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**WASHINGTON COUNTY
ADMINISTRATIVE SERVICES COMMITTEE**

4 Courthouse - Government Center
5 West Bend, WI

September 17, 2012
1:30 p.m.

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

9 Also Present: Administrative Coordinator Doug Johnson, Clerk of Circuit of Courts Theresa
10 Russell, County Attorney Kim Nass, County Board Chairperson Herbert Tennies, County Clerk
11 Brenda Jaszewski, Chief Deputy County Clerk Linda Doro, Facilities Manager David Loomans,
12 Finance Director Susan Haag, Assistant Finance Director Rich Abbott, Health Director Linda
13 Walter, Highway Commissioner Jon Edgren, Human Resources Analyst Sandy Weiland, Human
14 Resources Director Peter German, Human Resources Employee Benefits Manager Michelle Hoey,
15 Human Resources Employee Benefits Specialist Mary Lynn Christian, Register of Deeds Sharon
16 Martin, Samaritan Campus Administrator Ed Somers, Sheriff Dale Schmidt, and Supervisors
17 Robert Milich, Paul Ustruck, and Todd White.

19 Chairperson Sorce called the meeting to order at 1:30 p.m. and read the Affidavit of Posting.

20
21 **MINUTES**

22 Moved by Mr. Heidtke, seconded by Mr. Myers to approve the minutes of August 23, 2012, as
23 presented. Motion carried.

24
25 **DISCUSS STATUS OF 2013 PAY PLAN AND FOLLOW UP ACTIONS FROM THE**
26 **SEPTEMBER 11, 2012, COUNTY BOARD MEETING**

27 Mr. Johnson discussed implementing the new pay plan March 1, 2013, and follow up actions
28 required from the September 11, 2012, County Board Meeting

29
30 Red-Circled Employees

31 Mr. Johnson presented recommendations regarding the red-circled employees: 1) assign the
32 Human Resources department the responsibility of preparing a report on the status of red-circled
33 employees annually for the Administrative Services Committee, and 2) inform the red-circled
34 employees their pay is frozen for years 2013 and 2014, and 3) review the job marketplace in 2015
35 to determine where these red-circled job classifications stand within that market at that time.

36
37 FLSA Classifications

38 Mr. German distributed an analysis of compensation and overtime pay for exempt and non-exempt
39 Washington County employees for year 2011. The proposed revised FLSA position
40 classifications will save the County approximately \$57,000 annually.

41
42 Appeal Process

43 Mr. German distributed a document detailing the Washington County Classification and
44 Compensation Study Appeal process and timeline.

1 Pay for Performance

2 Mr. Johnson reported Charlie Carlson has been requested to provide some professional resources
3 regarding pay for performance. Mr. Johnson recommends the Administrative Services Committee
4 proceed with their recommendation approved at their August 23, 2012, meeting that would allow
5 step increases only to the control point (Step 6), with further raises to be awarded through a new
6 pay for performance method to be designed before 2014 budgeting and implemented January 1,
7 2014, and continue to study pay for performance and report back to the County Board.

8
9 Draft 2012 Resolution - Adoption of Revised Fair Labor Standards Act ("FLSA") Position
10 Classifications was presented for review and consideration. Moved by Mr. Miller, seconded by
11 Mr. Myers to approve a resolution adopting the revised Fair Labor Standards Act (FLSA) position
12 classifications as recommended by Carlson Dettman, including the exempt classifications that are
13 eligible for overtime status, and forward to the County Board. Motion carried.

14
15 Draft 2012 Resolution - Adoption of Pay Plan was presented for review and consideration. The
16 County Attorney was directed to add additional language on Page 1, Line 42 as follows: 2014,
17 **and there will be no step increases within the old Pay plans prior to implementation of the**
18 **new Pay Plan.**

19
20 Moved by Mr. Miller, seconded by Mr. Heidtke to approve the resolution as amended adopting the
21 Pay Plan as recommended by Carlson Dettman including the Grade Order List (Appendix A), Pay
22 Plan Comparisons (Appendix B), A Method of Implementing a New Pay Plan revised 8/23/12
23 (Appendix F Revised), Rule for the Hiring of New Employees as to Step Assignment; and
24 Overtime Pay Exemptions (Appendix G) with an implementation date of March 1, 2013, and
25 forward to the County Board. Motion carried.

26
27 Chairperson Tennes recommended a special meeting of the Washington County Board of
28 Supervisors on Tuesday, October 16, 2012, to consider the FLSA and Pay Plan resolutions.

29
30 **UPDATE ON THE WORKER'S COMPENSATION REQUEST FOR PROPOSAL**

31 Ms. Hoey reported request for proposals for a third party administrator for worker's compensation
32 were due September 15, 2012. Human Resources is meeting with Purchasing and the Horton
33 Group to review the bids and set up interviews. Administrative Services Committee will
34 interview two candidates in Closed Session at the next meeting.

35
36 **HUMAN RESOURCES DIRECTOR'S UPDATE**

37 Commendation Resolutions

38 None.

39
40 Employee Relations Activities

41 Mr. German reported a mediation session with the Sheriff's Deputies union is scheduled for
42 October 10, 2012.

1 NEXT TENTATIVE MEETING DATE(S)

2 The Administrative Services Committee will tentatively meeting on Thursday, October 25, 2012,
3 at 9 a.m.

4
5 The meeting recessed at 3:00 p.m. and reconvened at 3:05 p.m.

6 RECONSIDERATION OF COUNTY CLERK 2013 BUDGET

7 Ms. Jaszewski reported the Administrative Services Committee approved the 2013 County Clerk
8 base level budget of \$434,344 at their August 23, 2012, meeting. An adjustment has been made
9 for the Penal/Charitable/Mental Charges account in the amount of \$4,880 credit, resulting in a
10 request to Administration in the amount of \$429,464. It has been previously noted that in even
11 numbered years, there are four elections the County Clerk needs to budget for and odd numbered
12 years there are two elections. The average difference needed for a four election year is
13 approximately \$55,000. The Administrative Coordinator is recommending budgeting half of the
14 required \$55,000 in odd numbered years and then non-lapse unused funds to be used in even
15 numbered years. A total of \$27,500 would be added to the 2013 County Clerk budget and then
16 non-lapsed to 2014 to begin this new procedure for budgeting for elections. Moved by Mr.
17 Heidtke, seconded by Mr. Weston to approve the revised 2013 County Clerk budget with a net
18 levy in the amount of \$456,964 and forward to the Finance Committee. Motion carried.

19 RECONSIDERATION OF FACILITIES 2013 BUDGET

20
21 Mr. Johnson presented a revised 2013 Facilities budget that reduces the Senior Center Rent
22 revenue account from \$53,262 to \$42,507, due to decreased costs in maintenance of the Senior
23 Center, and reducing the Old Courthouse Electricity account from \$30,921 to \$29,000. Moved by
24 Mr. Heidtke, seconded by Mr. Myers to approve the revised 2013 Facilities budget with a net levy
25 in the amount of \$2,548,062 and forward to the Finance Committee. Motion carried.

26 SHERIFF'S DEPARTMENT ROOF PROJECT UPDATE

27
28 Mr. Loomans presented an update on the Sheriff's Department Roof project and three change
29 orders for consideration. Change Order #1 in the amount of \$17,000 credit - eliminate a
30 temporary vapor barrier, Change Order #2 in the amount of \$350 - replace flashing at HVAC units
31 (2), and Change Order #3 - add ¾" insulation to compensate for conduit on deck. In addition, Mr.
32 Loomans stated that the project is approximately \$1,457 over budget; however, there are
33 remaining funds from prior projects that could be used to offset this overage.

34
35 Moved by Mr. Heidtke, seconded by Mr. Weston to approve Change Orders 1, 2, and 3 as
36 presented and the use of unspent prior year project funds to cover the amount over the budget for
37 this project. Motion carried.

38 UPDATE DESIGNATED RESPONSIBILITIES FOR COUNTY PROPERTIES

39
40 Mr. Johnson presented an updated report on the responsibilities for County lands and properties
41 and it was noted that the Sheriff's Department Storage Building should be added to the
42 Administrative Services Committee responsibility section. Moved by Mr. Weston, seconded by
43 Mr. Myers to approve the report as corrected. Motion carried.
44

1 **CLOSED SESSION**

2 Moved by Mr. Heidtke, seconded by Mr. Miller to convene into Closed Session at 3:36 p.m.
3 pursuant to Wis. Stats. §19.85(1)(g), conferring with legal counsel for the governmental body who
4 is rendering oral or written advice concerning strategy to be adopted by the body with respect to
5 litigation in which it is or likely to become involved; specifically , "to discuss Worker's
6 Compensation Cases." Motion carried unanimously by roll call vote.

7
8 **OPEN SESSION**

9 Moved by Mr. Miller, seconded by Mr. Myers to return to Open Session at 3:47 p.m. Motion
10 carried unanimously by roll call vote.

11
12 **POSSIBLE ACTION ON ITEMS DISCUSSED IN CLOSED SESSION**

13 Moved by Mr. Miller, seconded by Mr. Myers to authorize the County Attorney's office to
14 proceed as discussed in Closed Session. Motion carried.

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16 **ADJOURNMENT**

17 Moved by Mr. Miller, seconded by Mr. Heidtke to adjourn the meeting at 3:48 p.m. Motion
18 carried.

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Brenda J. Jaszewski, County Clerk