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**WASHINGTON COUNTY
ADMINISTRATIVE SERVICES COMMITTEE**

Courthouse - Government Center
West Bend, WI

December 22, 2011
9:00 a.m.

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

Also Present: Administrative Coordinator Doug Johnson, County Board Chairperson Herbert Tennes, County Attorney Kim Nass, County Clerk Brenda Jaszewski, County Treasurer Janice Gettelman, Finance Director Susan Haag, Assistant Finance Director Rich Abbott, Facilities Manager Dave Loomans, Human Resources Analyst Sandy Weiland, Human Resources Director Peter German, Human Resources Employee Benefits Manager Michelle Hoey, Register of Deeds Sharon Martin, Sheriff Dale Schmidt, Supervisor Richard Bertram, Supervisor Joseph Gonnering, and County Clerk Administrative Assistant Linda Doro.

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

CLOSED SESSION

Moved by Mr. Sorce, seconded by Mr. Core to convene into Closed Session at 9:02 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 Health Department employee's Introductory Period for three months." Motion carried unanimously by roll call vote.

RETURN TO OPEN SESSION

Moved by Mr. Miller, seconded by Mr. Sorce to return to Open Session at 9:10 a.m. Motion carried unanimously by roll call vote.

POSSIBLE ACTION ON ITEMS DISCUSSED IN CLOSED SESSION

Moved by Mr. Heidtke, seconded by Mr. Sorce to extend a Health Department employee's Introductory Period for three months. Motion carried.

MINUTES

A correction was noted on Page 3, Line 3: ~~Tuesday~~ **Thursday**. Moved by Mr. Sorce, seconded by Mr. Core to approve the minutes of November 15, 2011, as corrected. Motion carried.

DISCUSS COUNTY-WIDE STUDY FOR WASHINGTON COUNTY EMPLOYERS AND THE INVOLVEMENT OF OUR EMPLOYEES

Mr. German reported on the "Washington County Retirement and Departure Intentions" study, which is a joint effort of Washington County businesses, in conjunction with Economic Development-Washington County, Germantown Chamber of Commerce, Hartford Area Development Corporation, Moraine Park Technical College, University of Wisconsin-Washington County, UW Extension-Washington County, and the West Bend Area Chamber of Commerce.

1 Despite current high unemployment rates, national and regional data indicate an imminent and
2 significant labor shortage in the near future. It is critical to understand the potential impact these
3 trends may have on Washington County's labor force and develop strategies to minimize their
4 impact.

5
6 The first step in the process is to understand the retirement and departure intentions of
7 Washington County employees. Employers are being asked to administer the survey to all
8 employees in their organizations. The survey takes only a few minutes to complete, there is no
9 cost to the employer to participate, and time required of the employer to distribute the survey is
10 minimal. Moved by Mr. Miller, seconded by Mr. Sorce to allow Washington County employees
11 to participate in the "Washington County Retirement and Departure Intentions" study. Motion
12 carried.

13
14 **DISCUSSION AND POSSIBLE ACTION ON HEALTH DEPARTMENT EMPLOYEE
15 AND PAYOUT OF COMPENSATORY TIME**

16 Moved by Mr. Core, seconded by Mr. Sorce to deny the request of payment of 11 hours of
17 compensatory time at straight wages for Debbie Kiefer. Motion carried.

18
19 **DISCUSSION AND POSSIBLE ACTION ON FINANCE EMPLOYEE AND THE
20 PAYOUT OF VACATION**

21 The Administrative Services Committee respects Ms. Pfothner's loyalty to Washington
22 County; however, they do not want to set a precedent by approving the request to pay the 4.75
23 hours of unused vacation Ms. Pfothner is requesting. Moved by Mr. Core, seconded by Mr.
24 Miller to deny the request of payout of 4.75 hours of unused vacation for Sandy Pfothner.
25 Motion carried.

26
27 **REVIEW OF DIFFERING BENEFITS AND RECOMMENDATIONS**

28 Human Services Union Employees Vacation Schedule (Anniversary vs. Calendar Year)

29 Mr. German reported there are Human Services Union employees that were hired before January
30 1, 1992 that have their vacation schedule based on their anniversary date instead of the calendar
31 year. Mr. German recommended changing these employees' vacation schedules from an
32 anniversary date to a calendar year to be uniform with all other union contract employees and
33 non-represented employees. Moved by Mr. Core, seconded by Mr. Heidtke to approve changing
34 the vacation schedule for Human Services Union employees that were hired before January 1,
35 1992 from an anniversary date to the calendar year, upon expiration of the contract. Motion
36 carried.

37
38 Human Services Union Employees Newly Hired Vacation Benefit

39 Moved by Mr. Heidtke, seconded by Mr. Sorce to approve changing the vacation benefit for
40 newly hired Human Services Union employees to make it uniform with the other union
41 represented and non-represented County employees, upon expiration of their contract. Motion
42 carried.

43
44 The meeting recessed at 9:57 a.m. and reconvened at 10:05 a.m.

45

1 **REVIEW OF WORK RULES FOR EMPLOYEES CONCERNING CONCEALED**
2 **CARRY**

3 Mr. German discussed the Workplace Violence policy in the Washington County Employee
4 handbook as it relates to concealed carry. Ms. Nass stated the Workplace Violence policy should
5 be kept separate from a policy for County employees regarding concealed carry.
6

7 Moved by Mr. Miller, seconded by Mr. Heidtke to direct the Human Resources staff to work the
8 County Attorney to amend the Workplace Violence policy in the Washington County Employee
9 handbook so it is not inconsistent with concealed carry, and bring back to the Committee for
10 consideration. Motion carried.
11

12 **UPDATE ON PAY PLAN STUDY**

13 Mr. German reported the Job Description Questionnaires were due to the Department
14 Supervisors by December 2, 2011, to the Human Resources Department by December 16, 2011,
15 and to Charlie Carlson by December 30, 2011. Mr. Carlson will present an update on the Pay
16 Plan study to the County Board on January 10, 2012.
17

18 **DISCUSSION AND POSSIBLE ACTION ON UNION EMPLOYEE PAY STEP**
19 **PROGRESSION**

20 Mr. German reported because of Act 10, the County has the right to alter the union employee pay
21 step progression. Mr. German is recommending no change to the union employee pay step
22 progression until the pay plan study is completed by Charlie Carlson. Moved by Mr. Core,
23 seconded by Mr. Heidtke to keep the union employee pay step progression consistent with the
24 non-union employee pay step progression, until the pay plan study is completed. Motion carried.
25

26 **DISCUSSION ON CONTINUITY AND CHAIN OF COMMAND IN THE FOLLOWING**
27 **DEPARTMENTS: HUMAN RESOURCES, COUNTY CLERK, AND FACILITIES**
28 **MANAGEMENT**

29 Ms. Jaszewski, Mr. Johnson, and Mr. German discussed the chain of command within their
30 departments.
31

32 **HUMAN RESOURCES DIRECTOR'S UPDATE**

33 Commendations

34 Moved by Mr. Miller, seconded by Mr. Sorce to approve the commendation resolutions for
35 Barbara A. Extence, who has 31 years of service, and is retiring from her position of Judicial
36 Assistant in the Clerk of Courts Department, Christina G. Rodriguez, who has 30 years of service
37 and is retiring from her position of Economic Support Specialist in the Human Services
38 Department, Christine A. Price, who has 16 years of service and is retiring from her position of
39 IS Data Communication Specialist in the Finance Department, Janice D. Hahn, who has 19 years
40 of service and is retiring from her position of Public Health Nurse in the Health Department,
41 Mary H. Dexter, who has 19 years of service and is retiring from her position of Accounting
42 Assistant in the Clerk of Courts Department, Patricia A. Nysse, who has 11 years of service and
43 is retiring from her position of County Clerk Assistant in the County Clerk's office, and Robert
44 V. Bodden, who has 36 years of service and is retiring from his position of Custodian in the
45 Administration-Facilities Department. Motion carried.
46

1 Employee Relations Activities

2 Mr. German reported per Act 10, the union recertification elections are now beginning and the
3 County's five unions have initiated a proposal to move forward.

4
5 **NEXT MEETING DATES**

6 The Administrative Services Committee will tentatively meet on Thursday, January 26, 2012,
7 time to be determined, Thursday, February 16, 2012, at 1:00 p.m., Tuesday, March 6, 2012, at
8 9:00 a.m., and Thursday, March 22, 2012, at 9:00 a.m.

9
10 **WE ENERGIES EASEMENT AT EAST WASHINGTON STREET, NORTH INDIANA**
11 **AVENUE, AND WILSON AVENUE**

12 *Appearance: County Engineer Scott Schmidt*

13 Mr. Schmidt reported WE Energies is requesting a 12' wide easement parallel to Indiana Avenue
14 and along Wilson Avenue to upgrade electrical services, bury power lines, and install a switch
15 fuse unit. WE Energies has agreed to abandon or release, any rights obtained from the placement
16 of utilities on County lands near this easement. WE Energies also would move an easement line
17 to accommodate a possible future second sally port, at no cost to Washington County. Moved by
18 Mr. Miller, seconded by Mr. Core to grant the 12' wide easement to WE Energies as presented,
19 and authorize the County Attorney and County Engineer to work with WE Energies regarding
20 the cleanup and abandonment of easements on County lands. Motion carried.

21
22 **REPORT ON PURCHASE OF PROFESSIONAL SERVICES - COUNTY CLERK**

23 Ms. Jaszewski reviewed the nine areas of professional services in the Central Reproductions
24 office and two areas of professional services in the County Clerk Department.

25
26 **CONSIDER ADDITIONAL UNCOMPLICATED EECB GRANT PROJECTS WITH**
27 **REMAINING FUNDS**

28 Mr. Loomans reported there is approximately \$30,000 available for additional EECB grant
29 projects. Mr. Loomans presented a proposal of four projects, at a cost of approximately \$29,400,
30 and two alternatives at a cost of approximately \$12,400. Mr. Loomans would apply for an
31 amendment to the EECB grant and bid this project in January. Moved by Mr. Sorce, seconded
32 by Mr. Heidtke to authorize Facilities Management to apply for an amendment to the EECB
33 grant and bid out the additional parking lot lighting retrofits as presented. Motion carried.

34
35 **FUTURE AGENDA ITEMS**

- 36
 - Carry Over of Floating Holidays and Vacation Days
 - Alternate Terms for County Board Supervisors

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38
39 **ADJOURNMENT**

40 Moved by Mr. Heidtke, seconded by Mr. Sorce to adjourn the meeting at 11:31 a.m. Motion
41 carried.

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46 Brenda J. Jaszewski, County Clerk