

PRICE COUNTY ADMINISTRATION COMMITTEE
Meeting Minutes

Date: April 12, 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, Eric Holm, Don Grande, Marilyn Schreuder, Leanna Samardich

Items for discussion and possible action:

1. Meeting Minutes: March 9, 2016: Motion Jesunas/Kopisch to approve the minutes of the March 9, 2016 meeting as presented. Motion carried.
2. Employee Status Updates
 - a. New Hires and Promotion (Introductions)
 1. Vance Pollitt – Highway Department Patrol Superintendent
 2. Christy Hlavacek – Health and Human Services Assistant
 3. Keri Nelson – Public Health Program Coordinator (not available)
 4. Greg Wirsing – Sheriff's Department Lieutenant
 5. Joe Grapa – Forestry and Parks Assistant Forest and Parks Administrator
 - b. Resignations / Retirements
 1. Christina Hallstrand – Zoning Department, last day March 28th
 2. Pete Hanish – Highway Department, last day April 7th
 - c. Recruitment
 1. Health and Human Services – Early Childhood Special Education Teacher. Recruitment continues. Possibly contracting with an agency in nearby county for services.
 2. Highway Department – Accountant II. Temporarily postponed. Current employee will stay in position for time being.
 3. Highway Department – Foreman. Application deadline April 29th.
 4. Forestry and Parks – Forester. Interviews scheduled.
 5. Drug Investigator – Sheriff's Department. Recruiting internally.
 6. 4-H Youth Development Summer Assistant. Interviews April 23rd.
 7. Summer Hires and Limited Term Employee (LTE). Recruiting for nine positions.
3. Public Comment / Communications: None.
4. Wage Study. Carlson Dettmann here May 17 and 18 and meet with departments heads to review employee Job Description Questionnaires. Will present findings to committee and Board.
5. Biennial selection of Health Insurance Broker. Nick will gather information and present to Committee for selection.
6. Employee Handbook Updates
 - a. Wages and Other Forms of Compensation
 - b. Overtime
 - c. HolidaysMotion Jesunas/Kopisch to approve the changes as proposed. Motion carried.
7. Resolution – Updates to Employee Handbook. Motion Jesunas/Haskins to approve the resolution and forward to the County Board with recommendation for adoption. Motion carried.
8. Employee Handbook Findings – Beeper Pay and On-call Pay. Discovered possible discrepancy in calculating overtime pay. Employees in these pay categories will have their pay recalculated for the last 54 pay periods to determine any back pay that may be due. Outcome is expected to be minimal.
9. Resolution – Adopt Price County Supervisor Policy and Procedure Manual. Motion Kopisch/Jesunas to approve the resolution and forward to the County Board with recommendation for adoption. Motion carried.
10. Discussion on Jailer Wages – Shift differential pay. Nick explained issue which will be addressed with the wage study and premium pay employee handbook updates.
11. Resolution – Amend 2016 Non-represented Employee Wage Schedule. No action needed.
12. Administrative Policy – Severance Package. Discussion. Policy will be presented at next meeting.
13. Loss Control Plan. Work Comp carrier reviews procedures and makes safety recommendations.
14. Administrative Staff Restructure – Forestry & Parks, Zoning, Land Conservation. With the resignation of

the Zoning Program Assistant, the position has been restructured to be a shared position with Forestry & Parks and Land Conservation.

15. Departmental Financial Summary and Health Insurance Fund Balance. Health insurance fund balance is \$377,384 at end of March.
16. Vouchers: Motion Kopisch/Jesunas to approve the voucher in the amount of \$7,511.51. Motion carried.
17. Set next meeting date. May 11, 2016.
18. Adjourn. Meeting adjourned at 11:09 a.m.

Submitted by: Jean Gottwald, County Clerk