WASHINGTON COUNTY
ADMINISTRATIVE SERVICES COMMITTEE

Courthouse - Government Center — October 27, 2011
West Bend, WI — 9:00 a.m.

Present: James Core, Raymond Heidtke, Roy Justman, Michael Miller, and Peter Sorce.

Also Present: Chairperson Herbert Tennies, Administrative Coordinator Doug Johnson, County Attorney Kimberly Nass, County Clerk Brenda Jaszewski, Human Resources Director Peter German, Human Resources Analyst Sandy Weiland, Human Resources Employee Benefits Manager Michelle Hoey, Buyer Roy Hartmann, Finance Director Susan Haag, Sheriff Dale Schmidt, Highway Commissioner Jon Edgren, Supervisors Richard Bertram and Dennis Myers.

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

CLOSED SESSION
Moved by Mr. Sorce, seconded by Mr. Miller to convene into closed session at 9:01 a.m. pursuant to Wis. Stats. §19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; specifically "extending a Samaritan Health Center employee's probation for three months." Motion carried unanimously by roll call vote.

OPEN SESSION
Moved by Mr. Heidtke, seconded by Mr. Core to return to open session at 9:18 a.m. Motion carried unanimously by roll call vote.

POSSIBLE ACTION ON ITEM(S) DISCUSSED IN CLOSED SESSION
Moved by Mr. Miller, seconded by Mr. Sorce to approve the extension of the Samaritan Employee's introductory period as discussed in closed session. Motion carried.

MINUTES
Moved by Mr. Core, seconded by Mr. Sorce to approve the October 6, 2011 minutes, as presented. Motion carried.

REVIEW OF DIFFERING BENEFITS AND RECOMMENDATIONS
The Committee requested Mr. German inform all employees of the benefit changes that have been approved by the County Board. Mr. German stated the Employee Handbook will be updated and the benefit changes will be posted on Packet.

<u>Residency</u>
Moved by Mr. Miller, seconded by Mr. Sorce to request Mr. German work with the County Attorney to update the County ordinance to include the Transit Manager position within the exceptions to the Highway residency requirement, and to revise Personnel Code 7.11 regarding Corrections Officers and Communications Officers. Motion carried.

Military Leave

Moved by Mr. Core, seconded by Mr. Heidtke to approve making the Military Leave uniform for all represented and non-represented County employees as stated in the County code. Motion carried.

No Strike Agreement

Mr. German reported there is no specific language regarding a "No Strike Agreement" or any type of "Strikes" within the County code. This issue is captured within the Wisconsin State Statutes and does not require it to be reflected elsewhere.

Moved by Mr. Miller, seconded by Mr. Sorce to make no changes to the County code regarding Strikes.

Corrections and Communications Memorandum of Understanding (MOU)

Moved by Mr. Core, seconded by Mr. Miller to acknowledge there is no need for the MOU with the Corrections & Communications employees. Motion carried.

Corrections and Communications Discipline and Dismissal

Moved by Mr. Heidtke, seconded by Mr. Sorce to rely on the Employee Handbook and the Sheriff's Standard Operating Manual for the process for discipline and dismissal for Corrections & Communications employees. Motion carried.

Job Posting

Moved by Mr. Miller, seconded by Mr. Core to use the established recruitment process for open positions. Motion carried.

CONSIDERATION OF REMOVING THE HIRING OF CORRECTIONS PERSONNEL FROM THE CIVIL SERVICE PROCESS AND FOLLOW A REGULAR WASHINGTON COUNTY RECRUITMENT PROCESS

Mr. German presented an amendment to the ordinance that removes Corrections Officers from the recruitment process under the authority of the Civil Service System. Sheriff Schmidt discussed the benefits of this change and endorses the amendment to the ordinance.

Moved by Mr. Core, seconded by Mr. Sorce to approve an ordinance amendment eliminating Corrections Officers from the recruitment process under the authority of the Civil Service System, and forward to the County Board. Motion carried.

HUMAN RESOURCES DIRECTOR'S UPDATE

Commendations

Moved by Mr. Heidtke, seconded by Mr. Sorce to approve the resolution of commendation for Karen Bergmann, who has 16 years of service and is retiring from her position of Nursing Supervisor at the Samaritan, and forward to the County Board. Motion carried.

Employee Relations Activities

Mr. German reported the Wellness Fair was held yesterday and it was very successful and well attended.

NEXT MEETING DATES

The Administrative Services Committee will tentatively meet on Tuesday, November 15, 2011 at 9:00 a.m.

The meeting recessed at 9:55 a.m. and reconvened at 10:04 a.m.

CLOSED SESSION

Moved by Mr. Heidtke, seconded by Mr. Miller to convene into closed session at 10:04 a.m. pursuant to Wis. Stats. §19.85(1)(e), deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically "conduct interview and deliberate award of services contract for planned maintenance in County Facilities." Motion carried unanimously by roll call vote.

RETURN TO OPEN SESSION

Moved by Mr. Miller, seconded by Mr. Sorce to return to open session at 11:52 a.m. Motion carried unanimously by roll call vote.

ACTION ON 2012-2014 PLANNED SERVICE AGREEMENT

Moved by Mr. Core, seconded by Mr. Heidtke to award the HVAC Planned Service Agreement for 2012 - 2014 to J. F. Ahern Co. Motion carried.

FUTURE AGENDA ITEMS

None.

ADJOURNMENT

Moved by Mr. Heidtke, seconded by Mr. Sorce to adjourn the meeting at 11:56 a.m. Motion carried.

Brenda J. Jaszewski, County Clerk