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**WASHINGTON COUNTY
ADMINISTRATIVE SERVICES COMMITTEE**

10 Courthouse - Government Center
11 West Bend, WI

September 12, 2013
9:00 a.m.

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

14 Also Present: Administrative Coordinator Doug Johnson, Chairperson Herbert Tennes, County
15 Attorney Kim Nass, Finance Director/Interim Human Resources Director Susan Haag, Interim
16 Division Manager/Employee Benefits Manager Michelle Hoey, Employee Benefits Specialist
17 Mary Lynn Christian, Employee Relations Manager Cheryl Hoelz, Office Supervisor Gail
18 Recker, Assistant Finance Director Kathie Wild, Clerk of Circuit and Juvenile Courts Theresa
19 Russell, Health Director Linda Walter, Human Services Access & Outreach Manager Ruth
20 Reines, Register of Deeds Sharon Martin, Samaritan Campus Administrator Ed Somers, Sheriff
21 Dale Schmidt, Captain Shirley Miller, and Chief Deputy County Clerk Linda Doro.

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

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ORDINANCE AMENDMENT- TEMPORARY AND LIMITED TERM EMPLOYEES

27 Ms. Haag presented an ordinance amendment regarding temporary and limited term employees
28 for discussion purposes and requested action on the ordinance amendment be postponed until the
29 County Clerk, who was actively involved with this ordinance amendment, is present to give her
30 input.

31 The draft ordinance amendment defines a limited term employee as someone in a position
32 created by the County Board whose authorization does not normally exceed, on average, more
33 than 20 hours per week of employment. This is to clarify the difference between limited term
34 employees and temporary employees. In addition, this ordinance amendment allows for
35 discretionary advancement through the pay plan, but not more than once per year, for limited
36 term employees, who achieve a successful performance review.

37 Human Resources will obtain input from the departments who have limited term employees and
38 Ms. Nass will draft two options for the ordinance amendment, which will be forwarded to the
39 Committee for action at the next meeting.

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DISCUSSION AND POSSIBLE ACTION ON PROMOTIONAL RAISES

47 Ms. Haag presented the current policy on promotional raises. Sheriff Schmidt reported he
48 recently promoted a Deputy to Patrol Sergeant, effective September 1, 2013. The current policy
49 states that a person being promoted will be moved to the next highest pay rate in the pay grade
50 for the higher classification on the effective date of the promotion. In almost every promotion he
51 has previously given, the employee is receiving a very minimal raise in relation to the new
52 responsibility. In this case, the Deputy was at the top pay rate of \$29.23 per hour. The next
53 higher step in the Sergeant Pay Grade 11 is \$29.38, which is a \$0.15 per hour raise.

1 Sheriff Schmidt is requesting approval to change the policy for all promotions within the
2 Sheriff's office from one supervisor rank to another and that the Supervisory positions will
3 include a pay rate increase to the next highest step in the new pay grade that is at least one dollar
4 per hour more than the previous position. Sheriff Schmidt is requesting this change effective
5 September 1, 2013, and if this policy is not adopted, he would request that the Patrol Sergeant be
6 placed in Step 5 of Grade 11, at a rate of \$30.16 per hour.
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8 Moved Mr. Myers, seconded by Mr. Miller to direct staff to prepare a uniform policy regarding
9 promotion pay steps for all Washington County employees, and forward to the Administrative
10 Services Committee. Motion carried.

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12 Moved Ms. Merten, seconded by Mr. Myers to authorize Step 5 of Pay Grade 11, at a rate of
13 \$30.16 per hour, for the Sheriff Patrol Sergeant, retroactive to the date of promotion. Motion
14 carried.
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16 **NEXT TENTATIVE MEETING DATES**

17 The next tentative meeting dates are Monday, October 7, 2013, at 1:30 p.m. and October 24,
18 2013, at 9:00 a.m.
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20 **PAID TIME OFF (PTO) POLICY DISCUSSION, DEVELOPMENT, AND TIMETABLE**

21 Ms. Hoey presented updates to the draft PTO policy. Moved by Ms. Merten, seconded by Mr.
22 Myers to authorize the drafting of an ordinance amendment regarding the current sick leave
23 policy to allow county employees to use up to three sick days per calendar year for the illness or
24 injury of an employee's minor child or parent, incorporate this amendment in the PTO Extended
25 Leave Bank policy, and forward to the Administrative Services Committee. Motion carried.
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27 Ms. Haag discussed the timeline for the implementation of PTO plan and advised the Committee
28 that the PTO workgroup is recommending an implementation date of October 1, 2014, due to the
29 vacancies that have occurred in both the Finance and Human Resources departments and the
30 commitment involved with programming and payroll.
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32 Moved by Mr. Miller, seconded by Ms. Merten to maintain the current time schedule for the
33 presentation of the PTO plan to the County Board on October 22, 2013, and action by the County
34 Board on December 10, 2013, but delay the implementation of the PTO plan to October 1, 2014.
35 Motion carried.
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37 **INTERIM HUMAN RESOURCES DIRECTOR'S UPDATE**

38 Report on Department Operations and Possible Restructure and Action as Necessary

39 Ms. Haag reported she is looking for direction from the Committee on the Human Resources
40 Department operations and staffing needs. If Ms. Hoey is to continue in the position of Interim
41 Manager, Ms. Haag is recommending that Ms. Hoey be compensated for the additional
42 responsibilities.
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44 Moved by Mr. Miller, seconded by Mr. Sorce to authorize the Human Resources Department to
45 draft an ordinance amendment to create a Manager position in the Human Resources Department
46 at Pay Grade 15, at a rate of \$34.55 per hour. Moved by Mr. Miller, seconded by Mr. Sorce to

1 table the vote and direct staff to bring some options regarding the organization of the Human
2 Resources Department to the Administrative Services Committee. Motion carried.

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4 Commendations

5 Moved by Mr. Miller, seconded by Ms. Merten to approve the commendation resolutions for
6 Barbara A. Markiewicz, who has 12 years of service and is retiring from her position of Public
7 Health Nurse at the Health Department, and Mary B. Miller, who has 39 years of service and is
8 retiring from her position of Social Services Supervisor at the Samaritan Health Center, and
9 forward to the County Board. Motion carried.

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11 Employee Relations Activities

12 None.

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14 **ADJOURNMENT**

15 Moved by Mr. Miller, seconded by Ms. Merten to adjourn the meeting at 10:05 a.m. Motion
16 carried.

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Brenda J. Jaszewski, County Clerk