

PRICE COUNTY ADMINISTRATION COMMITTEE
Meeting Minutes

Date: March 9, 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, Dennis Wartgow; excused – James Tauschek. Also present Nick Trimner; Leanna Samardich, Marilyn Schreuder, Don Grande, Eric Holm, Brian Schmidt, Brian Roush, Al Schneider, Judy Chizek

Items for discussion and possible action:

1. Meeting Minutes: February 10 and 16, 2016: Motion Jesunas/Kopisch to approve the minutes from the February 10 and 16, 2016 meetings as presented. Motion carried.
2. Employee Status Updates
 - a. New Hires (Introductions)
 1. Deborah Rait – Child Support Agent
 2. Nicole Hays – Land Conservation Technician
 3. Tony Lueck – Veteran Services Administrative Assistant
 - b. Resignations / Terminations
 1. Cory Verdegan – Forestry and Parks. Last day March 16, 2016.
 2. Brenda Oswald – Health and Human Services. Last day April 1, 2016.
 3. Laurie Pilch – Health and Human Services. Last day May 6, 2016.
 - c. Recruitment
 1. Health and Human Services – Early Childhood Education Teacher: Recruitment continues.
 2. Health and Human Services – Health Unit Assistant: Interview date scheduled.
 3. Health and Human Services – Public Health Program Coordinator: Interview date scheduled.
 4. Highway Department – Accountant II: Two offers declined. Recruitment was extended.
 5. Highway Department – Patrol Superintendent: Position filled by Vance Pollitt. Started March 7, 2016.
 6. Forestry and Parks – Assistant Forestry and Parks Administrator: Recruitment to begin.
3. Public Comment / Communications: None.
4. Wage Study – Carlson Dettmann: Job Description Questionnaires (JDQ) being processed at Carlson Dettmann. Initial analysis and questions to be ready before May.
5. County Surveyor Hours: Discussion item.
6. Sick Leave Donation Policy – Hours Donated: Motion Haskins/Kopisch to keep current policy. Motion carried.
7. 7(K) Policy – Number of Days Used in Cycle: Currently set at 28 days. Motion Haskins/Jesunas to change to 14 days. Motion Kopisch/Wartgow to amend previous motion to include resolution with mandatory review set for December 31, 2016. Motion carried.
8. Volunteer Policy: Discussion item.
9. Departmental Financial Summary and Health Insurance Fund Balance: Account balance \$338,721.
10. Vouchers: Motion Jesunas/Kopisch to approve the voucher in the amount of \$7,143.32. Motion carried.
11. Set next meeting date: April 19, 2016 at 8:30 a.m.
12. Meeting adjourned at 10:41 a.m.

Submitted by: Anastasia Kolb, Deputy County Clerk