

PRICE COUNTY ADMINISTRATION COMMITTEE

Members: Alan Haskins, Mary Jesunas, Robert Kopisch, James Tauschek, Dennis Wartgow

NOTICE OF MEETING

There will be a meeting of the **Price County Administration Committee** at the time and place indicated below. The meeting is open to the public pursuant to Wisconsin Statutes, Chapter 19, Subchapter V. (Open Meeting Law).

Date: **January 13, 2016**

Time: **9:00 a.m.**

Place: **County Board Room 101, Price County Courthouse, 126 Cherry St, Phillips, WI**

Meeting called to Order and Roll Call

Items for discussion and possible action:

1. Meeting Minutes: December 9, 2015
2. Employee Status Updates
 - a. New Hires (Introduction of New Hires)
 1. Nicole Sidenbender – Health and Human Services – CST Coordinator/Social Worker
 2. Joshua Smith – Highway Department – Operator II amended January 7, 2016; 9am
 3. Rachel Dahlke – Highway Department – Fiscal Assistant
 4. Zachary Andreae – Sheriff's Department – LTE
 5. Danielle Nelson – Sheriff's Department – LTE
 - b. Resignations / Terminations
 1. Jean Klimowksi – Veteran's Service Office
 2. Joshua Smith – Sheriff's Department (transfer to Highway Department)
 3. Brenda Oswald – Health and Human Services Department
 4. Cathy Barbeln – Child Support Agency
 5. Gail Huycke – UW-Extension
 6. Cathy Moritz – Highway Department
 7. Chad Gudis – Highway Department amended January 12, 2016; 8:30 a.m.
 - c. Recruitment
 1. Land Conservation Technician
 2. UW-Extension – Family Living Educator
 3. UW-Extension – Community Resource Development Educator
 4. Health and Human Services – Early Childhood Special Education Teacher
 5. Health and Human Services – Public Health Aide
 6. Child Support Agency – Child Support Specialist and Administrative Assistant
 7. Highway Department – Accountant II
 8. Highway Department – Patrol Superintendent amended January 12, 2016; 8:30 a.m.
3. Public Comment / Communications
4. Review of Job Share Position – District Attorney and Sheriff's Department Administrative Assistant
5. Updated Job Description – Public Health Program Coordinator
6. Updated Job Description – Veterans Benefits Specialist amended January 12, 2016; 8:30 a.m.
7. Volunteers Policy
8. Wage Study – Carlson Dettmann
9. Resolution – Elected Officials Salaries 2017-2020
10. Resolution – Adopt Changes to Board Policy and Procedure Manual
11. Acknowledgement of Receipt of Updated Employee Handbook – Sheriff's Department amended January 7, 2016; 9am
12. Motion to adjourn to closed session pursuant to the exemptions in Wis. State Statute 19.85 (1)(c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility for the purpose of:
 - a. Employee Holiday Pay – Interpretation of Policy – Sheriff's Department Employee
 - b. Return to Open Session
13. Take action, as needed, on closed session item
14. Price County Employee Handbook and Administrative Manual Modifications
 - a. Sick Leave Definition Update – Domestic Partnership
 - b. Office Hours – Open to the Public
 - c. Holiday – Eligibility
 - d. Vacation – Approval
 - e. Benefits Voluntary Program
 1. Addition of Health Savings Account
 2. Addition of Limited Flex Plan
 3. Addition of Life Insurance
 - f. References to "mission and goals"
 1. Administration Manual – Employee Performance

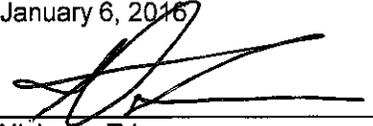
2. Employee Handbook – Performance Reviews
15. Departmental Financial Summary and Health Insurance Fund Balance
16. Vouchers
17. Set next meeting date
18. Adjourn

Dennis Wartgow
Committee Chair

Posted: January 6, 2016

Time: 11:50 a.m.

Reviewed by County Administrator:



Nicholas Trimner

Price County Review

WCQM/WPFP

Posting locations: Courthouse bulletin board, Normal Building bulletin board, Park Falls Public Library, Phillips Public Library, Ogema Public Library

The Committee reserves the right to take appropriate action on any item timely noticed on this agenda. Members present at this meeting may constitute a quorum of other county board committees. Persons having a disability may request special accommodations in keeping with ADA requirements. Requests will be kept confidential.