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**WASHINGTON COUNTY  
ADMINISTRATIVE SERVICES COMMITTEE**

Courthouse - Government Center  
West Bend, WI

December 2, 2013  
1:30 p.m.

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

Also Present: County Board Chairperson Herbert Tennes, 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 Analyst Mary Lynn Christian, Human Resources Employee Benefits Specialist Patricia Werner, Health Director Linda Walter, Highway Commissioner Tom Wondra, Human Services Deputy Director Ruth Reines, Captain Steve Gonwa, Captain Shirley Miller, Supervisor Joseph Gonnering, Chief Deputy County Clerk Linda Doro, and Richard Bertram.

Chairperson Sorce called the meeting to order at 1:30 p.m. and read the Affidavit of Posting.

**CLOSED SESSION**

Moved by Mr. Myers, seconded by Mr. Weston to convene into Closed Session at 1:31 p.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 "to discuss the 2013 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. Weston, seconded by Mr. Myers to return to Open Session at 2:35 p.m. Motion carried unanimously by roll call vote.

**ACTION ON ITEM DISCUSSED IN CLOSED SESSION**

No action.

The meeting recessed at 2:35 p.m. and reconvened at 2:42 p.m.

**MINUTES**

A correction was noted on Page 3, Line 12 of the November 14, 2013 minutes: Ms. ~~Hoey~~ Haag. Moved by Mr. Miller, seconded by Mr. Myers to approve the November 14, 2013, minutes as corrected. Motion carried.

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

*Appearance: Rae Ann Boudry, Horton Group*

Ms. Boudry reported three bids were received and it is the recommendation of the Horton Group and Auxiant that Washington County renew with the current stop loss vendor QBE. QBE has elected to continue current rates and remove all lasers on individual claimants. Also, QBE has reduced their aggregate premium from \$5.40 to \$4.41 per employee per month, and there is no

1 additional underwriting, disclosure, or other claim files that are necessary for the acceptance of  
2 this offer.

3  
4 Moved by Mr. Miller, seconded by Mr. Myers to approve QBE as Washington County's  
5 Reinsurance carrier for 2014, with the rates presented. Motion carried.

#### 6 7 **2014 LONG TERM DISABILITY AND LIFE INSURANCE RENEWAL**

8 Ms. Hoey reported the Long Term Disability and Life Insurance Policy rates will not increase in  
9 2014.

#### 10 11 **DISCUSSION AND POSSIBLE ACTION ON PAID TIME OFF POLICY (PTO)**

##### 12 Short Term Disability

13 Ms. Haag reported estimates received last May indicate the County's cost for Short Term  
14 Disability policy is proposed to be under \$230,000. An official request for proposal will be  
15 prepared in six to eight months for the Short Term Disability policy to begin on January 1, 2015.

##### 16 17 Implementation Timeframe

18 Ms. Haag reported the PTO policy and program implementation date is scheduled for July 1,  
19 2014, but there is a possibility that deadline may need to be extended, due to possible staffing  
20 issues and program testing. This Committee will be informed if there is any change to the July 1,  
21 2014, implementation date.

#### 22 23 **DISCUSSION AND POSSIBLE ACTION ON STIPEND FOR INTERIM HUMAN 24 RESOURCES MANAGER**

25 Ms. Haag reported Ms. Hoey has assumed additional duties as interim Human Resources  
26 Manager since the end of July 2013. Based on the savings, due to the resignation of the Human  
27 Resources Director, and the additional duties assumed by the Interim Manager during the last  
28 five months, Ms. Haag is recommending the County provide additional compensation to Ms.  
29 Hoey.

30  
31 Moved by Mr. Miller, seconded by Mr. Weston to provide compensation in the amount of  
32 \$5,000 to Michelle Hoey for the additional duties assumed as interim Human Resources  
33 Manager, due to the vacancy of the Human Resources Director for more than five months.  
34 Moved by Ms. Merten, seconded by Mr. Myers to amend the motion to provide compensation, in  
35 the amount of \$2,500, to Michelle Hoey for the additional duties assumed as interim Human  
36 Resources Manager, due to the vacancy of the Human Resources Director for more than five  
37 months. Motion to amend carried.

38  
39 Motion to provide compensation, in the amount of \$2,500, to Michelle Hoey for the additional  
40 duties assumed as interim Human Resources Manager, due to the vacancy of the Human  
41 Resources Director for more than five months, as amended carried.

#### 42 43 **ORDINANCE FOR TEMPORARY AND LIMITED TERM EMPLOYEES**

44 An ordinance amendment regarding temporary and limited term employees' performance reviews  
45 and progression to the next step was presented. Changes to the ordinance were requested on  
46 Page 1, Line 36: Full-time, Part-time, **and Limited Term.**, Page 1: **Delete Section 2(b) on Lines**  
47 **43-46**, and Page 1, Line 48: rename Section 2(c) to **2(b)**.

1 Moved by Mr. Miller, seconded by Mr. Myers to approve an ordinance to amend Section 7.04 of  
2 the County Code relating to: Administration of the Classification and Compensation Plan with  
3 the changes recommended, and forward to the County Board. Motion carried.  
4

5 **DISCUSSION AND POSSIBLE PAYOUT OF UNUSED VACATION FOR INTERIM**  
6 **HUMAN RESOURCES DIRECTOR**

7 Ms. Haag reported she was appointed Interim Human Resources Director in late July. Since that  
8 time, Ms. Haag has been very busy with managing two departments and losing key staff in the  
9 Finance Department and has been unable to schedule vacation. For those reasons, she is  
10 requesting a payout of 80 hours of her unused vacation time.  
11

12 Moved by Mr. Miller, seconded by Mr. Myers to approve the payout of up to 80 hours of Ms.  
13 Haag's 2013 unused vacation hours, in an amount not to exceed \$3,946.40. Motion carried.  
14

15 **HUMAN RESOURCES DIRECTOR JOB DESCRIPTION**

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. A final draft will be  
18 presented to the Committee at their next meeting.  
19

20 Mr. Weston was excused at 3:30 p.m.  
21

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

23 Commendation Resolutions

24 Moved by Mr. Miller, seconded by Ms. Merten to approve the commendation resolutions for  
25 Margaret L. Anderson, who has 14 years of service and is retiring from her position of  
26 Environmental Health Supervisor at the Health Department, Terry L. Gatzke, who has 29 years  
27 of service and is retiring from his position of Nursing Supervisor at the Samaritan Health Center,  
28 Douglas A. Johnson, who has 33 years of service and is retiring from his position of  
29 Administrative Coordinator at the Administration Department, and Gloria Kohn, who has 18  
30 years of service and is retiring from her position of Accounting Assistant at the Human Services  
31 Department, and forward to the County Board. Motion carried.  
32

33 Employee Relations Activities

34 Ms. Christian introduced Patricia Werner as the new Employee Benefits Specialist.  
35

36 **NEXT TENTATIVE MEETING DATE**

37 The next tentative meeting of the Administrative Services Committee is Thursday, January 2,  
38 2014 at 9:00 a.m.  
39

40 **ADJOURNMENT**

41 Chairperson Sorce adjourned the meeting at 3:40 p.m.  
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Brenda J. Jaszewski, County Clerk