

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48

**WASHINGTON COUNTY  
ADMINISTRATIVE SERVICES COMMITTEE**

Courthouse - Government Center  
West Bend, WI

December 10, 2012  
8:30 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, Assistant Highway Commissioner Tom Wondra, Clerk of Circuit Courts Theresa Russell, Finance Director Susan Haag, Assistant Finance Director Rich Abbott, 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, Corrections Administrator Shirley Miller, Supervisor Melvin Ewert, Supervisor Joseph Gonnering, and Chief Deputy County Clerk Linda Doro.,

Chairperson Sorce called the meeting to order at 8:30 a.m. and read the Affidavit of Posting.

**MINUTES**

Moved by Mr. Weston, seconded by Mr. Myers to approve the minutes of November 15, 2012, as presented. Motion carried.

**APPROVAL OF WE ENERGIES EASEMENT FOR SHERIFF'S STORAGE FACILITY**

*Appearance: County Engineer Scott Schmidt*

Mr. Schmidt reported WE Energies is requesting a 12 foot easement for installation of service to the Sheriff's Evidence/Storage Building. Moved by Mr. Myers, seconded by Mr. Heidtke to approve a resolution granting a 12 foot' easement to WE Energies for installation of service to the Sheriff's Evidence/Storage Building, subject to review by the County Attorney and County Engineer, and forward to the County Board. Motion carried.

**RECONSIDER REINSURANCE RENEWAL PRICING**

*Appearance: Rae Anne Beaudry, Horton Group*

Moved by Mr. Heidtke, seconded by Mr. Miller to reconsider the reinsurance renewal pricing from QBE Insurance. Motion carried.

Mr. German reported, at the November 15, 2012, Administrative Services Committee, QBE Insurance was approved as Washington County's Reinsurance carrier for 2013 based on the lower aggregate liability to the County, and the lower estimated expected cost. After the November 15, 2012, meeting, there was some discussion by staff regarding the additional costs of the Workers Compensation Risk Management Consulting services to be provided by the Horton Group. After further discussion, it was determined that the County should explore what type of services Wisconsin County Mutual Insurance Corporation, who is the Third-Party Administrator for the Washington County Self-Insured Workers' Compensation Plan for 2013, can offer for Workers Compensation Risk Management, and not contract with the Horton Group for this service for the additional cost of \$15,000. Mr. German reported the Horton Group was also able to negotiate a further reduction of \$65,002 from QBE Insurance for the fixed costs when they were informed of the Administrative Services Committee's concerns with receiving the quote at the last minute.

1 Mr. German is recommending Option #1 revised from QBE Insurance which has a specific  
2 premium in the amount of \$1,185,625.80, and an estimated cost of \$8,270,332.92.

3  
4 Moved by Mr. Weston, seconded by Mr. Myers to approve Option #1 revised from QBE  
5 Insurance as presented, which includes the elimination of the \$15,000 for Workers' Compensation  
6 Risk Management Services by Horton Group. Motion carried.

7  
8 **ACTION ON ELIGIBILITY TO EARN OVERTIME PAY FOR NON-EXEMPT**  
9 **EMPLOYEES**

10 Mr. German reported the Administrative Services Committee can choose to maintain the current  
11 policy regarding eligibility to earn overtime pay for non-exempt employees or move forward to a  
12 stricter policy based on FLSA guidelines by removing the vacation and holiday as part of the 40-  
13 hour calculation for overtime for non-exempt employees. Ms. Haag expressed her concerns  
14 regarding the County implementing a stricter policy on overtime based on FLSA guidelines.

15  
16 Moved by Mr. Myers, seconded by Mr. Heidtke to strictly implement FLSA overtime standards  
17 for all non-exempt positions, which means that overtime calculation is based on actual hours  
18 worked (excludes sick time, vacation, holiday, administrative leave (sheriff department only) per  
19 7.05(12)(e)5, funeral leave, jury duty, except for the following positions: Sheriff's Department  
20 Corrections Sergeant, Corrections Officer, Deputy Sheriff Sergeant, Communications Officers and  
21 Highway Department Mechanic Foreman, Laborer/Patrolman, Mechanic, Traffic Signer, and  
22 Foreman. Motion was defeated with Mr. Heidtke, Mr. Miller, Mr. Myers, Mr. Weston and Mr.  
23 Sorce voting no.

24  
25 Moved by Mr. Myers, seconded by Mr. Weston to eliminate the paid sick leave as part of the  
26 calculation for overtime within the Sheriff's Department, with the exception of the Sheriff's  
27 Deputies. Motion carried.

28  
29 **CONSIDER FIRST BATCH OF APPEALS UNDER THE PAY PLAN APPEAL PROCESS**

30 *Appearance: Consultant Charlie Carlson*

31 The December 10, 2012, Appeal Process Recommendations list was presented to the  
32 Administrative Services Committee. Mr. Carlson discussed the appeal process and what will be  
33 required of the Administrative Services Committee. Mr. German reported that the Administrative  
34 Services Committee will take action on all appeals at their meeting on January 31, 2013.

35  
36 Highway Department

37 Case 64: Laborer/Operator/Patrol position. Appearance and remarks from Highway Laborers Dan  
38 Schmidt, Kevin Wanke, Keith Ellenbecker, and Assistant Highway Commissioner Tom Wondra.

39  
40 Case 63: Laborer/Operator/Patrol position. Appearance and remarks from Assistant Highway  
41 Commissioner Tom Wondra.

42  
43 Case 61: Highway Mechanic. Appearance and remarks from Assistant Highway Commissioner  
44 Tom Wondra.

45  
46 Case 58: Shop Superintendent. Appearance and remarks from Assistant Highway Commissioner  
47 Tom Wondra.

48

1 Case 59 and 60: Patrol Superintendent. Appearance and remarks from Assistant Highway  
2 Commissioner Tom Wondra.

3  
4 Case 62: Highway Foreman. Appearance and remarks from Assistant Highway Commissioner  
5 Tom Wondra.

6  
7 Planning and Parks Department

8 Case 2: Land Use Inspector. Appearance and remarks from Land Use Inspector Dave Lindner and  
9 Planning and Parks Deputy Administrator Debora Sielski.

10  
11 Case 5: Land and Water Conservation Project Technician. Appearance and remarks from Land  
12 and Water Conservation Project Technicians Stephanie Egner and Paul Backhaus, and Planning  
13 and Parks Deputy Administrator Debora Sielski.

14  
15 Case 6: County Engineer/Surveyor. Appearance and remarks from County Engineer Scott  
16 Schmidt and Planning and Parks Deputy Administrator Debora Sielski.

17  
18 Samaritan Health Center

19 Case 4: Plant Operations/Maintenance Worker. Appearance and remarks from Maintenance  
20 Worker Robert Krajna and Samaritan Campus Administrator Ed Somers.

21  
22 Case 3: Medicare Coordinator/RN. Appearance and remarks from Samaritan Campus  
23 Administrator Ed Somers.

24  
25 Case 9: Electronic Health Data System Coordinator. Appearance and remarks from Samaritan  
26 Campus Administrator Ed Somers.

27  
28 The meeting recessed at 10:45 a.m. and reconvened at 10:55 a.m.

29  
30 Sheriff's Department

31 Case 29: Corrections Sergeant. Appearance and remarks from Corrections Sergeant John Julson,  
32 Corrections Administrator Shirley Miller, and Sheriff Dale Schmidt.

33  
34 Case 36 & 37: Corrections Officer. Appearance and remarks from Corrections Administrator  
35 Shirley Miller and letter read from Corrections Officer Bryan Hansen.

36  
37 Case 33: Communications Officer. Appearance and remarks from Corrections Administrator  
38 Shirley Miller and Sheriff Dale Schmidt.

39  
40 Case 30: Communications Supervisor. Appearance and remarks from Captain Steve Gonwa and  
41 Sheriff Dale Schmidt.

42  
43 Finance Department

44 Case 13: Assistant Finance Director and Deputy Finance Director. Appearance and remarks from  
45 Finance Director Susan Haag and Assistant Finance Director Rich Abbott.

1 Administration

2 Case 57: Emergency Management Coordinator. Remarks from Administrative Coordinator Doug  
3 Johnson.

4  
5 Health Department

6 Case 1: Health Department Director. Remarks from Administrative Coordinator Doug Johnson.  
7

8 **CONSIDER EDUCATION REQUIREMENTS AND PAY CLASSIFICATION FOR**  
9 **HIGHWAY COMMISSIONER**

10 Mr. Johnson reported on the recruiting process of the Highway Commissioner. The  
11 Transportation Committee, at their meeting last Tuesday, considered alternatives to the education  
12 requirements and pay classification of the Highway Commissioner. The Transportation  
13 Committee interviewed the current Assistant Highway Commissioner and as a result of this  
14 interview, the Transportation Committee unanimously is recommending the current Assistant  
15 Highway Commissioner, as Highway Commissioner for Washington County. Because of this  
16 recommendation, Mr. Johnson is presenting an ordinance amendment to the position description  
17 of the Highway Commissioner and pay grade change from Pay Level 17 to Pay Level 16 because  
18 an engineering degree will not be required. Mr. Johnson also reported the Assistant Highway  
19 Commissioner position will be restructured to include qualifications and duties of a civil engineer.  
20

21 Moved by Mr. Miller, seconded by Mr. Weston to deny the request to change the position  
22 description and pay grade change of the Highway Commissioner. Motion was defeated with Mr.  
23 Heidtke, Mr. Myers, Mr. Sorce, and Mr. Weston voting no.  
24

25 Moved by Mr. Heidtke, seconded by Mr. Weston to approve an ordinance amendment to Section  
26 7.03 and 7.03 of the County Code relating to the Washington County Staffing Plan and  
27 Washington County Classification and Compensation Plan regarding the position description and  
28 pay grade changes of the Highway Commissioner, and forward to the County Board. Motion  
29 carried with Mr. Miller voting no.  
30

31 **INFORMATION ON PROPOSED 2012 ORDINANCE 8 - DIRECTOR OF HUMAN**  
32 **RESOURCES APPOINTMENT AND REVIEW**

33 Mr. Johnson reported the Executive Committee approved an ordinance amendment that revises the  
34 appointment and review of authority for the Director of Human Resources from a total authority of  
35 the Administrative Coordinator to a shared responsibility between the Administrative Services  
36 Committee and the Administrative Coordinator, similar to other appointed department heads.  
37

38 **HUMAN RESOURCES DIRECTOR'S UPDATE**

39 Commendation Resolutions

40 Moved by Mr. Heidtke, seconded by Mr. Myers to approve the commendation resolutions for  
41 Michael D. Kuepper, who has 34 years of service and is retiring from his position of Patrol  
42 Superintendent at the Highway Department, Debra J. Klug, who has 17 years of service and is  
43 retiring from her position of Accounting Assistant at the Highway Department, Janice Gettelman,  
44 who has 27 years of service and is retiring from her position of County Treasurer, and Linda  
45 Stumpf, who has 16 years of service and is retiring from her position of Economic Support  
46 Supervisor at the Human Services Department, and forward to the County Board. Motion carried.  
47

48 Employee Relations Activities

1 Mr. German reported the County and the Sheriff Deputy Union is now proceeding to arbitration.  
2 This issue will be on the agenda for the January 10, 2013, Committee meeting.

3

4 **NEXT TENTATIVE MEETING DATE**

5 The Administrative Services Committee will tentatively meeting on Thursday, January 10, 2013,  
6 at 8:30 a.m.

7

8 **CLOSED SESSION**

9 *Appearance: Deputy County Attorney Chris Ohlis*

10 Moved by Mr. Myers, seconded by Mr. Heidtke to convene into closed session at 1:03 p.m.  
11 pursuant to Wis. Stats. §19.85(1)(g), conferring with legal counsel for the governmental body who  
12 is rendering oral or written advice concerning strategy to be adopted by the body with respect to  
13 litigation in which it is or likely to become involved; specifically, "to discuss Worker's  
14 Compensation Case." Motion carried unanimously by roll call vote.

15

16 **OPEN SESSION**

17 Moved by Mr. Heidtke, seconded by Mr. Weston to return to open session at 1:18 p.m. Motion  
18 carried unanimously by roll call vote.

19

20 **POSSIBLE ACTION ON ITEM DISCUSSED IN CLOSED SESSION**

21 Moved by Mr. Miller, seconded by Mr. Myers to authorize the County Attorney the discretion to  
22 proceed as discussed in closed session. Motion carried.

23

24 **ADJOURNMENT**

25 Moved by Mr. Heidtke, seconded by Mr. Weston to adjourn the meeting at 1:21 p.m. Motion  
26 carried.

27

28

29

30

31

Brenda J. Jaszewski, County Clerk