

PRICE COUNTY ADMINISTRATION COMMITTEE
Meeting Minutes

Date: April 14, 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, Joe Baratka

Nick reviewed the process for attending meeting via conference call.

Items for discussion and possible action:

1. Communications and Public Comment: Received communication from citizen complimenting assistance by Veterans Service. No public comment.
2. Minutes from March 10, 2021 meeting: Motion Hallstrand/Barkstrom to approve the minutes from the March 10, 2021 meeting as presented. Motion carried.
3. Employee Status Updates
 - a. New Hires, Promotions & Reassignments
 1. Noel Funk – Deputy Clerk of Courts – Criminal: April 5
 2. Brandon Kozak – Correction Officer / Dispatch: April 12
 3. Emily Berry – Health and Human Services Assistant: April 19
 4. Thomas Marsh – Highway Mechanic: April 19
 - b. Resignations/Retirements/Terminations
 1. Patrick Jesunas – Highway Operator I: March 16
 2. Hailey Halmstad – HHS Public Health Program Coordinator: March 19
 - c. Recruitments
 1. Correction Officer / Dispatch: Deadline April 14th – three applicants.
 2. Social Worker – Children & Youth: Ongoing
 3. Judicial Assistant: Deadline extended to April 30th
 4. Forester: Deadline April 14th
 5. Highway Operator I (2): Deadline April 14th
 6. Public Health Program Coordinator: Deadline April 14th
 7. Summer Hires (3): Open until filled
4. Retention and Recruitment Initiative: Nick presented results of working with management to address some of the retention and recruitment issues. Addressed: low supply of available workers, positions hard to recruit, on-call and undesirable pay, compression of management positions to subordinate positions, upward movement, staffing levels vs workload. Departments addressed: Sheriff's Office, Health & Human Services, Highway Department. Also, some initiatives for all employees. County Board allocated \$350,000 from health insurance savings, of which \$81,000 is being used for an across-the-board wage increase. Motion Barkstrom/Spacek to direct the County Administrator to follow through with the plan as presented with the removal of the two Highway Department workers listed. Motion carried. The two Highway Department positions will be addressed separately.
5. Resolution – 2021 Employee Wage Schedule: Implementing the 1.25% across-the-board wage increase. Motion Kopisch/Hallstrand to approve the resolution and forward to the County Board with recommendation for adoption. Motion carried.
6. Employee Handbook Update – Highway On-Call: Need to adjust the on-call language. Motion Kopisch/Barkstrom to approve the changes to Wages and Other Forms of Compensation as presented. Motion Kopisch/Barkstrom to amend to add “to be effective April 18, 2021”. Motion carried. Amended motion carried.
7. COVID-19 Administrative Authority and Emergency Leave: Building doors are open. Continue requirement of face coverings in County buildings. Continue leave for daycare closures. Reinstating out-of-county meeting attendance as long as venue is practicing CDC guidelines.
8. County Board Policy and Procedure Manual
 - a. Miscellaneous Edits: Reviewed.
 - b. Resolution - Adopt Revised County Board Policy and Procedure Manual: Motion Spacek/Barkstrom to approve the resolution and forward to the County Board with recommendation for adoption. Motion carried.
9. Set next meeting date: May 12.
10. Meeting adjourned at 11:15 a.m.

Respectfully submitted,

Jean Gottwald, County Clerk