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**WASHINGTON COUNTY  
ADMINISTRATIVE SERVICES COMMITTEE**

Courthouse - Government Center  
West Bend, WI

August 23, 2012  
9:00 a.m.

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

Also Present: Administrative Coordinator Doug Johnson, Clerk of Circuit Courts Theresa Russell, County Attorney Kim Nass, County Board Chairperson Herbert Tennes, County Clerk Brenda Jaszewski, Chief Deputy County Clerk Linda Doro, County Treasurer Janice Gettelman, Finance Director Susan Haag, Assistant Finance Director Rich Abbott, Facilities Manager David Loomans, 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, Register of Deeds Sharon Martin, Samaritan Campus Administrator Ed Somers, Sheriff Dale Schmidt, Captain Shirley Miller, Michael Weston, Supervisors Michael Bassill, Melvin Ewert, Rick Gundrum, Ralph Hensel, Donald Kriefall, Robert Milich, Marilyn Merten, Paul Ustruck, and Todd White.

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

**CLOSED SESSION**

Moved by Mr. Heidtke, seconded by Mr. Miller to convene into 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 Deputy Sheriff, Highway, Parks, and Paraprofessionals contracts, and to formulate bargaining strategies for future collective bargaining agreements." Motion carried unanimously by roll call vote.

**OPEN SESSION**

Moved by Mr. Miller, seconded by Mr. Heidtke to return to Open Session at 9:22 a.m. Motion carried unanimously by roll call vote.

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

Moved by Mr. Miller, seconded by Mr. Heidtke to recommend the five Teamster contracts to the County Board for approval. Motion carried.

**MINUTES**

Moved by Mr. Myers, seconded by Mr. Heidtke to approve the minutes of July 26, 2012, and August 2, 2012, as presented. Motion carried.

**REVIEW AND ACTION ON PAY PLAN POLICY QUESTIONS AND RESOLUTION**  
Overview of Policy Questions Raised by Supervisors

Administrative Coordinator Doug Johnson presented an overview of two policy issues regarding the proposed Pay Plan, and recommendations.

1 1. January 1, 2013 Rule for Positions Moved into Lower Pay Ranges

2 The recommendation is to freeze or "red-circle" the wage level of these employees at the 12/31/12  
3 hourly rate for as long as this rate remains higher than the top step of their newly assigned pay  
4 range.

5  
6 An alternate to consider would be to cut the pay of these employees to the maximum step of their  
7 newly assigned pay range on 1/1/13.

8  
9 This policy decision affects 166 employees in twelve different departments. Seventy-three of the  
10 positions are in the Sheriff's Department, and 42 in the Samaritan. The average annual wage  
11 reduction for this group would be \$2,200. As with our total workforce, most are very productive  
12 in their jobs and have been career employees. All received a 5.9% or larger reduction in pay for  
13 2012 due to the impacts of Wisconsin Act 10.

14  
15 2. Progress through Steps Within a Pay Grade

16 The recommendation is to have step increases available to all employees with acceptable ratings  
17 on their annual performance reviews and a one year interval since placement in the current step.  
18 For 2013 and 2014, this is the only form of pay increase with no across the board pay increase for  
19 those years.

20  
21 The first alternate to consider would be to allow step increases only to the control point (Step 6),  
22 with further raises to be awarded through a new pay for performance method to be designed before  
23 2014 budgeting and implemented 1/1/2014.

24  
25 The second alternate to consider would be to implement the recommended plan for 2013 and for  
26 step increases that occur in 2014 for all eleven steps of the new pay grades. A plan would be  
27 developed for pay for performance above the control point of pay grades to be presented to the  
28 County Board by December 2013 for their review and action in this term of the Board. The  
29 implementation date of this pay for performance plan would be 1/1/2015.

30  
31 Preconditions for a pay for performance system include use of approved performance review tools  
32 for all employees not eligible for binding arbitration, including members of labor associations  
33 where reviews have not been previously required. Further refinement and training in the use of  
34 these tools then needs to be completed. Other considerations include possible strategic planning to  
35 be carried out in the first half of 2013, and the testing of pay for performance approaches in some  
36 other counties before introduction in Washington County. There are no Wisconsin counties using  
37 a widespread pay for performance system with their workforce now or planning to implement such  
38 a system for 2013.

39  
40 Discussion and Action Pros and Cons of Each Policy Question

41 The committee, staff, and members of the audience discussed the policy questions,  
42 recommendations, and alternative recommendations presented.

43  
44 Mr. Johnson suggested forwarding the proposed Pay Plan as recommended; however, inform  
45 county employees that Steps 6-11 will be frozen, until further study on how to advance through  
46 those steps is completed and how the County can implement pay for performance for these steps.

1 Moved by Mr. Miller, seconded by Mr. Heidtke to forward the recommendations received  
2 regarding pay for performance for Step 6 through Step 11 to Mr. Carlson to implement in the  
3 proposed Pay Plan, and report back to the Administrative Services Committee. Motion defeated.  
4 Voting aye: Sorce, Miller. Voting no: Myers, Heidtke.

5  
6 Moved by Mr. Myers, seconded by Mr. Heidtke to forward the proposed Pay Plan as  
7 recommended, subject to informing county employees that Step 6-11 will be frozen until further  
8 study determines how to advance up through those steps. Motion carried.

9  
10 The meeting recessed at 10:33 a.m. and reconvened at 10:41 a.m.

#### 11 Action on Resolution to Adopt New Pay Plan

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

#### 15 **ORDINANCE REVISION REGARDING 2013 HEALTH INSURANCE RATES**

16  
17 Moved by Mr. Miller, seconded by Mr. Myers to approve an ordinance regarding the 2013 Health  
18 Insurance Rates, along with authorizing the County Attorney to add language regarding collective  
19 bargaining, and forward to the County Board. Motion carried.

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

##### 21 Commendation Resolutions

22 Moved by Mr. Heidtke, seconded by Mr. Miller approve the commendation resolution for Kay  
23 Thuechs, who has 27 years of service and is retiring from her position of Behavioral Health  
24 Coordinator in the Human Services Department, and forward to County Board. Motion carried.

##### 25 Employee Relations Activities

26 Mr. German reported negotiations with the five Teamsters union are completed and tentative  
27 agreements have been reached. The negotiation session with Sheriff Deputy Union was  
28 unsuccessful and now goes on to mediation.

#### 29 **2013 BUDGET - COUNTY CLERK**

30 County Clerk Brenda Jaszewski presented the 2013 County Clerk budget.

31  
32 The 2013 County Clerk base level budget is \$490,455 and the requested level budget is \$434,344.  
33 There are no user fee changes, out-of-state travel, or outlay requests for 2013.

34  
35 Moved by Mr. Heidtke, seconded by Mr. Myers to approve the 2013 County Clerk budget with a  
36 net levy in the amount of \$434,344, allowing an adjustment to the Penal/Charitable/Mental  
37 Charges account once the actual cost is received from the State of Wisconsin, and forward to  
38 Administration. Motion carried.

#### 39 **2013 BUDGET - HUMAN RESOURCES**

40 Human Resources Director Peter German presented the 2013 Human Resources Department  
41 budget.

1 The 2013 Human Resources Department base level budget is \$774,204, and the requested level  
2 budget is \$774,204. There are no user fee changes, out-of-state travel, or outlay requests for 2013.

3  
4 Moved by Mr. Heidtke, seconded by Mr. Miller to approve the 2013 Human Resources  
5 Department budget with a net levy in the amount of \$774,204, and forward to Administration.  
6 Motion carried.

### 8 **2013 BUDGET - FACILITIES MANAGEMENT**

9 Facilities Manager David Loomans presented the 2013 Facilities Management budget.

10  
11 The 2013 Facilities Management base level budget is \$2,577,059, and the requested level budget  
12 is \$2,549,807. There is no out-of-state travel, or user fee changes for 2013.

### 14 **2013 Outlay**

- 15 • Building Automation System Controller \$8,500
- 16 • Facilities Vehicle \$19,000
- 17 • Kaivac (Custodial Equipment) \$3,850
- 18 • Huber Area Dimmer Installations \$12,500

19  
20 It was recommended that the Huber Area Dimmer Installation project be funded by Jail  
21 Assessment funds, and this request be brought to the Public Safety Committee for consideration.

22  
23 Moved by Mr. Miller, seconded by Mr. Heidtke to eliminate the Huber Area Dimmer Installations  
24 project, at a cost of \$12,500 from Facilities Management 2013 outlay request and forward to  
25 Public Safety Committee for consideration. Motion carried.

26  
27 Moved by Heidtke, seconded by Miller to approve the 2013 Facilities Management Outlay request  
28 as amended. Motion carried.

29  
30 Moved by Mr. Heidtke, seconded by Mr. Myers to approve the 2013 Facilities Management  
31 budget with a net levy in the amount of \$2,537,307, and forward to the Finance Committee.  
32 Motion carried.

### 34 **NEXT MEETING DATE**

35 The Administrative Services Committee will tentatively meet on Monday, September 17, 2012, at  
36 1:30 p.m.

### 38 **ADJOURNMENT**

39 Moved by Mr. Myers, seconded by Mr. Heidtke to adjourn the meeting at 11:45 a.m. Motion  
40 carried.

41  
42  
43 Brenda J. Jaszewski, County Clerk