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**WASHINGTON COUNTY
ADMINISTRATIVE SERVICES COMMITTEE**

Courthouse - Government Center
West Bend, WI

October 24, 2013
9:00 a.m.

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

Also Present: Administrative Coordinator Doug Johnson, County Attorney Kim Nass, County Clerk Brenda Jaszewski, Finance Director/Interim Human Resources Director Susan Haag, Interim Human Resources Division Manager/Employee Benefits Manager Michelle Hoey, Employee Relations Manager Sandy Weiland, Human Resources Employee Benefits Specialist Mary Lynn Christian, Health Director Linda Walter, Assistant Health Director Joni Whitehouse, Captain Steve Gonwa, Captain Shirley Miller, Sheriff Dale Schmidt, Clerk of Circuit and Juvenile Courts Theresa Russell, Access & Outreach Manager Ruth Reines, and Assistant Finance Director Kathie Wild.

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

CLOSED SESSION

The closed session was cancelled and the item was discussed in open session.

EMPLOYEE HEALTH CARE BENEFIT PLAN

Ms. Hoey stated that our current health care plan excludes genetic testing, but the Human Resources Department has received a request for reimbursement for an employee who had DNA testing to determine the presence of a genetic disease or disorder. Because genetic testing now may be medically necessary to determine the presence of a genetic disease or disorder, it is recommended the County amend our health care plan to include genetic testing, but only when it is medically necessary.

Moved by Ms. Merten, seconded by Mr. Weston to amend the Washington County Employee Health Care Benefit Plan to continue to exclude genetic testing, except as determined to be medically necessary or when in conjunction with a specific medical diagnosis. Motion carried.

Moved by Mr. Myers, seconded by Mr. Weston to reimburse the employee who made the request in writing in 2013, for the charges already incurred for the genetic testing that was completed. Motion carried.

MINUTES

Corrections to the October 7, 2013 minutes were noted as follows: page 2, line 4 “Ms. Boudry reported **will report** at the October 24, 2013...”, and on line 5 “the proposals ~~will be~~ available....”

Moved by Ms. Merten, seconded by Mr. Myers to approve the October 7, 2013 minutes as corrected. Motion carried.

DISCUSSION AND POSSIBLE ACTION ON 2014 REINSURANCE

Appearance: Rae Ann Boudry, Horton Group and Kim Hurtz, Aegis

Ms. Boudry stated that our current provider of our stop loss health insurance is proposing no increase for 2014, and several other carriers are less costly; however, they will not bind coverage

1 until they have all of the October data, which requires disclosure statements. If she can provide this
2 information, she expects to have firm costs from all carriers and would make a recommendation at
3 the November Administrative Services Committee meeting.

4
5 Ms. Boudry stated that Ms. Hurtz was requested to be present today to provide information on the
6 services Aegis can provide relating to our health insurance. Ms. Hurtz stated that Aegis works with
7 the WCA Group Health Trust to provide a full package, including administration, network, Express
8 Scripts drug contracts, preventative services, and stop loss insurance for the health insurance needs
9 of governmental entities. It was noted that WCA Group Health Trust, through Aegis, does not
10 provide stand-alone stop loss insurance. Ms. Hurtz would like the opportunity to be considered next
11 year for the County's 2015 health insurance services, as it is too late this year to begin the process
12 for implementation January 1, 2014.

13
14 Ms. Boudry informed the Committee that Horton Group is an insurance consultant, whereas Aegis,
15 through WCA Group Health Trust, has the ability to provide the health insurance administration,
16 and the two entities serve separate roles for Washington County. Ms. Hoey stated that if the County
17 were to change administration of the health insurance, we would do a Request for Proposal and
18 Aegis would have the opportunity to submit their proposal. If this is considered, it was
19 recommended to begin the process in June or July next year for implementation in 2015.

20
21 Moved by Ms. Merten, seconded by Mr. Weston to authorize the Human Resources department to
22 work with the Horton Group to move forward with the disclosure statements. Motion carried.

23 24 **DISCUSSION AND POSSIBLE ACTION ON 2015-2016-2017-2018 SALARIES FOR** 25 **SHERIFF AND CLERK OF COURTS**

26 Ms. Haag presented a proposed ordinance change for setting the salaries of the Sheriff and Clerk of
27 Courts prior to the earliest time for filing nomination papers for election. The Committee requested
28 Ms. Haag provide additional information, including salaries for these positions for surrounding
29 counties, for consideration at the next meeting.

30 31 **STEP PLACEMENT IN PAY PLAN FOR SAMARITAN CAMPUS ADMINISTRATOR**

32 Mr. Johnson stated that the Samaritan Committee has selected a candidate for the Campus
33 Administrator, but he is requesting authorization to begin this person at Step 4 of Pay Grade 19,
34 instead of up to Step 3. This request is based on the candidate's extensive experience, prior salary,
35 and the current benefits offered by Washington County.

36
37 Moved by Mr. Weston, seconded by Mr. Sorce to authorize offering the selected candidate for the
38 Samaritan Campus Administrator position Step 4 of Pay Grade 19. Motion carried.

39 40 **DISCUSSION AND POSSIBLE ACTION ON PROMOTIONAL POLICY**

41 Moved by Mr. Myers, seconded by Mr. Weston to approve the recommended promotion policy as
42 presented.

43
44 Moved by Ms. Merten, seconded by Mr. Myers to amend the motion to include language as follows:
45 "For promotions to a supervisory or management position within the same department, **if requested**
46 **by the Department Head and approved by the Human Resources Director,** the promoted
47 employee...." Motion to amend carried.

1 Motion to approve the recommended promotion policy as amended carried.

2
3 Moved by Mr. Myers, seconded by Ms. Merten to apply the approved promotion policy to the
4 Deputy Sheriff Sergeant, retroactive to September 1, 2013. Motion carried.

5
6 **DISCUSSION AND POSSIBLE ACTION ON ATTENDANCE POLICY**

7 A proposed attendance policy was distributed and discussed. The Committee would like to
8 incorporate the ability for specific departments to adjust some aspects of the policy to accommodate
9 their operations. The draft policy will be revised and brought back to this Committee for
10 consideration at a future meeting.

11
12 **ORDINANCE TO ADD PARENT TO USE OF CURRENT SICK LEAVE**

13 Moved by Merten, seconded by Mr. Weston to approve the ordinance amendment that adds an
14 illness or injury to an employee's parent for the acceptable use of up to three days of accrued,
15 earned sick time, and forward to the County Board.

16
17 Moved by Mr. Myers, seconded by Ms. Merten to also include illness or injury of an employee's
18 spouse. Motion to amend carried with Mr. Miller voting no.

19
20 Motion to approve the ordinance amendment adding illness or injury to an employee's parent or
21 spouse as an acceptable use of up to three days of accrued, earned sick time, per calendar year as
22 amended, and forward to the County Board carried with Mr. Miller voting no.

23
24 Mr. Sorce recessed the meeting at 10:29 a.m. and reconvened at 10:37 a.m.

25
26 **PRESENTATION, DISCUSSION AND POSSIBLE ACTION ON PAID TIME OFF POLICY**
27 **(PTO)**

28 Draft Resolution for Vacation Payout

29 Ms. Haag presented a draft resolution for the transfer of up to \$1,200,000 from the General Fund to
30 pay out accrued vacation benefits of January 1, 2014 through June 30, 2014 due to implementation
31 of a PTO policy. Ms. Nass informed the Committee that in addition to this resolution, the full
32 County Board needs to approve the PTO policy and if approved, significant changes will need to be
33 made to Chapter 7 of the County Code. Ms. Haag stated that actual planning for implementation of
34 PTO has not yet begun. The draft General Fund transfer resolution will be considered at a future
35 meeting.

36
37 Presentation of PTO

38 Sandy Weiland gave a PowerPoint presentation on PTO.

39
40 **HUMAN RESOURCES REORGANIZATION**

41 Ms. Haag distributed a proposed organizational chart for the Human Resources Department. This
42 proposal places the Human Resources department under the supervision of the Finance Director.
43 The Committee discussed the proposal and if the Human Resources department should be under the
44 direction of the Finance Director, or remain a separate department with a Human Resources
45 Director.

46

1 Moved by Mr. Miller, seconded by Mr. Sorce to approve the proposed reorganization of the Human
2 Resources department, creating a Human Resources Manager and placing the department under the
3 supervision of the Finance Director. Motion defeated with Mr. Myers, Ms. Merten, and Mr. Weston
4 voting no.

5
6 Moved by Ms. Merten, seconded by Mr. Myers to proceed with hiring a Human Resources Director.
7 Motion carried with Mr. Miller and Mr. Sorce voting no.

8
9 The Committee agreed that a new job description for the Human Resources Director should be
10 prepared and presented to this Committee for review prior to recruitment. In addition, any
11 reorganization within the Human Resources department should wait until the new Human
12 Resources Director is hired. Mr. Johnson will prepare a timetable for the recruitment process, and
13 bring it to the next meeting for review.

14 15 **INTERIM HUMAN RESOURCES DIRECTOR'S UPDATE**

16 Commendation Resolutions

17 There are no commendation resolutions.

18 19 Employee Relations Activities

20 Ms. Haag stated the County has welcomed Sandy Weiland back to the Human Resources
21 department.

22 23 **NEXT TENTATIVE MEETING DATE**

24 The next tentative meeting of the Administrative Services Committee is Thursday, November 14,
25 2013, at 9:00 a.m.

26 27 **REPORT AND POSSIBLE ACTION ON 2014 PROPERTY INSURANCE RATES**

28 Ms. Jaszewski reported that the County has received the rates from Local Government Property
29 Insurance Fund (LGPIF) for our 2014 property insurance. The 2014 rate for the buildings, personal
30 property, and property in the open is increasing 19.23%; however, there is no rate increase for the
31 physical damage on our vehicles. Averaging all of the limits and rates, the overall rate increase for
32 2014 is 14%. Ms. Jaszewski stated that the information she has received from an independent
33 insurance consultant, who provided our property rates to all of their carriers, indicated that unless
34 the County's overall property insurance increased at least 30%, none of their carriers would be
35 interested in bidding on our property insurance. In addition, Ms. Jaszewski sent our rate
36 information to another independent insurance agent and has received no response.

37
38 Moved by Ms. Merten, seconded by Mr. Myers to continue using Local Government Property
39 Insurance Fund as the County's property insurance carrier. Motion carried.

40 41 **ADJOURNMENT**

42 Moved by Mr. Miller, seconded by Mr. Weston to adjourn at 11:40 a.m. Motion carried.