

**PRICE COUNTY ADMINISTRATION COMMITTEE**  
**Meeting Minutes**

Date: August 5, 2019                      Time: 9:00 a.m.

Place: Courthouse Jury Room 205; 126 Cherry St; Phillips, WI

Meeting called to order by Dennis Wartgow, Committee Chairperson at 9:00 a.m. Roll Call: Present – Jeff Hallstrand, Bob Kopisch, Sheryl Slaby, Dennis Wartgow. Excused: Jordan Spacek. Also present: Nick Trimner, Jennifer Miller, Leanna Samardich, Brian Schmidt

Items for discussion and possible action:

1. Public Comment and Communications: None.
2. Meeting Minutes: June 10, 2019: Motion Slaby/Hallstrand to approve the minutes of the June 10, 2019 meeting as presented. Motion carried.
3. Employee Status Updates
  - a. New Hires, Promotion and Reassignments
    1. Savanna Buchli – Social Worker: July 8<sup>th</sup> Children and Youth Division.
    2. Stephanie Kotke – Health and Human Services Assistant: July 17<sup>th</sup>.
    3. Tim Radlinger – reassigned to Highway Foreman: June 6<sup>th</sup>.
    4. Vance Pollitt – Highway Patrol Superintendent: June 24<sup>th</sup>.
    5. Philip Youngs – Nutrition Site Manager – Ogema: July 29<sup>th</sup>.
    6. Sarah Soul – Highway Accountant II: August 16<sup>th</sup>.
  - b. Resignations / Retirements / Terminations
    1. Stephanie Stafford – Deputy Sheriff: June 7<sup>th</sup> after 14 years.
    2. Theresa Brown – Deputy Clerk of Courts: June 4<sup>th</sup> after two months.
    3. Josh Pritzl – Highway Shop Superintendent: June 28<sup>th</sup> after one year.
    4. Tracy Kilty – Buildings & Grounds: July 9<sup>th</sup> after four and ½ years.
    5. Rachel Dahlke – Highway Accountant: August 19 after three and ½ years.
    6. Bob Hoffman – Deputy Sheriff: October 3<sup>rd</sup> after 32 years.
    7. Renee Bolles – Nutrition Site Manager – Ogema: July 11 after two years. Will remain as a sub.
    8. Amber Vander Ark – Health & Human Services: August 16<sup>th</sup> after one year.
  - c. Recruitments
    1. Highway Foreman: Interviews to be held.
    2. Deputy Clerk of Courts – Traffic: Interviewed. First candidate declined. Bringing in next two candidates for follow-up.
    3. Economic Support Specialist: Interviewed. First two candidates declined. Bringing back additional candidate for another interview.
    4. Deputy Sheriffs: Ongoing.
    5. Correction Officer / Dispatcher: Interviewed eight individuals August 2<sup>nd</sup>.
    6. Building Maintenance Technician: In process. Application deadline is August 14<sup>th</sup>.
    7. Fleet and Facilities Superintendent: Follow-up of two candidates.
    8. Health & Human Services Fiscal and Administrative Supervisor: Offer to a prior candidate. Motion Kopisch/Hallstrand to forego the standard hiring procedure and offer the position to a candidate who has previously interviewed for two County positions. Motion carried.
4. Health Insurance Premiums: Agent recommended 5% increase. Options:
  - a. Reduce HSA contribution to employees by - \$1,000 for family plan and \$500 for single plan.
  - b. Create a sandwich plan – an HRA along with an HSA. To cover employee deductible, the first \$3,000/\$1,500 is HSA money, then \$6,000/\$3,000 deductible out of pocket and after that it would be an HRA plan, which would cover the cost of the employee deductible as you go.
  - c. Increase employee premium from 12% to 24%, but raise wages to offset additional cost to employee. Also to include an HRA.
5. Collective Bargaining Agreement Renewal Schedule: Nick and Jennifer will meet with legal counsel on September 5<sup>th</sup> to review contract with Sheriff Deputies. September Administration meeting will include closed session to review redlined language. Letter will go to union requesting their proposals. Special meeting in October to begin negotiations. Will continue until agreement is settled.
6. Review Sheriff's Office Positions

- a. Correction Officer/Civilian Dispatcher: Change from 14 deputies to 12 dedicated to road coverage and from eight jailers to 12 (reinstating the two funded, but not staffed positions) to include dispatch coverage.
  - b. Animal Control Officer: Work with Catkins for boarding services. Would add a 13<sup>th</sup> deputy, which would also include recreation patrol time (which can be offset by state funding).
- 7. Personnel Handbooks
  - a. Employee Handbook Changes: Nick and Jennifer reviewed/updated and sent to legal counsel for their input.
  - b. Combining of Employee Handbook and Administration Handbook: Will move items from Administration Manual to Employee Manual if they are needed for day-to-day operation.
  - c. Eliminate Administration Manual for Individual Policies: What is left in the Administration Manual will become individual, specific policies.
- 8. Set next meeting date: September 16<sup>th</sup> – to include union contract review.
- 9. Meeting adjourned at 10:33 a.m.

Respectfully submitted,  
Jean Gottwald, County Clerk