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**WASHINGTON COUNTY A
ADMINISTRATIVE SERVICES COMMITTEE**

Courthouse - Government Center
West Bend, WI

October 7, 2013
1:30 p.m.

Present: Marilyn Merten, Michael Miller, Dennis Myers (arrived at 1:34 p.m.), 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, Clerk of Circuit and Juvenile Courts Theresa Russell, Health Director Linda Walter, Highway Commissioner Tom Wondra, Sheriff Dale Schmidt, and Chief Deputy County Clerk Linda Doro.

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

MINUTES

Moved by Ms. Merten, seconded by Mr. Weston to approve the September 10, and 12, 2013, minutes as presented. Motion carried.

Supervisor Myers arrived at 1:34 p.m.

2014 REINSURANCE

Appearance: Rae Anne Beaudry, Horton Group

Ms. Beaudry distributed a report listing the current Stop Loss rates from QBE and the two best offers available through the Auxiant markets based on fixed costs. She reported the Horton Group and Auxiant sent out the current stop loss program to the market in late September. The Horton Group is still waiting on a couple of proposals, but has received proposals back from seven carriers. With the exception of Companion Life and HCC Life, none of the other carriers were competitive. Both Companion Life and HCC Life are approximately 5-13% under the current rates; however, these are not final rates as both would require claims information through October 31, 2013, and would reserve the right to change the rates and/or add lasers to various individuals should they believe the risk to be adverse to the quoted options. The Horton Group has negotiated with the incumbent carrier QBE. QBE originally came in at approximately 9.73% above the current fixed costs, but with no additional liability, and a willingness to finalize the renewal rates and contract terms immediately. After further negotiations, QBE agreed to hold the rates at current with no lasers.

Currently, the County has a 12/15, contract with QBE. This means any claims incurred in the calendar year 2013, but paid in both the calendar and the three subsequent months (January through March of the following year) will be counted against the current contract. At the present, it is important to note that the County has 11 individuals that have hit the \$75,000 and extended over for a reimbursement in the first nine months of the contract of \$464,000 and growing with another six months to go. All look to be continuing claims in 2014 and continuing members of the plan. Also, there are another six individuals at 50% or more of the current specific deductible and \$274,000 through September 30, 2013.

1 Ms. Boudry ~~reported~~ **will report** (corrected 10/24/13) at the October 24, 2013, Administrative
2 Services Committee meeting, all the proposals ~~will be~~ (corrected 10/24/13) available, along with a
3 recommendation to the Committee for final consideration.
4

5 **RENT ADJUSTMENT AT ANNEX II BY THE TRI-CENTER SCHOOL**

6 Mr. Johnson reported that due to budgetary constraints impacting Lutheran Social Services, he is
7 requesting approval to remove the automatic 2% escalation rent increase clause in the lease for the
8 Tri-Center School. Moved by Mr. Myers, seconded by Weston to waive the 2% rent increase for
9 the Tri-Center School in 2014. Motion carried with Mr. Miller voting no.
10

11 **PROPOSAL FOR SHOE ALLOWANCE FOR CUSTODIANS**

12 Mr. Johnson reported that due to some recent injuries by County custodians who have slipped
13 cleaning the showers at the jail or waxing the floors, he is requesting approval to establish a \$50
14 per year shoe allowance for those custodians who clean showers in the jail or wax floors, so they
15 can purchase non-slip shoes.
16

17 Moved by Mr. Myers, seconded Ms. Merten to approve a \$50 per year shoe allowance for the
18 County custodians, who clean showers in the jail or wax floors, to purchase non-slip shoes. Motion
19 carried with Mr. Miller voting no.
20

21 **DISCUSSION AND POSSIBLE ACTION ON PROMOTIONAL POLICY**

22 Ms. Hoey presented a promotional policy that would update the Washington County
23 code/handbook to allow for any promotion to yield a minimum of a \$1 per hour increase, effective
24 September 1, 2013. The employee will move to the first step within the range that provides a
25 minimum of \$1 per hour increase. This will give an immediate reward to the employee for taking
26 on the additional responsibilities.
27

28 It was recommended that a proposed promotional policy should be instituted only for an employee
29 that is advancing to a supervisory position, if requested by the Department Head, and approved by
30 the Human Resources Department. Ms. Haag will revise the proposed policy recommendations
31 for the Administrative Services Committee to consider at the next meeting.
32

33 **ORDINANCE FOR LIMITED TERM EMPLOYEE STEP INCREASES**

34 Ms. Hoey reported on the discussions with the affected Department Heads, who have limited term
35 employees, regarding the proposed ordinance for Limited Term Employee Step Increases.
36 Currently there are approximately 40 employees that would be affected by this ordinance. The
37 proposed ordinance states that all employees covered by the pay plan shall have their performance
38 reviewed within six months prior to their step anniversary date; this means that even limited term
39 employees will have a review done each year. The full and part-time employees that meet
40 achieved expectations move to the next step, whereas the limited term employees that meet
41 achieved expectations only move to the next step at the Department Head discretion.
42

43 Ms. Hoey expressed her concerns with the proposed ordinance as it is currently written and
44 presented two alternatives. Alternative one would be that limited employees obtaining a combined
45 rating on the authorized Human Resources performance review form of Achieved Expectations or
46 better may move to the next step available in their pay grade, not more often than every two years.
47 Alternative two would be to treat limited term employees the same as full and part-time employees
48 that if they meet achieved expectations, they move to the next step available. This issue will be

1 brought back for further discussion at the next meeting.

2
3 **DISCUSSION AND POSSIBLE ACTION ON ATTENDANCE POLICY**

4 Ms. Hoey presented a draft Washington County Attendance policy for preliminary discussion.

5
6 The meeting recessed at 2:59 p.m. and reconvened at 3:04 p.m.

7
8 **DISCUSSION AND POSSIBLE ACTION ON HUMAN RESOURCES RE-**
9 **ORGANIZATION**

10 Ms. Haag reported she is looking for direction from the Committee on the Human Resources
11 Department operations and staffing needs. After looking at many options, including the current
12 organization that is in the County code, it is the Workgroup's recommendation to make Human
13 Resources a division of the Finance Department. The workgroup believes they can improve
14 efficiencies with more staff and it will be cost neutral. Ms. Haag distributed a proposed
15 organization chart and costs associated with the proposed reorganization. This issue will be
16 brought back for further discussion at the next meeting.

17
18 **INTERIM HUMAN RESOURCES DIRECTOR'S UPDATE**

19 Commendations

20 Moved by Mr. Weston, seconded by Ms. Merten to approve the commendation resolutions for
21 John C. Peters, who has 17 years of service and is retiring from his position of Special Deputy
22 Sheriff at the Sheriff's Department, Corinne A. Luebke, who has 30 years of service and is retiring
23 from her position of certified Nursing Assistant at the Samaritan Health Center, and Margaret A.
24 Kerry, who has 31 years of service and is retiring from her position of Program Assistant at the
25 Planning and Parks Department, and forward to the County Board. Motion carried.

26
27 Employee Relations Activities

28 Ms Haag reported the performance reviews are taking place right now and all supervisors have
29 been notified that all performance reviews need to be completed by the end of February 2014 in
30 order to qualify for the step increases in the pay plan. Ms. Hoey reported the Sheriff Deputy
31 union negotiations are scheduled on November 15, 2013, at 9:00 a.m.

32
33 **NON-COUNTY EMPLOYEES DRIVING COUNTY VEHICLES**

34 Ms. Jaszewski reported she would like to work with the County Attorney to develop a policy for
35 non-county employees driving county owned vehicles. Currently, there is no policy in place for
36 non-county employees driving county owned vehicles. Ms. Jaszewski stated she would like to
37 identify exactly who is driving our vehicles and in which department, authorize the persons or
38 positions in writing to drive our vehicles, and include mandatory background checks by the
39 County Clerk's office. Ms. Jaszewski reported she will work with the County Attorney to develop
40 this policy and bring it back to the Administrative Services Committee.

41
42 **COUNTY OWNED VEHICLES - TITLE REGISTRATION AND RETENTION**

43 Ms. Jaszewski reported not all departments are having their vehicles titled properly and are not
44 filing their vehicle titles in the County Clerk's office. The vehicles are county property and
45 should be titled "Washington County." According to the County Attorney, the County Clerk and
46 Chairperson should be signing all vehicle titles, with the exception of Transit and Highway
47 vehicles. It is also not practical to require this of the Sheriff's Department vehicles, due to the
48 number and frequency of changing titles. It is her recommendation to require the signatures of

1 the County Board Chairperson and County Clerk on all vehicle titles and vehicle registration
2 applications, with the exception of Highway, Transit, and Sheriff's Department. In addition, with
3 the exception of Highway, Transit, and the Sheriff's Department, all vehicle titles are to be kept on
4 file in the County Clerk's office.

5
6 Moved by Ms. Merten, seconded by Mr. Weston to require the signatures of the County Board
7 Chairperson and County Clerk on all vehicle titles and vehicle registration applications, with the
8 exception of Highway, Transit, and the Sheriff's Department and all vehicle titles are to be kept on
9 file in the County Clerk's office except for the Highway, Transit, and Sheriff's Department.

10 Motion carried.

11
12 **MINIMUM THRESHOLD AMOUNT FOR PROPERTY INSURANCE CLAIMS**

13 Ms. Jaszewski reported effective January 1, 2013, Local Government Property Insurance Fund no
14 longer accepts property claims less than \$500. These minor claims do not count toward our
15 aggregates. Our current policy has been to reimburse department for all covered losses, regardless
16 of the amount. Ms. Jaszewski is recommending changing the policy to reimburse county
17 departments for covered property claim losses over \$500, which is consistent with our property
18 insurance carrier policy.

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20 Moved by Mr. Myers, seconded by Ms. Merten to approve the change in policy to reimburse
21 county departments for covered property claim losses over \$500, which is consistent with our
22 property insurance carrier policy. Motion carried.

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24 **NEXT TENTATIVE MEETING DATES**

25 The next tentative meeting date is Thursday, October 24, 2013, at 9:00 a.m.

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27 **ADJOURNMENT**

28 Moved by Mr. Weston, seconded by Mr. Myers to adjourn the meeting at 3:45 p.m. Motion
29 carried.

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Brenda J. Jaszewski, County Clerk