

**Price County Administration Committee
Meeting Minutes**

Date: February 7, 2022

Time: 8:00 a.m.

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

Meeting called to order by Dennis Wartgow, Committee Chairperson at 8:00 a.m. Roll Call: Present:

Alan Barkstrom, Jeff Hallstrand (8:15 a.m.), Bob Kopisch, Jordan Spacek, Dennis Wartgow. Also

present: Nick Trimner, Joe Baratka, Sarah Reese-Socha

Nick reviewed process for those attending electronically.

Items for discussion and possible action:

1. Public Comment and Communications: None.
2. Minutes from October 28, November 9, December 14, 2021 meetings: Motion Barkstrom/Spacek to approve the minutes of the October 28, November 9, December 14, 2021 meetings as presented. Motion carried.
3. Employee Anniversaries: Holiday cards from the Board sent to all employees. Birthday cards are mailed to employees. Anniversary cards are handed to employees with a \$5 gift card. This month: Sarah Eckert, Josh Isaacson, Lynn Neeck, Lisa Neidlein, Jim Dalbesio, Marina Miller, Kristin Verdegan, Jenny Voda, Evan Lund, Jean Gottwald, Beverly Albrecht, Eric Jakobi, Brian Schmidt, Danielle Peterson. Also, doing treats for departments that have gone beyond usual work: Health & Human Services Department has been working short staffed.
4. Employee Status Updates (since October 28, 2021)
 - a. New Hires, Promotions & Reassignments
 1. Scott Retallick – Airport Technician
 2. Jacob Dunbar – Correction Officer / Dispatch
 3. Brittany DeVries – Correction Officer / Dispatch
 4. Cathy Curtis – Correction Officer / Dispatch
 5. David Kempen – Transfer – Dams Keeper / Highway Operator
 6. Alexander Schmidt – Deputy Sheriff
 7. William Wehrman – Highway Operator
 8. Tyler Zimmerman – Highway Operator
 9. Rob Madsen, Jr. – Highway Operator
 10. Tammy Dahl – Transfer – Social Worker – Behavioral Health
 11. Shea O'Rourke – Dementia Care Specialist
 12. Hope Grubb – Health & Human Services Assistant
 - b. Resignations/Retirements/Terminations
 1. David Bockerstette – Buildings & Grounds Supervisor
 2. Erica Bockerstette – Accounts Payable / Payroll Coordinator
 3. Shana Curry – Health & Human Services Assistant
 4. Savanna Denzine – Social Worker Children & Youth
 5. Thomas Marsh – Highway Mechanic
 6. Richard Russell – Highway Operator
 7. Eric Jakobi – Highway Operator
 - c. Recruitments: Attended a workshop at the Chequamegon School to promote County positions.
 1. Accounts Payable / Payroll Coordinator: Verbal acceptance.
 2. Substitute Nutrition Site Managers: Ongoing.
 3. Human Development & Relationships Extension Educator: First round of applicant reviews. February 16th and March 9th interviews.
 4. Social Worker – Children & Youth: On going. Three positions open.
 5. Social Worker – Children & Youth – Foster Care Coordinator: Ongoing.
 6. Correction Officer / Dispatch: Currently fully staffed.
 7. LTE Administrative Assistant – Sheriff's Office: Ongoing.
 8. Highway Mechanic: Ongoing.
 9. Highway Operator: Ongoing.
5. Waive Recruitment Policy – Buildings & Grounds Superintendent: Motion Wartgow/Spacek to approve waiving the recruitment policy for the Buildings & Grounds Superintendent position and offer the position to the current Interim (Joshua Isaacson). Motion carried.
6. Health and Human Services Staffing: Short three C&Y Social Workers. Issues are getting applicants to move to Price County and finding housing. Competing with area counties.
7. Highway Department Staffing: Struggling to keep positions filled. Issues are competing with the private sector and varying hours of work.
8. Child Support Staffing Structure: Current supervisor is 20% child support and 80% Corporation Counsel. Lincoln County has an 80% position available to share the 20% with Price County to

cover the mandated position. Motion Kopisch/Barkstrom to approve the Child Support Supervisor position be contracted as a 20% Lead Worker. Motion carried. This would provide for a full-time Corporation Counsel position.

9. Retention and Recruitment:

- a. Highway Department – Call-in Pay: Suggestion: \$25 for weekend call-in. Cost would be approximately \$5,000. Consensus of committee to approve.
- b. Highway Department – Vacation Bonus Program: Suggestion: Operators who work a defined amount of their call-ins would be offered additional summer vacation. To be developed and brought back to committee.
- c. Highway Department – Other: Suggestions: Change in grade structure. Premium pay for outside regularly scheduled hours. Premium pay for winter work. Change one Mechanic to Mechanic Technician. Consensus of the committee to approve premium pay for winter work.
- d. Step Increase Supervisor Approval: Suggestion: Wage schedule steps would be performance based. Would implement quarterly reviews if employee is not meeting criteria for step movement. Or, offer additional step movement for employees who work above expectations. To be developed and brought back to committee.
- e. Extra Duties – One-time Bonuses: Suggestion: One-time bonus for employee who has taken on extra duties because of staffing issues. To be decided between Department Head and HR. To be developed and brought back to committee.
- f. ARPA One-time Payment: Suggestion: ARPA funds can be used for wages. Consensus of committee is not interested.
- g. Maternity and Paternity Paid Time Off: Suggestion: Four weeks paid time off. Consensus of committee to approve.

Motion Wartgow/Hallstrand to move forward with a.) (Highway Department weekend call-in). c.) (Highway Department premium pay for winter work, November 1 to April 1) and g.) (paid maternity and paternity leave) with a resolution to approve language incorporated into the Employee Manual to be drafted for the February 15th County Board meeting. Motion carried. Motion Kopisch/Wartgow to postpone discussion on b.), d.) and e.) to a future meeting. Motion carried.

10. Employee Wage Schedule

- a. Job Grade Changes: Nick will review requested grade changes.
- b. Unbudgeted Wage Adjustment: Motion Spacek/Hallstrand to request the Executive Committee determine funding for 2%-4% unbudgeted wage increase. Motion carried.

11. Resolution – 2022 Employee Wage Schedule: Motion Barkstrom/Hallstrand to approve the resolution and forward to the County Board for their consideration. Motion carried.

12. Resolution – Elected Official Salaries for 2023 – 2026: Motion Kopisch/Spacek to approve the resolution and forward to the County Board for their consideration. Motion carried.

13. Resolution – Approve Revisions to the County Board Policy and Procedure Manual: Motion Barkstrom/Kopisch to approve the resolution and forward to the County Board for their consideration. Motion carried.

14. Resolution – Create Full-time Position – Sheriff's Deputy (Recreation Officer): Motion Kopisch/Hallstrand to approve the resolution and forward to the County Board for their consideration. Motion carried.

15. COVID-19 Policies and Procedures

- a. Extend the Emergency Leave Policy for Breakthrough Cases and Child Care: Expired January 31st. Motion Spacek/Barkstrom to extend the Emergency Leave Policy for Breakthrough Cases and Child Care to June 15th with five days sick leave, to be retroactive to February 1st. Motion carried.

16. Set next meeting date: February 15 at 8:00 a.m., March 15th.

17. Meeting adjourned at 10:52 a.m.

Respectfully submitted,

Jean Gottwald, County Clerk