong work experience and skills desired by the department, the
13 Department Head can recommend to the Human Resources Director to start the candidate
14 up to Step 3. With the concurrence of the Human Resources Director, an offer can be
15 made at either Step 2 or Step 3. This is consistent with the policy under the current pay
16 plan.
- 17 3. If the Department Head recommends an offer of employment above Step 3 for a specific
18 candidate, approval is needed by the Administrative Services Committee.
- 19 4. Promoted employees shall move to the next highest pay rate in the pay grade for the
20 higher classification on the effective date of the promotion, similar to Methods 3A and 3B
21 set for the implementation of the new pay plan. This is consistent with the policy under
22 the current plan.
23

24 Mr. German explained how Washington County employees were identified as exempt or non-
25 exempt, and presented policies that need to be considered if the new Pay Plan is approved.

- 26 1. Review and set a definition for eligibility to earn overtime pay for non-exempt employees.
- 27 2. Review and set policy on how to document the work responsibilities of each position job
28 description or job description questionnaire (JDQ).
- 29 3. After the adoption of the New Pay Plan, will changes to the staff classifications by pay
30 grade require County Board ordinance, be delegated to the Administrative Services
31 committee, or some combination?
- 32 4. Review and act on work from home in addition to the regular hour recommendation in the
33 Carlson report.
- 34 5. Determine how limited part-time workers advance through steps in the assigned pay grade.
35

36 Mr. Johnson presented the final version of the comparison of the features of the current and
37 proposed Pay Plan. Mr. Johnson requested a change to the pay grade of the Health Officer
38 position from grade 17 to grade 16. It was the consensus of the Administrative Services
39 Committee that Mr. Johnson's request should go through the appeal process.
40

41 Review Fiscal Note for New and Current Plan in 2013

42 The gross cost of the new plan is approximately \$379,000. The net cost of the plan less
43 departments that are not on the levy is \$320,000. This amount will be added to the 2013 budget.
44 This is the same cost as continuing the old plan and providing an across the board increase of 1%.
45 These amounts do not include fringe benefits. The cost of fringe benefits is expected to be
46 covered through attrition, refilling of vacant positions, other fringe benefit savings, and savings in

1 overtime. Mr. Johnson explained the \$320,000 cost to implement the new pay plan will be a
2 separate line item in the 2013 budget.

3
4 Action on Draft Enabling Resolution

5 Moved by Mr. Miller, seconded by Mr. Heidtke to approve a resolution adopting the Pay Plan
6 presented by Carlson Dettman effective January 1, 2013, allowing the County Attorney to make
7 minor changes if necessary, and forward to the County Board. Motion carried.

8
9 Moved by Mr. Heidtke, seconded by Mr. Myers to add a category to the Pay Plan for exempt
10 employees that are in 24/7 operations, who are eligible for overtime status. These job titles are:
11 Registered Nurse, Nursing Supervisor, and Nursing Unit Manager at the Samaritan Home, as well
12 as the Sergeants, including Communications Supervisors, in the Sheriff's Department. Motion
13 carried.

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15 **NEXT MEETING DATE**

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

18
19 **ADJOURNMENT**

20 Moved by Mr. Heidtke, seconded by Mr. Miller to adjourn the meeting at 11:18 a.m. Motion
21 carried.

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Brenda J. Jaszewski, County Clerk