

PRICE COUNTY ADMINISTRATION COMMITTEE
Meeting Minutes

Date: January 7, 2021 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, Jennifer Miller, Paula Houdek, Leanna Samardich, Sarah Reese-Socha, Sylvia Kerner
Nick reviewed the process for attending meeting via conference call.

Items for discussion and possible action:

1. Communications and Public Comment: None.
2. Minutes from November 3, 2020 meeting: Motion Kopisch/Barkstrom to approve the minutes of the November 3, 2020 meeting as presented. Motion carried.
3. Employee Status Updates
 - a. New Hires, Promotions & Reassignments
 1. Cheyanne Loewe – Social Worker: transfer from Children & Youth to Aging & Disability as of January 4th.
 2. Lisa Neidlein – Child Support Administrative Assistant as of January 4th.
 3. Beverly Albrecht – Social Worker – Aging and Disability as of January 25th.
 4. Sylvia Kerner – Register of Deeds (Elected) as of January 4th.
 - b. Resignations/Retirements/Terminations
 1. Kyle Kosmer – Highway Department as of December 14th.
 2. Aaron Michek – Sheriff's Office as of December 26th.
 3. Eric Holm – Forest and Parks Department Administrator as of January 24th after 35 years.
 4. Judy Chizek – Register of Deeds (Elected) as of January 4th after 35 years.
 - c. Recruitments
 1. Correction Officer/Civilian Dispatcher: Two open positions. Application deadline January 6th.
 2. Economic Support Specialist: Application deadline January 13th.
 3. Highway Operator II: Application deadline January 6th
 4. Social Worker – Children & Youth: Application deadline January 13th.
 5. Forest and Parks Department Administrator: Potential for interim candidate.
4. COVID-19 Emergency Leave: Federal program ended December 31st. Discussion if the County wants to continue some of the emergency leave benefits that had been offered. Motion Kopisch/Barkstrom to concur with the County Administrator's approach to emergency leave per the COVID Memo #20 to employees. Motion carried.
5. Wage Schedule and Benefits Package: Nick and Jennifer are working with Cottingham & Butler Company to attain the objectives identified to assist in areas of difficulty with recruitment and retention. They are including management from the departments that are being affected the most in discussions.
6. Health Insurance Update: Transition from HSA to HRA.
7. Position Reclassification – Custodian/Fair Grounds Tech: The County is taking on more of the maintenance at the Fairgrounds. Motion Hallstrand/Spacek to reclassify one custodian position to a position that would cover custodial, grounds and maintenance duties. Motion carried.
8. Meetings – Update Digital Policy: A policy should be developed to address the additional technology that will be available for public meetings.
9. Consideration of Reestablishing the Buildings and Grounds Committee: Motion Kopisch/Spacek to postpone. Motion carried.
10. Employee Handbook and Administration Manual
 - a. Leaves – Bereavement: Needed to clarify language regarding who is eligible for leave.
 - b. Resolution – Adopt Revised Employee Handbook and Administration Manual: Motion Spacek/Hallstrand to approve the resolution and forward to the County Board with recommendation for adoption. Motion carried.
11. Wisconsin County Mutual Insurance – Identity Recovery Coverage: Motion Barkstrom/Kopisch to include identity recovery coverage insurance as an employee benefit. Motion carried.
12. Announcement and motion Spacek/Barkstrom to adjourn to closed session at 10:37 a.m. pursuant to the exemption in Wis. State Statute 19.85 (1)(g): Conferring with legal counsel for the governmental

body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved for the purpose of:

a. Deputy Union Contract – Side Letter – COVID-19 Leave

b. Motion to Return to Open Session

Roll call vote: Yes (5): Barkstrom, Hallstrand, Kopisch, Spacek, Wartgow. No: (0). Motion carried.

Motion Kopisch/Barkstrom in closed session to return to open session at 11:01 a.m. Roll call vote:

Yes (5): Barkstrom, Hallstrand, Kopisch, Spacek, Wartgow. No: (0). Motion carried.

13. Take action, as needed, on closed session items: None.

14. Set next meeting date: March 10.

15. Meeting adjourned at 11:07 a.m.

Respectfully submitted,

Jean Gottwald, County Clerk