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**WASHINGTON COUNTY  
ADMINISTRATIVE SERVICES COMMITTEE**

Courthouse - Government Center  
West Bend, WI

November 15, 2011  
9:00 a.m.

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

Also Present: Administrative Coordinator Doug Johnson, County Attorney Kimberly Nass, Deputy Finance Director Paul Labonte, Human Resources Director Peter German, Human Resources Employee Benefits Specialist Mary Lynn Christian, Samaritan Campus Administrator Edward Sommers, Sheriff Dale Schmidt, Supervisor Richard Bertram, Supervisor Joseph Gonnering, Supervisor Dennis Myers, and County Clerk Administrative Linda Doro.

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

**MINUTES**

Moved by Mr. Miller, seconded by Mr. Sorce to approve the minutes of October 27, 2011, as presented. Motion carried.

**CLOSED SESSION**

Moved by Mr. Sorce, seconded by Mr. Heidtke to convene into closed at 9:02 a.m. pursuant to Wis. Stats. §19.85(1)(e) deliberating or negotiating other specified public business whenever competitive or bargaining reasons require a closed session, specifically "to consider contract offers for the Sheriff's Department Protective Services Command Staff Association and Highway Union, and to formulate bargaining strategies for future collective bargaining agreements."

**OPEN SESSION**

Moved by Mr. Miller, seconded by Mr. Sorce to return to open session at 9:50 a.m. Motion carried unanimously by roll call vote.

**POSSIBLE ACTION ON ITEM(S) DISCUSSED IN CLOSED SESSION**

Moved by Mr. Sorce, seconded by Mr. Core to approve the Washington County Sheriff's Department Protective Services Command Staff Labor Agreement for the period of January 1, 2011, to December 31, 2011, and forward to the County Board. Motion carried.

**UPDATE ON THE COUNTY PAY PLAN STUDY**

*Appearance: Charlie Carlson, Consultant*

Mr. Carlson discussed the requirements for a sound compensation program, the project scope and method of the classification and compensation study for Washington County, and the timeline and due dates.

The meeting recessed at 10:21 a.m. and reconvened at 10:27 a.m.

**REINSURANCE RENEWAL**

*Appearance: Rae Anne Beaudry, Horton Group*

1 Ms Beaudry reported the Horton Group sent a request to six vendors for specific and aggregate  
2 stop loss insurance for the calendar year 2012. Initial quotes were given showing a range of  
3 specific stop loss pricing options from a low 7.49% increase to the current rates; to a high of  
4 44.63% increase to the current rates. QBE of America, Washington County's current stop loss  
5 vendor, came in 8.73% overall and originally had three "lasers" to the plan, which would  
6 increase the County's liability by \$150,000  
7

8 Horton Group asked QBE of America to reconsider the lasers on the three individuals to reduce  
9 County liability in exchange for a small increase in total premium. The total annual cost is  
10 reduced by 11% in the second situation or 1.5% less than in the first proposal from the QBE of  
11 America. No additional underwriting, disclosure, or other claim files are necessary for  
12 acceptance of this offer.  
13

14 Ms. Beaudry stated it is important to realize that though the premium is increasing, there is no  
15 additional increase or income to either Horton Group or Auxiant, as income on this policy was  
16 limited last year and both entities have agreed to continue the current commissions that are in  
17 place. It is the recommendation of the Horton Group and Auxiant that Washington County  
18 renew with the current stop loss vendor, QBE of America, at the revised increase presented, with  
19 removal of the lasers, and additional liability as noted.  
20

21 Moved by Mr. Miller, seconded by Mr. Core to approve QBE of American (SLG) as Washington  
22 County's Reinsurance carrier for 2012 at the revised increase presented, with the removal of the  
23 "lasers", and additional liability as noted.  
24

## 25 **DISCUSS WISCONSIN'S CONCEALED CARRY LAW (2011 WISCONSIN ACT 35)** 26 **AND REVIEW 2011 ORDINANCE 15 REGARDING POSTING COUNTY BUILDINGS**

27 Ms. Nass reported the County Board, at their October 25, 2011, meeting tabled 2011 Ordinance  
28 15 for further consideration at the December 13, 2011, meeting. Ms. Nass presented a redraft of  
29 2011 Ordinance 15, reviewed the changes, and discussed the process on how the redraft of 2011  
30 Ordinance 15 will be considered at the December 13, 2011, meeting. Mr. Johnson discussed  
31 instituting a policy prohibiting Washington County employees to concealed/carry in the  
32 workplace and will bring this back for discussion at a future meeting. Moved by Mr. Miller,  
33 seconded by Mr. Heidtke to approve the redraft of 2011 Ordinance 15 as presented, and forward  
34 to the County Board. Motion carried with Mr. Justman voting no.  
35

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

### 37 Commendations

38 Moved by Mr. Sorce, seconded by Mr. Heidtke to approve the commendation resolutions for  
39 Anthony E. Dricken, who has 28 years of service and is retiring from his position of Custodian in  
40 the Facilities Department, Lynn L. Boelkow, who has 27 years of service and is retiring from her  
41 position of Court Assistant in the Clerk of Courts Office, and Thomas A. Rettler, who has 22  
42 years of service, and is retiring from his position of Laborer/Operator/Patrol in the Highway  
43 Department. Motion carried.  
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### 45 Employee Relations Activities

46 No report.

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## **NEXT MEETING DATES**

The Administrative Services Committee will tentatively meet on ~~Tuesday~~ **Thursday (corrected 12/22/111)**, December 22, 2011, at 9:00 a.m.

## **CONSIDER 2011 PURCHASE OF USED TRUCK TO REPLACE OLD FACILITIES TRUCK**

*Appearance: Facilities Manager David Loomans*

Mr. Loomans requested approval to purchase a used pickup truck to replace an 18-year old pickup truck, which requires extensive repairs. Mr. Loomans is proposing to transfer \$10,000 from the Facilities Gas Utility account to the Facilities Outlay account to purchase a used pickup truck. Moved by Mr. Miller, seconded by Mr. Sorce to approve the transfer of \$10,000 from the Facilities Gas Utility account to the Facilities Outlay account to purchase a used pickup truck, and forward to the Finance Committee. It was brought to the Committee's attention that purchasing a new pickup truck under a state contract, at a cost of \$16,000, may be a better option. Moved by Mr. Miller, seconded by Mr. Sorce to amend the motion to approve the transfer of not to exceed \$16,000 from the Facilities' Gas Utility account to the Facilities Outlay account to purchase a new pickup truck under a state contract, and forward to the Finance Committee. Motion to purchase a pickup truck as amended carried.

## **FUTURE AGENDA ITEMS**

- Washington County Employee policy regarding Concealed Carry law
- Step Plans in 2012, before new Pay Plan

## **ADJOURNMENT**

Moved by Mr. Core, seconded by Mr. Heidtke to adjourn the meeting at 11:32 a.m. Motion carried.

Brenda J. Jaszewski, County Clerk