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**WASHINGTON COUNTY
ADMINISTRATIVE SERVICES COMMITTEE**

Courthouse - Government Center
West Bend, WI

November 14, 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, Register of Deeds Sharon Martin, Sheriff Dale Schmidt, Treasurer Jane Merten, Chief Deputy County Clerk Linda Doro, and Richard Bertram.

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

MINUTES

Moved by Ms. Merten, seconded by Mr. Myers to approve the October 24, 2013, minutes as presented. Motion carried.

CLOSED SESSION

Moved by Mr. Myers, seconded by Mr. Weston 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 Facilities employee's probation for three months." Motion carried unanimously by roll call vote.

OPEN SESSION

Moved by Mr. Weston, seconded by Ms. Merten to return to Open Session at 9:15 a.m. Motion carried unanimously by roll call vote.

ACTION ON ITEM DISCUSSED IN CLOSED SESSION

Moved by Ms. Merten, seconded by Mr. Weston to extend the introductory period for the Facility Management employee to February 14, 2014. Motion carried.

DISCUSSION AND ACTION ON PAID TIME OFF POLICY (PTO)

Mr. Haag reported a PTO policy packet was mailed to the County Board supervisors. A detailed presentation will be given to the County Board on November 19, 2013, and the Board will be requested to take action on the General Fund Transfer resolution and PTO resolution at the December 10, 2013, County Board meeting.

General Fund Transfer Resolution

Moved by Ms. Merten, seconded by Mr. Miller to approve the resolution authorizing a transfer from the General Fund in an amount not to exceed \$1,200,000 to make a cash payment to each eligible Washington County employee proportionate to the amount of leave earned for the time period of January 1, 2014, through June 30, 2014, and forward to the County Board. Motion carried.

1 PTO Resolution

2 Moved by Mr. Miller, seconded by Mr. Myers to approve the resolution adopting the Paid Time
3 Off (PTO) Policy and Program and forward to the County Board. Motion carried.

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5 **ORDINANCE FOR SHERIFF AND CLERK OF COURTS SALARY 2015-2018**

6 Ms. Haag presented a report showing the current salaries for these positions from surrounding
7 counties and a proposed draft ordinance to amend 7.03 of the Code relating to Classification and
8 Compensation Plan - Elected Department Heads, with recommendations for salaries of the Clerk
9 of Courts and Sheriff.

10
11 Moved by Mr. Myers, seconded by Mr. Weston to approve an ordinance amendment to Section
12 7.03 of the code related to Washington County Classification and Compensation - Clerk of
13 Courts and Sheriff Salaries 2015-2018, and forward to the County Board as follows: A 2.5%
14 increase for 2015, a 2.69% increase for 2016, a 2.65% increase for 2017, and a 2.55% increase
15 for 2018. Motion carried with Mr. Miller voting no.

16
17 **FLEXIBLE SPENDING PLAN CHANGES**

18 Ms. Hoey reported the U.S. Department of the Treasury and the IRS issued a notice modifying
19 the longstanding "use-or-lose" rule for health flexible spending accounts (FSAs). To make
20 health FSAs more consumer-friendly and provide added flexibility, the updated guidance permits
21 employers to allow plan participants to carry over up to \$500 of their unused health FSA
22 balances remaining at the end of a plan year.

23
24 Moved by Ms. Merten, seconded by Mr. Myers to amend the County's Flexible Spending Plan to
25 allow a roll-over (or carry-over) of up to \$500 of unused funds to the next year. Motion carried.

26
27 **DISCUSSION AND POSSIBLE ACTION ON ATTENDANCE POLICY**

28 A proposed attendance policy was distributed that included language allowing specific
29 departments to adjust some aspects of the policy to accommodate their operations.

30 Moved by Ms. Merten, seconded by Mr. Miller to approve the attendance policy, subject to the
31 following changes: Bullet #2: Upon the ~~sixth~~ fourth incident, and Bullet #3: Upon the ~~eighth~~
32 seventh incident. Motion carried.

33
34 Moved by Mr. Miller, seconded by Ms. Merten to amend the attendance policy by changing
35 Bullet #1 as follows: Upon the third incident: No disciplinary action; Documented supervisory
36 coaching. Motion carried.

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38 **DISCUSSION AND POSSIBLE ACTION ON 2014 STOP LOSS INSURANCE**

39 Postponed until the next meeting.

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41 **NEXT TENTATIVE MEETING DATE**

42 The next tentative meeting of the Administrative Services Committee is Monday, December 2,
43 2013, at 1:30 p.m.

44
45 The meeting recessed at 9:45 a.m. and reconvened at 9:57 a.m.

46
47 **HUMAN RESOURCES DIRECTOR RECRUITMENT AND TIME SCHEDULE**

48 Mr. Johnson discussed the timetable for the recruitment process of the Human Resources
49 Director. The County Manager would like to be involved in the selection of the Human

1 Resources Director, so the position will not be posted until after January 1, 2014. The County
2 Manager and Finance Director will review the applications, conduct initial interviews, and
3 forward candidates to the Administrative Services Committee and County Manager to interview.
4 The County Manager will make the final decision on which candidate will be selected to fill the
5 position of Human Resources Director.

6 **INTERIM HUMAN RESOURCES DIRECTOR'S UPDATE**

7 Commendation Resolutions

8 There are no commendation resolutions.

9 Employee Relations Activities

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11 Ms. ~~Hoey~~ **Haag** informed the Administrative Services Committee that the rates of Attorney
12 Nancy Pirkey, who is the outside counsel used for negotiations, will increase as of January 1,
13 2014.

14 **HUMAN RESOURCES DIRECTOR JOB DESCRIPTION**

15
16 Ms. Christian, Ms. Haag, and the Administrative Services Committee reviewed and updated the
17 job description and duties of the Human Resources Director position.

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19
20 Moved by Mr. Miller to change the pay grade of the Human Resources Director from Pay Grade
21 18 to Pay Grade 16. The motion died for lack of a second.

22
23 Moved by Mr. Myers, seconded by Mr. Miller to authorize the County Attorney to prepare an
24 ordinance amendment changing the pay grade of the Human Resources Director from Pay Grade
25 18 to Pay Grade 17. Motion was defeated with Ms. Merten, Mr. Sorce, and Mr. Weston voting
26 no.

27 **2013 FACILITIES PROJECTS REPORT**

28 *Appearance: Facilities Manager Dave Loomans, Assistant Facilities Manager Deb Martz*

29 Mr. Loomans presented an update on the 2013 Capital Improvement Facilities projects. There
30 will be a balance of approximately \$43,000 available in the Facilities CIP fund at the end of the
31 year.

32
33
34 Ms. Martz and SEG Associate Project Manager Murray Smith reported on the Jail Tuckpointing
35 and Caulking project at the Old Courthouse and Jail.

36 **ADJOURNMENT**

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38 Moved by Mr. Weston, seconded by Mr. Miller to adjourn at 10:57 a.m. Motion carried.

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Brenda J. Jaszewski, County Clerk