

The Administrative Committee met in Room 118 of the Administration Center.

Present: Supervisors Cronce, Stern, Becker, Dean and Schlenvogt. Staff: County Administrator Meaux, Assistant County Administrator Dzwinel, Benefits Manager Klumb, Finance Director Lamb and County Clerk Winkelhorst.

Others Present: Supervisor Walerstein, David Barrow, III and Attorney Ron Stadler.

Call to Order/Proper Notice/Adoption of Agenda: Meeting called to order by Chairperson Cronce at 8:03 A.M. Assurance that the meeting was properly noticed, so noted by Ms. Winkelhorst. Chairperson Cronce requested that items on the agenda pertaining to Corporation Counsel be moved ahead as soon as Mr. Kenealy arrives due to staff shortage in that department. Motion made by Supervisor Stern, seconded by Supervisor Dean to adopt the agenda as revised. All members present voting aye. Motion carried. (5-0).

Public Comments/Correspondence/Communications: There were none.

Approve Minutes from June 27 Meeting: Motion made by Supervisor Dean, seconded by Supervisor Stern to approve the June 27 minutes as mailed. All members present voting aye. Motion carried. (5-0).

Motion made by Supervisor Becker, seconded by Supervisor Schlenvogt to enter into closed session pursuant to Section 19.85 (1)(c) of the Wisconsin State Statutes. Roll call vote was taken. All members present voting aye. Motion carried. (5-0)

Closed Session – Pursuant to Section 19.85(1)(c) of the Wisconsin State Statutes – Review Ozaukee County’s Preliminary Offer for OPEIU Union Contract 2009-2010: 8:04AM entered into closed session. Present: Cronce, Stern, Becker, Dean, Schlenvogt, Meaux, Dzwinel, Klumb, Lamb, Walerstein, Stadler and Winkelhorst.

9:04AM Supervisor Dean out of attendance.

Motion made by Supervisor Schlenvogt, seconded by Supervisor Becker to enter into open session. Roll call vote taken. All members present voting aye. Motion carried. (4-0)

Open Session-Approve Ozaukee County’s Preliminary Offer for OPEIU Union Contract 2009-2010: Entered into open session at 9:05AM. Present: Cronce, Stern, Becker, Dean, Schlenvogt, Meaux, Dzwinel, Klumb, Lamb, Capt. Guss, Sheriff Straub, Technology Resource Director Buhler, Human Services Director Haupt, Walerstein and Winkelhorst. There was no action taken.

Action Items:

Approve Requests to Fill Vacant Positions:

Sheriff’s Department-Dispatcher-Full-time, OPEIU Union Pay Grade 8: Sheriff Straub reviewed the request to fill the Dispatcher position due to the incumbent retiring after 27 years of service. This request will go to the oversight committee on July 29. Motion made by Supervisor Stern, seconded by Supervisor Becker to approve the request to fill the Dis-

patcher position contingent upon approval by the Public Safety Committee. All members present voting aye. Motion carried. (5-0)

Health & Human Services Department-Limited Term Support Staff Position: Mr. Haupt stated that this is still part of the transitioning to Family Care with the transfer of one support position to the Aging & Disability Resource Center. This position would be in effect until Family Care clients have been transitioned and support tasks absorbed by current staff due to the loss of a full-time position. A temporary person was hired for the summer and this would be a different person in the position to finish out the transition period. At this time the position is not included in the 2009 budget.

Motion made by Supervisor Stern, seconded by Supervisor Becker to approve the request to fill the limited term support staff position. All members present voting aye. Motion carried. (5-0)

9:17AM Planning & Parks Director Struck joined the meeting.

Planning & Parks Department-Waubedonia & Virmond Park Caretaker Position: Mr. Struck explained that for the contract for the Virmond Park Caretaker position he is suggesting a position description change that would be equivalent to the Waubedonia Caretaker position. The Virmond Park Caretaker is strictly contractual where as the Waubedonia Caretaker position is a union position. Mr. Dzwinel stated that the Waubedonia position should be addressed in negotiations.

Motion made by Supervisor Becker, seconded by Supervisor Dean to approve the request to fill the Waubedonia Park Caretaker position. All members present voting aye. Motion carried. (5-0)

Approve Request to Study and Fill Positions:

Planning & Parks Department-Greenskeeper II-Full-time, Non Represented Pay Grade 106:

This request is due to the retirement of the incumbent after 35 years of service. Mr. Struck would like to have this position studied to refill at a Superintendent position. This position has had consistent, significant overtime and recognizing that overtime Mr. Struck has requested an increase to a salaried position with no overtime. This position has also been given a higher level of responsibility.

Mr. Meaux supports this request and referenced that typically Golf Superintendents do work extreme overtime and it would make sense to have it a salary position. Chairperson Cronce questioned as to whether one superintendent position could be created to manage both golf courses with support staff underneath. Mr. Meaux commented that it is a possibility that they have been looking at in the reorganization.

The position is funded through the Golf Course Enterprise Fund. Discussion on the golf courses and management. Mr. Meaux requested deferral until the next meeting. The consensus of the committee is to allow thirty days or more to move ahead with reviewing the options for this position.

9:32AM Treasurer Makoutz joined the meeting.

Chairperson Cronce moved ahead in the agenda.

Review and Approve Out of State Travel-Planning & Parks Director to Attend Coastal Conference: Mr. Struck state that all expenses are covered through the NOAA Grant Funding except for meals. Motion made by Supervisor Dean, seconded by Supervisor Stern to approve the request to travel out of state for the Coastal Conference. Chairperson Cronic questioned as to whether the “Geospatial Technologies for Land Use Planning in Great Lakes Coastal Communities” has been presented to the Environment and Land Use. Mr. Struck stated that it was presented over a year ago. Chairperson Cronic also commented on the lateness of the request and Mr. Struck stated that he was just contacted a day or two ago regarding this conference. The conference is July 29-31 in Ann Arbor, Michigan and he was specifically invited to attend and present at the workshop. Mr. Struck has been working with NOAA on several research projects. They would like a case study site to have participation in the workshop. Chairperson Cronic would like approval subject to the correct form being submitted. There were no objections. The vote was taken on the motion to approve subject to correct form being submitted. All members present voting aye. Motion carried. (5-0)

Child Support Enforcement Department-Child Support Specialist-Full-time, OPEIU Union Pay Grade 8: Mr. Dzwinel stated that this position was under filled by two pay grades to a grade 6, the probationary employee that filled the position was terminated, which caused the request to fill the position at a pay grade 7 as the pool of original candidates attracted a lower skill level than the position requires. Motion made by Supervisor Becker, seconded by Supervisor Dean to approve the request to fill the Child Support Specialist at a pay grade 7. All members present voting aye. Motion carried. (5-0)

Corporation Counsel-Legal Services Manager-Full-time, Non Represented Pay Grade 106: This request is postponed to a later meeting.

Approve Request to Study Position:

Child Support Enforcement Department-Pleadings & Enforcement Specialist, Part-time (18.75/wk), OPEIU Union Pay Grade 7: Mr. Dzwinel explained that this position could be impacted by the previous position. The recommendation is to wait until the previous position is decided. The consensus of the committee is to put this on hold.

Review and Approve Resolution – Amendment to Policy & Procedure Manual: Section 3.01 Positions and Pay Ranges: Mr. Meaux stated that this request for the Assistant County Administrator to assume a dual role of Human Resources Director would codify the organizational restructuring of the Human Resources Department following the loss of the Employee Relations Coordinator and Senior Personnel Specialist positions in 2007. Motion made by Supervisor Becker, seconded by Supervisor Stern to approve the request to incorporate the Human Resources Director duties as part of the dual role of the Assistant County Administrator. The title change to reflect Assistant County Administrator/HR Director with a change in pay grade from non-representative 112 to 113.

Supervisor Dean questioned the pay range relative to other counties. Mr. Meaux stated that this has been the historical pay range of the Human Resources Director in the county and is based on internal rather than external comparables. The vote was then taken on the motion to approve. All members present voting aye. Motion carried. (5-0)

Review and Approve Report of County Board/Citizen Attendance and Mileage: Supervisor Dean questioned as to whether there is a better way to payout for mileage, as an example as straight amount as oppose to per mile. Discussion on IRS regulations and the administrative process. Mr. Meaux stated that other employees seek reimbursement for mileage and are not approved by committees and historically the supervisors have requested to see this information. Further discussion on efficiencies in the process and possible restructuring.

Motion made by Supervisor Becker, seconded by Supervisor Schlenvogt to approve the report of the attendance and mileage. All members present voting aye. Motion carried. (5-0)

Review and Approve Out of State Travel-Radio Technician/Programmer to Attend Association of Public Safety Officials Conference: Mr. Buhler stated that the Radio Technician/Programmer have attended the MA/Com user conferences in previous years but due to new initiatives he was unable to attend at the time of this years conference. Mr. Buhler feels that the Association of Public-Safety Officials Conference and Expo (APCO) in Kansas City, Missouri have some similar type instructional meetings that would be very valuable to him in Radio Services.

Motion made by Supervisor Dean, seconded by Supervisor Becker to approve the out of state travel request and to exceed the maximum travel allowance of \$850. The total amount needed is approximately \$1,517 for mileage, meals, registration and parking. Chairperson Cronce questioned as to whether the mileage has been verified. Discussion on the forms needed for the travel requests and verification of mileage. The vote was then taken on the motion to approve. All members present voting aye. Motion carried. (5-0)

Discussion Items:

Review and Analysis of 2007 Health Insurance Experience Reports by Kim Hurtz, WCA Group Health Trust: Ms. Hurtz reviewed the annual WCA Group Health Trust report for Ozaukee County and stated that the change two years ago the county to the United Health-care network, has resulted in significant savings. The plan changes that have been implemented have worked very well in Ozaukee County. In reviewing the benefit comparisons among the counties the trend is going to the Health Reimbursement Account Plans (HRA). The prescriptions claims have gone down but the prescription drug cost alone has gone up 6%. Discussion on prescription drug utilization.

10:15AM Corporation Counsel Kenealy joined the meeting.

Ms. Hurtz provided a wellness report of what other counties are doing to promote wellness and that there are grants available. Also provided was the health trend analysis for the period 2003-2007. Further discussion on the reports.

Review and Approve Corporation Counsel's Quarterly Write Offs: Mr. Kenealy reviewed the write-offs and the mental health admittance procedure.

11:03AM Mental Health Coordinator Kojis and Human Services Director Haupt joined the meeting.

The cost for hospitalization for mental health is \$850 per day. Chairperson Cronce raised the question of whether the cost of mental health per day of \$850 could be readdressed to some other number and whether a partial day rate can be obtained. Ultimately this comes

out of the budget so trying to find a way to reduce that amount would be beneficial. Ms. Kojis explained that there is no partial day rate. She also reviewed what the police departments do and the issues that are involved regarding Chapter 51, which deals with involuntary hospitalization. Discussion on involuntary program within the county and/or regionally.

Motion made by Supervisor Becker, seconded by Supervisor Dean to approve the write-offs in the amount of \$40,406.46. All members present voting aye. Motion carried. (5-0)

Department Reports:

County Clerk's Report: Report included in the packet. There were no further questions.

Human Resources Report: Mr. Dzwinel provided in the packet some possible wellness program options and is looking for direction from the committee. Discussion on point system options, finding options that can be quantified and incentive ideas. The consensus of the committee is to direct Mr. Dzwinel to draft a wellness proposal.

Technology Resources Hardware/Software Purchase/Disposal & Project Status: Mr. Buhler has met with one of the vendors on SAN storage and VMware solutions. This is what he would consider phase one of the disaster recovery systems. The remaining hours for General Communications, Inc. for this year are just above 100. Their assistance was used on a couple of different projects that weren't originally intended such as the combined dispatch with City of Port Washington and consolidation of the Town and Village of Fredonia municipal buildings. Next month projected costs will be provided for approval through the remainder of 2008. It was originally thought that there would have been another employee on sight by this time.

Mr. Meaux reviewed the proposal regarding Emergency Management and communications services staffing analysis. This will involve the addition of a Communication Services Administrator in Technology Resources. If this is adopted by the Public Safety Committee it will come back to this committee.

Finance Director's Report: Mr. Lamb reported that the financials look good across the county. Department budgets have been returned to management. Mr. Lamb met with Highway to discuss concerns with central financing.

Treasurer's Report: Ms. Makoutz reported that the Magritz appeal to the Court of Appeals was dismissed. The golf outing for payment online is all set up. Smart Interactive Media helped set this up with no cost to the county. Delinquent taxes are \$200,000 less than last year at sale time in September. Sales tax year to date is up 4.85% and \$113,033. Ms. Makoutz doesn't feel it is because we are earning more or people spending more than last year but rather it may be the software is more accurate than in previous years. It may take an entire cycle under DOR's new sales tax software before we see if it stabilizes and if it becomes less volatile than it has been in the past numerous years, in her opinion.

Claims & Wire Transfers Summary Sheet: Motion made by Supervisor Becker, seconded by Supervisor Stern to approve the Claims & Wire Transfers summary sheet for May in the amount of \$1,515, 431.42. All members present voting aye. Motion carried. (5-0)

Conference/Convention & Meeting Attendance Report: There was nothing to report.

Next Meeting Date: Friday, August 22 – 8:00 AM

Adjournment: Motion made by Supervisor Schlenvogt, seconded by Supervisor Becker to adjourn. All members present voting aye. Motion carried. (5-0)

Meeting adjourned at 12:00PM

Julianne B. Winkelhorst, County Clerk