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**WASHINGTON COUNTY
ADMINISTRATIVE SERVICES COMMITTEE**

Courthouse - Government Center
West Bend, WI

August 16, 2013
9:00 a.m.

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

Also Present: Administrative Coordinator Doug Johnson, Chairperson Herbert Tennes, County Attorney Kim Nass, County Clerk Brenda Jaszewski, Finance Director/Interim Human Resources Director Susan Haag, Interim Division Manager/Employee Benefits Manager Michelle Hoey, Captain Steve Gonwa, and Supervisor Joseph Gonnering.

Chairperson Sorce called the meeting to order at 9:00 a.m. and read the Affidavit of Posting.

CLOSED SESSION

Appearance: Attorney Nancy Pirkey

Moved by Mr. Weston, seconded by Mr. Myers to convene in closed session at 9:01 a.m. pursuant to Wis. Stats. §19.85(1)(e) deliberating or negotiating other specified public business whenever competitive or bargaining reasons require a closed session, specifically "to discuss the 2013 Deputy Sheriff contract, and to formulate bargaining strategies for future collective bargaining agreements". Motion carried unanimously by roll call vote.

OPEN SESSION & ACTION ON ITEMS DISCUSSED IN CLOSED SESSION

Moved by Mr. Miller, seconded by Ms. Merten to return to open session at 9:38 a.m. Motion carried unanimously by roll call vote.

Moved by Mr. Miller, seconded by Mr. Myers to request Ms. Pirkey proceed with beginning negotiations for the 2013 Deputy Sheriff Union contract as discussed in closed session. Motion carried.

INTERIM HUMAN RESOURCES DIRECTOR'S UPDATE

No report.

PRESENTATION ON AGENDA/MEETING MANAGEMENT SOFTWARE

Ms. Jaszewski gave a PowerPoint presentation on the proposed agenda & meeting management software.

REVIEW AND ACTION ON 2014 BUDGETS

County Clerk

County Clerk Brenda Jaszewski presented the 2014 County Clerk budget.

The 2014 County Clerk base level budget is \$456,156 and the requested level budget is \$462,670. There are no user fee changes or out-of-state travel for 2014.

1 **Decision Items**

2 Meeting Management Software \$6,518

3
4 **2014 Outlay**

- 5 • One Mailing System for Central Reproductions in the amount of \$13,000

6
7 Moved by Mr. Miller, seconded by Ms. Merten to approve the 2014 County Clerk budget with a
8 net levy in the amount of \$462,670, including outlay, and allowing an adjustment to the
9 Penal/Charitable/Mental Charges account once the actual cost is received from the State of
10 Wisconsin, and forward to Administration. Motion carried.

11
12 Human Resources

13 Finance Director/Interim Human Resources Director Susan Haag and Office Supervisor Gail
14 Recker presented the 2014 Human Resources Department budget.

15
16 The 2014 Human Resources Department base level budget is \$781,604, and the requested level
17 budget is \$786,104. There are no user fee changes, out-of-state travel, or outlay requests for
18 2014.

19
20 **Decision Items**

21 Advertising & Legal \$2,500
22 Hepatitis Vaccine \$1,500
23 Civil Service Commission \$ 500
24 \$4,500

25
26 Ms. Haag offered an alternative decision item of budgeting the new Human Resources Director
27 salary at Step 1, for a savings of \$5,662.

28
29 Moved by Mr. Miller, seconded by Mr. Myers to approve the 2014 Human Resources
30 Department budget with a net levy in the amount of \$786,104, and forward to Administration.

31
32 Moved by Merten to amend the Human Resources 2014 budget and approve a net levy of
33 \$781,604. Motion died for lack of a second.

34
35 Motion to approve the Human Resources 2014 budget in the amount of \$786,104 carried with
36 Ms. Merten voting no.

37
38 Facilities

39 Administrative Coordinator Doug Johnson, Facilities Manager David Loomans, and Custodial
40 Services Supervisor Melody Skellett presented the 2014 Facilities Management budget.

41
42 The 2014 Facilities Management base level budget is \$2,515,633, and the requested level budget
43 is \$2,547,447. There is no out-of-state travel or user fee changes for 2014.

44
45 **Decision Items**

46 Custodial Equipment \$ 8,800

1 Custodial Staffing \$ 9,014
2 Machinery & Equipment Accounts \$14,000
3 \$31,814
4

5 **2014 Outlay**

- 6 • Two Orbital Floor Scrubbing Machines in the total amount of \$8,800.
7

8 Moved by Ms. Merten, seconded by Mr. Weston to approve the 2014 Facilities Management
9 budget, including Outlay, with a net levy in the amount of \$2,547,447, and forward to the
10 Finance Committee. Motion carried.

11
12 **NEXT TENTATIVE MEETING DATE**

13 The next tentative meeting date is Thursday, September 26, 2013 at 9:00 a.m.
14

15 **ADJOURNMENT**

16 Moved by Mr. Miller, seconded by Mr. Myers to adjourn the meeting at 11:07 a.m. Motion
17 carried.
18
19
20

21 Brenda J. Jaszewski, County Clerk