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**WASHINGTON COUNTY
ADMINISTRATIVE SERVICES COMMITTEE**

Courthouse - Government Center
West Bend, WI

November 15, 2012
9:00 a.m.

Present: Raymond Heidtke, Michael Miller, Dennis Myers, Peter Sorce, and Michael Weston.

Also Present: Administrative Coordinator Doug Johnson, Clerk of Circuit of Courts Theresa Russell, County Attorney Kim Nass, County Board Chairperson Herbert Tennies, County Clerk Brenda Jaszewski, Chief Deputy County Clerk Linda Doro, Human Resources Analyst Sandy Weiland, Human Resources Director Peter German, Human Resources Employee Benefits Manager Michelle Hoey, Human Resources Employee Benefits Specialist Mary Lynn Christian, Payroll Supervisor Sandy Vorpahl, Purchasing Buyer Roy Hartmann, Samaritan Campus Administrator Ed Somers, and Sheriff Dale Schmidt.

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

CLOSED SESSION

Appearance: Ryan Smale, Horton Group

Moved by Mr. Heidtke, seconded by Mr. Miller to convene into Closed Session 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 competitive proposals to administer Workers' Compensation Benefits and to discuss the Deputy Sheriff contract, and to formulate bargaining strategies for future collective bargaining agreements." Motion carried unanimously by roll call vote.

OPEN SESSION

Moved by Mr. Miller, seconded by Mr. Weston to return to Open Session at 10:18 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. Myers to approve Wisconsin County Mutual Insurance Corporation as the Third-Party Administrator for the Washington County Self-Insured Workers' Compensation Plan for 2013. Motion carried.

REPORT ON 2013 PROPERTY INSURANCE COST

Ms. Jaszewski reported Washington County's Property Liability insurance premium with Local Government Property Insurance Fund (LGPIF) is increasing from \$63,788 in 2012, to approximately \$92,000 for 2013. This premium increase is due to several reasons including; LGPIF net assets to pay claims declining from \$41.2 million as of June 30, 2009, to \$20.5 million as of June 30, 2011; incurred the highest level of claims activity during fiscal 2010 and 2011; and issuing a \$12 million dividend in FY 2009-10. Numerous industry sources indicate LGPIF remains the most competitive regarding pricing.

1 **MINUTES**

2 Moved by Mr. Miller, seconded by Mr. Myers to approve the minutes of October 25, 2012, as
3 presented. Motion carried.

4
5 **REINSURANCE RENEWAL**

6 *Appearance: Rae Anne Beaudry, Horton Group*

7 Ms Beaudry reported the Horton Group sent a request to seven vendors for specific and aggregate
8 stop loss insurance for the calendar year 2013. Initial quotes were given showing a range of
9 pricing options from a low of \$197,000 under the current rate, to a high of a 67% increase to the
10 current rate. There are two recommended carriers for consideration with two options.

11
12 United States Fire has the lowest fixed cost at \$197,000 less than the current premium; however,
13 this plan has two firm "lasers" to the plan, which would increase the County's liability by
14 \$325,000 and one additional "conditional laser" that stands at \$200,000. Additionally, the overall
15 aggregate liability is \$550,000 greater than QBE Insurance, who is Washington County's current
16 provider.

17
18 QBE Insurance has a fixed price increase of 21%, which translates into an additional fixed cost of
19 \$250,000. Additionally, they have included one firm "laser" in the amount of \$250,000 and one
20 "conditional laser" for a potential increase in liability to the County of \$500,000. However, the
21 total overall liability or the aggregate liability to the County is actually \$550,000 less than the
22 proposal from United States Fire.

23
24 Ms. Beaudry stated it is up to the Administrative Services Committee to decide whether to pay
25 less in fixed costs and take on more risk, or pay more in fixed costs and have less overall risk.
26 Also, another consideration is to continue with the current flat dollar amounts paid in commissions
27 to Horton and to Auxiant, Washington County's third party administrator, or include an additional
28 \$15,000 for Risk Management Prevention Services for Workers' Compensation. This additional
29 \$15,000 would be added to the specific premium amount.

30
31 Option #1 for QBE Insurance has a specific premium in the amount of \$1,250,628.24, and an
32 estimated total cost of \$10,037,073.52. Option #14 for United States Fire has a specific premium
33 in the amount of \$801,923.16, and an estimated total cost of \$10,570,382.32.

34
35 Moved by Mr. Myers, seconded by Mr. Miller to approve United States Fire as Washington
36 County's Reinsurance carrier for 2013 with the rates as presented, including an additional \$15,000
37 for Risk Management Prevention Services for Workers' Compensation. The motion was defeated
38 with Mr. Heidtke, Mr. Miller, and Mr. Sorce voting no.

39
40 Moved by Mr. Heidtke, seconded by Mr. Weston to approve QBE Insurance as Washington
41 County's Reinsurance carrier for 2013 with the rates presented, including an additional \$15,000 for
42 Risk Management Prevention Services for Workers' Compensation. The motion carried with Mr.
43 Myers and Mr. Sorce voting no.

1 **PROGRESS REPORT ON THE NUMBER OF PAY PLAN APPEALS AND DECISION**
2 **ON THE NUMBER OF MEETINGS NEEDED**

3 *Appearance: Charlie Carlson, Consultant*

4 Mr. German reported there are 67 Pay Plan appeal cases, which involves 193 employees in the
5 appeal process. Mr. Carlson discussed the appeal process and informed the Committee he will be
6 meeting with Peter German, Human Resources staff, and Doug Johnson to analyze the appeals and
7 prepare a recommendation to Administrative Services Committee. It was the Committee's
8 consensus to provide the employees, who have submitted an appeal, an opportunity to appear
9 before the Committee and state their case.

10
11 The meeting recessed at 11:38 a.m. and reconvened at 11:43 a.m.

12
13 **DISCUSSION ON THE EXPIRATION OF THE SAMARITAN UNION CONTRACT AND**
14 **DECISION ON HOW TO ADMINISTER EMPLOYEES**

15 Mr. German presented an ordinance amendment to 7.03(3) of the Washington County
16 Classification and Compensation Washington County Code regarding Miscellaneous Rates for
17 Samaritan Health employee positions:

- 18
19 1. Shift (\$1.00/hr), weekend (\$1.00/hr) and mentoring (\$.85/hr) premiums for the employee
20 classifications listed below.
21 a) Plant Operations/Maintenance Workers
22 b) Certified Nursing Assistants - Regular
23 c) Cooks
24 d) Dietary Aides
25 e) Activity Aides

26
27 The weekend premium for all employees means the time period between 11:00 p.m. Friday
28 night to 11:00 p.m. Sunday night, inclusive.

29
30 The shift premium for the Nursing staff is for anytime worked on second and third shift,
31 while the remaining employees receive the shift premium between the hours of 3:00 p.m.
32 and 5:00 a.m.

- 33
34 2. Casual Certified Nursing Assistants will be paid as follows:
35 a) Hired prior to 1/1/12 - \$19.10/hr
36 b) Hired prior to 1/1/12 - Holiday Pay - \$22.14/hr
37 c) Starting Pay - \$15.15/hr
38 d) After 12 months of employment - \$15.65/hr
39 e) Holiday Pay - \$18.18/hr
40 f) After 12 months of employment Holiday Pay - \$18.69/hr

41
42 The Administrative Services Committee was also informed the Memorandum of Understanding
43 for the Casual (Non-Benefit) Certified Nursing Assistant Position will be incorporated into the
44 Samaritan Employee handbook.

45
46 Moved Mr. Miller, seconded by Mr. Heidtke to approve an ordinance to amend Section 7.03(3) of
47 the code relating to the Washington County Classification and Compensation as presented, and
48 forward to the County Board. Motion carried.

1 **REPORT ON OVERTIME ISSUES AND SET DEFINITION FOR ELIGIBILITY TO**
2 **EARN OVERTIME PAY FOR NON-EXEMPT EMPLOYEES**

3 Mr. German presented the concerns of the Highway and Sheriff departments regarding the County
4 implementing a stricter policy on overtime based on FLSA guidelines. Moved by Mr. Heidtke,
5 seconded by Mr. Miller to postpone action on this issue until the December 10, 2012,
6 Administrative Services Committee meeting.
7

8 **HUMAN RESOURCES DIRECTOR'S UPDATE**

9 Commendation Resolutions

10 Moved by Mr. Heidtke, seconded by Mr. Weston to approve the commendation resolutions for
11 Geraldine Schladweiler, who has 39 years of service and is retiring from her position of Licensed
12 Practical Nurse at the Samaritan Health Center, Patricia Lewko, who has 11 years of service and is
13 retiring from her position of Certified Nursing Assistant at the Samaritan Health Center, Kathleen
14 Carlson, who has 23 years of service and is retiring from her position of Senior Court Assistant at
15 the Clerk of Courts, Barbara Carini, who has 32 years of service and is retiring from her position
16 of Senior Social Worker at the Human Services Department, and Linda Stumpf, who has 16 years
17 of service and is retiring from her position of Economic Support Supervisor at the Human Services
18 Department, and forward to the County Board. Motion carried.
19

20 Employee Relations Activities

21 No report.
22

23 **NEXT TENTATIVE MEETING DATE**

24 The Administrative Services Committee will tentatively meeting on Monday, December 10, 2012,
25 at 9:00 a.m.
26

27 **REPORT ON NOVEMBER 6, 2012 ELECTION**

28 Ms. Jaszewski reported on the November 6, 2012, election.
29

30 **REVIEW AND ACTION ON FINAL CHANGE ORDER FOR ROOFING PROJECT AT**
31 **THE SHERIFF'S DEPARTMENT**

32 *Appearance: Dave Velcheck*

33 Moved by Mr. Myers, seconded by Mr. Heidtke to approve a change order, in the amount of \$500,
34 to install a tapered edge around the perimeter of the former basketball court area as part of the
35 Sheriff's Roofing project. Motion carried.
36

37 **ADJOURNMENT**

38 Moved by Mr. Miller, seconded by Mr. Heidtke to adjourn the meeting at 12:32 p.m. Motion
39 carried.
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44 Brenda J. Jaszewski, County Clerk