

**Price County Administration Committee
Meeting Minutes**

Date: August 8, 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 (remote), Dennis Wartgow. Also present: Nick Trimner, Jennifer Miller, Brian Schmidt, Robert Hawn

Items for discussion and possible action:

1. Public Comment and Communications: K-9 fundraiser August 24th. County employees will be offered lunch. County employees will be offered county-paid entry and an ice cream on Thursday.
2. Meeting Minutes – April 6, 2023: Motion Hallstrand/Houdek to approve the minutes from the August 6, 2023 meeting as presented. Motion carried.
3. Employee Status Updates (since April 6, 2023)
 - a. New Hires, Promotions & Reassignments
 - i. Emily Brehm – Child Support Director (4/18/2023)
 - ii. Seth Dabler – Transfer to Lieutenant Sheriff Deputy (7/24/2023)
 - iii. Trudy Kolar – Sheriff’s Office Administrative Assistant (5/22/2023)
 - iv. Katie Newstrom – Deputy Clerk of Courts / Traffic (8/24/2023)
 - v. Tanner Denzine – Highway Operator (8/14/2023)
 - vi. Paul Bielke – Transfer Correction Officer / Dispatch to Highway Operator (9/1/2023)
 - vii. Joe Davis – Transfer Highway Operator to Mechanic (3/05/2023)
 - b. Resignations/Retirements/Terminations
 - i. Leanna Samardich – Corporation Counsel (17 years)
 - ii. Nicole Sidenbender – Social Worker Children & Youth (7.5 years)
 - iii. Brianna Ramsey – Correction Officer / Dispatch
 - iv. Mark Hill – Correction Officer / Dispatch
 - v. Joseph Lillie – Lieutenant Deputy Sheriff (26 years)
 - vi. Douglas Skipper – Highway Operator
 - vii. Mark Minarciny – Highway Operator
 - viii. Noel Funk – Legal Secretary DA’s Office
 - ix. Lisa Turnbull – Deputy Clerk of Courts / Finance
 - c. Recruitments: Seeing hiring difficulties along with other counties and private sector businesses. Especially hard to fill are social worker and Sheriff’s Office positions.
 - i. Corporation Counsel – Ongoing. No applicants yet.
 - ii. Judicial Assistant: Ongoing. Potential candidate declined offer.
 - iii. Legal Assistant – DA’s Office: Ongoing.
 - iv. Correction Officer / Dispatch (4): Running background on two possible candidates.
 - v. Deputy Sheriff: Will need to fill one position due to transfer to Rec Officer.
 - vi. Social Worker – Children & Youth (2): Ongoing.
 - vii. Social Worker – Behavioral Health: Ongoing.
 - viii. Highway Operator: Two candidates accepted. One more needed.
 - ix. Substitute Nutrition Site Managers: Ongoing.
4. District Attorney Position Update: State continues to recruit. Thomas Coaty remains as Special Prosecutor. Working okay for all involved.
5. Wage Schedule Review – Cottingham & Butler: Requesting a wage schedule review. Estimate of \$25,000. Will not reassess positions. May need to look at rates for positions that are hard to fill or are not in line with wages for comparable positions. Motion Houdek/Kyle to recommend to the Executive Committee that the wage study be included in the 2024 budget. Motion carried.
6. Extended Legal Protection for Law Enforcement Management Staff: This offering would be for management staff (Sheriff, Chief Deputy, Lieutenants), that are not union employees, who are covered by their association. If employee decided to purchase, the County would reimburse them the cost of \$336 a year. Motion Houdek/Hallstrand to provide the benefit of extended legal protection for Law Enforcement Management Staff as discussed. Motion carried.
7. Employee Manual Items
 - a. Forestry & Parks Clothing Allowance
 - b. Highway Department 10-hour Shift During Holiday Weeks
 - c. Behavioral Health Comp Time
 - d. Lactation Policy
 - e. Vacation and Sick Pay (15 Minute Increments)

All policy changes reviewed. Motion Hallstrand/Houdek to approve Employee Handbook changes as presented. Motion carried.

8. Self-Funded Health Insurance: Exploring options to save costs. A near-site clinic, which would be cheaper and direct pay to the clinic. Also, destination surgery and testing, which is cheaper. Employees would be incentivized to participate.

- a. 2024 Premiums: Expecting no increase.
- b. 2024 Deductible: Will know after consulting with insurance broker.
- c. Current Status of Health Insurance Fund: Reviewed status of first year of self-funded insurance. Going as planned so far.

9. Date of Next Meeting: October 10.

Meeting adjourned at 10:37 a.m.

Respectfully submitted,

Jean Gottwald, County Clerk