

**Price County Administration Committee
Meeting Minutes**

Date: April 12, 2022

Time: 9:00 a.m.

Place: Courthouse County Board Room 101; 126 Cherry St; Phillips, WI

Meeting called to order by Dennis Wartgow, Committee Chairperson at 9:00 a.m. Roll Call: Present: Alan Barkstrom, Jeff Hallstrand, Bob Kopisch, Jordan Spacek, Dennis Wartgow. Also present: Nick Trimner, Paula Houdek, Jennifer Miller, Art Lersch, Sarah Reese-Socha

Nick reviewed process for those attending electronically.

Items for discussion and possible action:

1. Public Comment and Communications:
2. Minutes from March 22, 2022 meeting: Motion Barkstrom/Spacek to approve the minutes
3. Employee Anniversaries: Six since last meeting Dave Wesenick 20 years. Chris Slade 11 years. Four between one and three years.
4. Employee Status Updates
 - a. New Hires, Promotions & Reassignments
 1. Cathleen Curtis – Correction Officer / Dispatcher: Transferred from part-time to full-time.
 2. Amanda Obadal – LTE Crisis On-Call
 3. Paul Velazquez – Highway Operator
 4. Wanda Kaae - Custodian
 - b. Resignations/Retirements/Terminations
 1. Rob Madsen – Highway Operator
 2. Dustin Osimitz – Highway Operator
 3. Zachary Childers – Highway Operator
 4. Thomas Ernst – Forester
 - c. Recruitments
 1. Forester: April 27th deadline.
 2. Social Worker – Children & Youth (3): Ongoing.
 3. Social Worker – Children & Youth – Foster Care Coordinator: Ongoing.
 4. Deputy Sheriff: Scheduling written exam.
 5. Highway Mechanic (2): Ongoing.
 6. Highway Operator (6): Ongoing.
 7. Summer Hires – Highway and Forestry & Parks (8): Ongoing. One applicant.
 8. Substitute Nutrition Site Managers: Ongoing.
5. Resolution: Adopt Price County Policy and Procedure Manual: Motion Kopisch/Barkstrom to approve the resolution and forward to the County Board for their consideration. Discussion on the make-up of the Executive Committee members. Motion Hallstrand/Spacek to amend the language of the policy and procedure manual to designate the three elected positions of the Executive Committee to be one member from each: north, central, south. Roll call vote: Yes (3): Barkstrom, Hallstrand, Spacek. No: (2): Kopisch, Wartgow. Motion carried. Motion on approving amended motion carried on voice vote.
6. Human Development & Relationships Extension Educator Position: Alan gave an overview of the process for filling the existing position through the UW. Position was reconsidered as an associate degree requirement, which lowered the salary. Price County share is 55/45 with the UW for the position salary and benefits.
 - a. Consideration as a County Employee: Discussion.
Motion Barkstrom/Spacek to return issue to the Land Use / UW-Extension Committee with a recommendation to repost the position. Motion carried.
7. Health Insurance Update: Looking at self-funding with a lower deductible. Will meet again with broker when the next quarter information is available. Working with a local clinic for direct-pay services.
8. Resolution: Employee Wage Adjustment for Cost of Living and Inflation: Motion Spacek/Barkstrom to include a 9% wage increase in the resolution. Motion carried. Motion Spacek/Barkstrom to approve the resolution and forward to the County Board for their consideration. Motion carried.
9. Limited Term Employee Wage Schedule: Motion Kopisch/Spacek to approve the changes to the Regular Non-benefit Eligible and Casual Employee Wage Schedule as presented. Motion carried.
10. Employee Handbook
 - a. Wages and Other Forms of Compensation
 1. Wage Adjustment – Children & Youth Social Worker: From \$1.50 to \$2.50 per

- hour. Motion Kopisch/Barkstrom to approve the wage adjustment as presented. Motion carried.
2. 10-Hour Premium – Highway Department: 1.5 times regular hourly wage for hours worked over 10 hours in a single day, unless eligible for overtime. Motion Kopisch/Hallstrand to approve the wage premium as presented. Motion carried.
- b. Benefits – Miscellaneous
1. Professional Licenses: Reimburse full cost of professional license and cost between driver's license and CDL: Motion Spacek/Kopisch to approve the professional licenses reimbursement as presented. Motion carried.
 2. Social Worker Certification College Credits: Not available at this time.
 3. CDL – Certification Class: Not available at this time.
 4. Employee Reimbursements: Employee Lifestyle and Enjoyment Enhancement Perk: Motion Spacek/Hallstrand to approve the employee reimbursement as presented. Roll call vote: Yes (3): Hallstrand, Spacek, Wartgow. No: (2): Barkstrom, Kopisch. Motion carried.
- c. Resolution – Adopt Revised Employee Handbook: Motion Spacek/Hallstrand to approve the resolution and forward to the County Board for their consideration. Motion carried.
11. Wage Schedule
 - a. Highway Department – Wage Schedule: Additional \$2.00 per hour. Motion Barkstrom/Spacek to approve the wage adjustment as presented. Motion carried.
 12. Set next meeting date: May 24
 13. Meeting adjourned at 12:08 p.m.

Respectfully submitted,
Jean Gottwald, County Clerk