

The Administrative Committee met in Room A-200 of the Administration Center.

Present: Supervisors Becker, Schlenvogt, and Wirth. Staff: County Administrator Meaux, Human Resources Director Dzwinel, Finance Director Lamb, Technology Resources Director Buhler, Treasurer Makoutz, Corporation Counsel Kenealy, Building Superintendent Behlen, and County Clerk Winkelhorst.

Others Present: Supervisors Petzold and Nelson, Michael Blaska –Wisconsin Counties Association (WCA) Director of Programs & Services, Lori Scheibly and Dean Mansavage, Metropolitan Life Insurance Co. (MetLife).

Absent: Supervisor Cronce

Call to Order/Proper Notice/Adoption of Agenda: Meeting called to order by Vice-Chairperson Becker at 8:07AM. Assurance that the meeting was properly noticed, so noted by Ms. Winkelhorst. Motion made by Supervisor Wirth, seconded by Supervisor Schlenvogt to adopt the agenda as presented. All members present voting aye. Motion carried. (3-0)

Public Comments/Correspondence/Communications: There were none.

Approve Minutes from the January 5 Meeting: Motion made by Supervisor Wirth, seconded by Supervisor Schlenvogt to approve the January 5 minutes as submitted. All members present voting aye. Motion carried. (3-0)

Action Items:

Review/Approve Write-off of Uncollectible Accounts – Corporation Counsel: Motion made by Supervisor Wirth, seconded by Supervisor Schlenvogt to approve the 4th quarter write-offs of uncollectible accounts in the amount of \$37,335.24. All members present voting aye. Motion carried. (3-0)

Review/Approve Requests to Fill Positions:

Janitor Position at Justice Center, OPEIU, Pay Grade 2 – Facilities: Mr. Behlen stated that the position would work two weeks on and two weeks off at 17.5 hours per week. This keeps the position below 600 hours and also provides an experienced substitute if needed on the opposing shift.

Motion made by Supervisor Schlenvogt, seconded by Supervisor Wirth to approve the request to fill the Night Janitor position, Facilities-Justice Center, OPEIU, pay grade 2, 17.5 hours weekly, rotating shift. All members present voting aye. Motion carried. (3-0).

Equipment Operator Position, OPEIU, Fulltime, 40 hrs weekly – Highway: This is a full time operation and all personnel in the shop currently work 40 hours per week, plus during snow storms the shop personnel are in the shop to make necessary repairs to keep equipment rolling, they are also used in emergency situations on the road. They maintain over 100 pieces of Highway Department equipment and 22 Transit Department vehicles. This is a skilled position and the department is already two equipment operators short since 2010 in the road crew, so assigning additional personnel to the shop from the road crew will result in a decreased ability to do the necessary road maintenance.

Mr. Meaux explained that the contracting of the maintenance of the taxi vehicles was looked at after Supervisor Marchese raised the question at the Public Works Committee meeting. In the interim between the committee meetings, Washington County was contacted and provided information on the vendor that services their taxis. The hourly rate is higher than what our hourly

rate is paid for from our taxi vendor. Supervisor Wirth inquired as to why the Sheriff's Department vehicles are contracted out for maintenance. Supervisor Nelson commented that it was difficult getting timely service from the Highway Department and the cost was found to be comparable. Mr. Meaux further stated that this could continue to be looked at but it has proven to not be workable for the Sheriff's Department. The Highway Department does maintain all of their vehicles and the taxi vehicles, which has increased over the years. Mr. Dzwinel also commented that the Highway Department also services the taxis on the road if something should occur with the handicap lifts. It is a little more than just routine maintenance. Mr. Meaux stated that this has proven to be an efficient operation where staff can be utilized as needed and relates to the quality of service that the County provides for the Shared-Ride Taxi Program. Due diligence has been done in looking at the contracting out of the maintenance; therefore, he is recommending approval.

Motion made by Supervisor Schlenvogt, seconded by Supervisor Wirth to approve the request to fill the Equipment Operator, OPEIU, full-time, 40 hrs week position. All members present voting aye. Motion carried. (3-0)

Review Budget Amendment Request - Public Health Emergency Response (PHER) Grant and Prevention Grant – Public Health: The PHER grant contract was extended through 7/30/2011 and is used in addition to the preparedness grants to especially address the pandemic response to the H1N1 flu virus and vaccination program.

Prevention grant funds are additional funds to be used to provide outreach and free radon test kits to Ozaukee County residents to promote radon testing of homes.

Motion made by Supervisor Schlenvogt, seconded by Supervisor Wirth to approve the budget amendment request for the PHER and Prevention Grant funds in the amount of \$38,618. All members present voting aye. Motion carried. (3-0) This item will go to County Board for final approval.

Review/Approve Commendation – Jean M. Zens: Motion made by Supervisor Wirth, seconded by Supervisor Schlenvogt to approve the commendation for Jean Zens. All members present voting aye. Motion carried. (3-0) This item will go to County Board for final approval.

Review/Approve Request to Study Account Clerk I/Assistant Real Property Lister – Treasurer: Ms. Makoutz explained that through the 2011 budget process the Assistant Real Property Lister position was eliminated and the duties will be combined with the Account Clerk I position. Therefore, she is requesting to have the combined position studied.

Motion made by Supervisor Schlenvogt, seconded by Supervisor Wirth to approve the request to study the Account Clerk I/Assistant Real Property Lister in the Treasurer's office. All members present voting aye. Motion carried. (3-0)

Review/Approve Fiscal Services Coordinator Job Evaluation: This was a position that was transferred under Finance from Human Services. Mr. Lamb explained that the person in this position has earned a degree and has met several challenges that were given to him. He has taken over fixed assets, accounts payables, and is currently assisting out at Lasata Campus to complete their annual report for the State. The new challenges that he has assumed is important for the continuity of services for the County. This position is required to be cross trained in several departments along with their own department.

Motion made by Supervisor Schlenvogt, seconded by Supervisor Wirth to approve the title change from Fiscal Services Coordinator to Financial Analyst and an upgrade from paygrade 106 to 108. This will take effect the first payroll following County Board approval. All members present voting aye. Motion carried. (3-0) This will move forward to the County Board for final approval.

Review/Approve Resolution Amending The Policy & Procedure Manual –Group Health Insurance – County Contribution: This codifies in the Policy & Procedure Manual what was identified in the 2011 budget. The County contribution of the Group Health Insurance will be 88% instead of the current 90% for permanent non-represented full-time officials and employees who receive their entire salary from the County. The employee will then pay 12% up from the current 10%.

Motion made by Supervisor Schlenvogt, seconded by Supervisor Wirth to approve amending the Policy & Procedure Manual regarding the Group Health Insurance as outlined in the resolution. All members present voting aye. Motion carried. (3-0) This will move forward to the County Board for final approval.

Review/Approve Voluntary Life Insurance Program for County Employees: Chairperson Becker stated that this program is strictly voluntary for the employee therefore, it provides an added benefit if the employee chooses to participate. The program will also be offered to spouses, dependent children and grandchildren. There is no current cost to the County and it would be a payroll deduction so there is no future cost to the County. The two vendors presented their plan for the Voluntary Life Insurance Program.

Both vendors have comparable whole life policies regarding the guaranteed death benefit, guaranteed level premium, guaranteed cash values, and guaranteed paid-up insurance. The vendors summarized their plans as follows:

MetLife – Texas Life VPL – Plus:

There are three underwriting questions that are included on the application. There are no physical exams. If the answer is yes to any of the questions, there would be a simplified underwriting process that asks additional questions. The policy is portable if employment is terminated. There is no surrender charge. The policy is paid up by age 70. The premium ranges from \$5-\$11 per week.

WCA – Boston Mutual Life Insurance Co.: Whole Life Policy:

There are no physical exams and no questions asked except for the spouse, which if answered yes, there would be additional questions. The policy is portable if employment is terminated. Mr. Blaska reviewed some of the different amounts of insurance vs premiums. There will be a onetime initial open enrollment with Ozaukee County where there would be no questions asked (except for the spouse question) There will be annual enrollments that an employee can join but if the employee didn't join at the initial enrollment they will be subject to underwriting questions. Once you are in the program you can purchase more insurance without any questions asked. The premium ranges from \$2-\$15 per week. There is a surrender charge if the plan is discontinued before the 21st policy year. The policy is paid up by age 95.

Chairperson Becker requested to move ahead in the agenda and come back to this item. There were no objections.

Review/Approve Report of County Board/Citizen Attendance and Mileage: This is the semi-annual report for attendance and mileage for the period July 1-December 31, 2010.

Motion made by Supervisor Wirth, seconded by Supervisor Schlenvogt to approve the Report of County Board/Citizen Attendance and Mileage. All members present voting aye. Motion carried. (3-0) This will move forward to the County Board for final approval.

Claims & Wire Transfers Summary Sheet: Motion made by Supervisor Wirth, seconded by Supervisor Schlenvogt to approve the Claims & Wire Transfers summary sheet for January in the amount of \$4,318,638.63. All members present voting aye. Motion carried. (3-0)

Chairperson Becker reverted back in the agenda to the Voluntary Life Insurance Program. Discussion on the differences in the two policies.

Motion made by Supervisor Schlenvogt, seconded by Chairperson Becker to approve pursuing the MetLife –Texas Life Voluntary Life Insurance Program. The majority of members present voting aye. Motion carried. (2-1) Wirth opposed.

Next Meeting Date: Friday, February 25 – 8:00AM

Adjournment: Motion made by Supervisor Schlenvogt, seconded by Supervisor Wirth to adjourn. All members present voting aye. Motion carried. (3-0)

Meeting adjourned at 9:26AM

Julianne B. Winkelhorst, County Clerk