

**Price County Administration Committee  
Meeting Minutes**

Date: June 14, 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: Jeff Hallstrand, Paula Houdek, Mark Kyle, Jordan Spacek, Dennis Wartgow. Also present: Nick

Trimner, Alan Barkstrom

Nick reviewed process for those attending electronically.

Items for discussion and possible action:

1. Public Comment and Communications: None.
2. Minutes from May 24, 2022 meeting: Motion Houdek/Kyle to approve the minutes of May 24, 2022 meeting as presented. Motion carried.
3. Employee Anniversaries: Joe Baratka 22 years, Sarah Reese-Socha 31 years, Greg Cooley 30 years, Richard Patrie 10 years, Nick Trimner 12 years. Several under 10 years.
4. Employee Status Updates
  - a. New Hires, Promotions & Reassignments
    1. Robert Grigsby – Highway Operator
    2. Jeffery Hickey – Highway Operator
    3. Brody Fischer – Forester
    4. Lisa Turnbull – Deputy Clerk of Courts – Fiscal
  - b. Resignations/Retirements/Terminations  
None
  - c. Recruitments
    1. Highway Commissioner: Posting deadline June 15<sup>th</sup>.
    2. Social Worker – Children & Youth (3):
    3. Social Worker – Children & Youth – Foster Care Coordinator: Second interview scheduled with one candidate.
    4. Deputy Sheriff: Background process. Good group of candidates.
    5. Correction Officer / Civilian Dispatcher Full-time (Male): Recruitment in process.
    6. Correction Officer / Civilian Dispatcher (Female eligibility list): Recruitment in process.
    7. Correction Officer / Civilian Dispatcher Part-time: Recruitment in process.
    8. Highway Operator (4): Ongoing.
    9. Summer Hires – Highway (2): Ongoing.
    10. Substitute Nutrition Site Managers: Ongoing. May need another driver for the Park Falls site.
5. Hiring Minors: Minors cannot be drivers and should not operate any power equipment. There are duties that can be done without operating any machinery. Motion Spacek/Houdek to allow hiring of individuals at the age of 17 for summer hire with restricted duties. Motion carried.
6. Human Development & Relationships Extension Educator Position
  - a. Consideration as a County Employee Update: Representatives from the UW have offered to be at the next Land Use / UW-Extension for discussion. Motion Kyle/Houdek to accept the job description and move forward with development of job classification and a resolution to bring to the County Board to add the position. Motion carried.
7. Health Insurance Update: Meeting with the broker on July 13<sup>th</sup>.
8. Employee Handbook
  - a. Benefits – Miscellaneous
    1. Social Worker Certification: Assist in cost to obtain certification.
    2. CDL – Certification Class: Assist in cost to obtain license.
    3. Behavioral Health On-call (Beeper): Adding for this position now that it's in-house.
    4. Perks Reimbursement List: Reviewed and added items to the approved list.
    5. Summer Building Hours: Motion Kyle/Spacek to accept the option for Monday – Thursday 8:00 a.m. – 4:30 p.m. and Friday 8:00 a.m. to 12:00 noon. Motion carried.
  - b. Resolution – Adopt Revised Employee Handbook: Motion Houdek/Kyle to approve the resolution and forward to the County Board for their consideration. Motion carried.
9. Set next meeting date: August 2<sup>nd</sup> at 11:00 a.m.
10. Meeting adjourned at 10:20 a.m.

Respectfully submitted,

Jean Gottwald, County Clerk