

PRICE COUNTY ADMINISTRATION COMMITTEE
Meeting Minutes

Date: February 10, 2016

Time: 9:00 a.m.

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

Meeting called to order by Chair Dennis Wartgow at 9:00 a.m. Roll Call: present – Alan Haskins, Mary Jesunas, Robert Kopisch, James Tauschek, Dennis Wartgow. Also present Nick Trimner; Leanna Samardich, Marilyn Schreuder

Items for discussion and possible action:

1. Meeting Minutes: January 13, 2016: Motion Jesunas/Tauschek to approve the minutes from the January 13, 2016 meeting as presented. Motion carried
2. Employee Status Updates
 - a. Resignations / Terminations
 1. Laurie Pilch – Health and Human Services: May 6, 2016.
 - b. Recruitment
 1. UW-Extension – Family Living Educator: On hold at the state level.
 2. UW-Extension – Community Resource Development Educator: On hold at the state level.
 3. Land Conservation Technician: Interviews held, candidate accepted offer, starting in two weeks.
 4. Health and Human Services – Early Childhood Special Education Teacher: Recruitment continues.
 5. Health and Human Services – Public Health Program Assistant: Recruitment starting.
 6. Health and Human Services – Public Health Program Coordinator: Recruitment starting.
 7. Child Support Agency – Child Support Specialist and Administrative Assistant: Interviews held for Child Support Specialist, candidate accepted, starting February 22nd.
 8. Highway Department – Accountant II: Recruitment was extended. Interviews scheduled.
 9. Highway Department – Patrol Superintendent: Interviews scheduled.
 10. Veteran Services Administrative Assistant: Reviewed applications. Will choose candidates for interviewing.
3. Public Comment / Communications: Employee complaint regarding health insurance sign-up was referred to County Administrator. Lisa Walcisak comment regarding denying a request to make a change to her HSA election.
4. Wage Study – Carlson Dettmann: Patrick Glynn gave presentation of wage study process to committee. Committee provided input on what counties to use for comparables. Motion Jesunas/Kopisch to go with the Carlson Dettmann recommendations of counties to use for comparables. Motion carried.
5. WPS acquisition by Aspirus: Will have no effect on our current plan.
6. Price County Employee Handbook and Administrative Manual Modifications
 - a. Work Day definition
 - b. Meal Reimbursement Language
 - c. 7K Cycle PolicyMotion Jesunas/Tauschek to approve the modifications as submitted. Motion carried.
7. Resolution – Adopt Amendments to Price County Employee Handbook and Administrative Manual Modifications: Motion Kopisch/Jesunas to postpone to next meeting. Motion carried.
8. Departmental Financial Summary and Health Insurance Fund Balance: Approximately \$165,000 will transfer back to the Insurance Fund for the January health insurance holiday.
9. Vouchers: Motion Jesunas/Kopisch to approve the voucher in the amount of \$6,055.95. Motion carried.
10. Set next meeting date: February 16 at 8:45 a.m. and March 9, 2016.
11. Meeting adjourned at 11:55 a.m.

Submitted by: Jean Gottwald, County Clerk