

**Price County Administration Committee  
Meeting Minutes**

Date: February 14, 2023

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: Jeff Hallstrand, Paula Houdek, Mark Kyle, Jordan Spacek, Dennis Wartgow. Also present: Nick Trimner, Carrie Kyle, Jennifer Miller, Joe Grapa, Evan Lund, Sarah Reese-Socha

Nick reviewed process for those attending electronically.

Items for discussion and possible action:

1. Public Comment and Communications: None.
2. Meeting Minutes – October 17, November 16, December 13, 2022: Motion Houdek/Hallstrand to approve the minutes of the October 17, November 16 and December 13, 2022 meetings as presented. Motion carried.
3. Employee Status Updates
  - a. New Hires, Promotions & Reassignments
    - i. Lisa Walcisak – Elected Clerk of Circuit Court 1/3/2023
    - ii. Wendy Waltenberg – Transfer to Deputy Clerk of Courts/Criminal 11/28/2022
    - iii. Noel Funk – Transfer to District Attorney Legal Secretary 11/18/2022
    - iv. Robert Hawn – Transfer to Chief Sheriff Deputy 10/30/2022
    - v. Dylan Scheller – Transfer to Drug Investigator 12/12/2022
    - vi. Cheyanne Litvinoff – Transfer to Program Coordinator/Community Outreach 11/28/2022
    - vii. Jamie Wohlleben – Social Worker Children & Youth 1/3/2023
    - viii. Debra Metzker – Benefit Specialist Veteran Service Office 1/3/2023
    - ix. Robyn Regan – AP/PR Coordinator 11/14/2022
    - x. Luke Bogdanovic – Forester 12/8/2022
    - xi. Brianna Ramsey – Correction Officer/Dispatch 1/9/2023
    - xii. Drew Hohensee – Deputy Sheriff 12/21/2022
    - xiii. Stephen Schneider – Highway Operator 1/23/2023
  - b. Resignations/Retirements/Terminations
    - i. Jessica Carlson – Child Support 12/2/2022
    - ii. Regina Damjanovic – Deputy Clerk of Courts 12/30/2022
    - iii. Jineen Uhren – Forestry & Parks/Land Conservation & Zoning 2/17/2023
    - iv. Robert Grigsby, Jr. – Highway Operator 12/12/2022
  - c. Recruitments
    - i. Social Worker – Children & Youth (2) taking a break on advertising hoping to spark interest later.
    - ii. Deputy Clerk of Courts/Traffic (part-time) advertising open until filled.
    - iii. Deputy Clerk of Courts/Fiscal deadline for applications 3/1/2023
    - iv. Highway Operator deadline for applications 3/1/2023
    - v. Administrative Assistant – Land Use & Zoning (part-time) deadline for applications 3/1/2023
    - vi. Administrative Assistant – Forestry & Parks deadline for applications 3/1/2023
    - vii. Substitute Nutrition Site Managers: Ongoing.
4. Job Description – Registered Nurse: Motion Houdek/Kyle to approve the updated Job Description for the Registered Nurse position. Motion carried.
5. Resolution – Restructure Staffing to Include Dedicated Full-time Forestry & Parks Administrative Assistant and Part-time Land Use & Zoning Administrative Assistant: Motion Hallstrand/Spacek to approve the resolution as presented and forward to the County Board for their consideration. Motion carried.
6. Resolution – Create Full-time Position: Additional Social Worker (Behavioral Health Unit): Motion Houdek/Kyle to approve the resolution as presented and forward to the County Board for their consideration. Motion carried.
7. Resolution – Create Part-Time Position: Adult Protective Service Social Worker (Aging & Disability Unit): Motion Houdek/Spacek to approve the resolution as presented and forward to the County Board for their consideration. Motion carried.
8. Resolution – 2023 Employee Wage Schedule: Motion Hallstrand/Kyle to approve the resolution as presented and forward to the County Board for their consideration. Motion carried.
9. Transition to Self-funded Health Insurance: Overall transition went smoothly with a few cases of individuals having to work through some procedural processes. No claims have come through yet.
10. Five Year Review of Cottingham & Butler Wage Study: Motion Hallstrand/Houdek to get a quote from Cottingham & Butler for cost to provide an updated wage study. Motion carried.
11. Date of Next Meeting April, 6, 2023
12. Meeting adjourned at 9:36 a.m. Submitted by: Jean Gottwald, County Clerk