

PRICE COUNTY ADMINISTRATION COMMITTEE
Meeting Minutes

Date: June 15, 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, Ronald Heikkinen, Bob Kopisch, Sheryl Slaby, Dennis Wartgow. Also present: Bruce Jilka, Nick Trimner, Marilyn Schreuder, Don Grande, Chris Cress.

Items for discussion and possible action:

1. Public Comment and Communications: Chris Cress regarding the decision not to fill a vacant position in the Clerk of Courts Office.
2. Meeting Minutes May 11, 2016: Motion Kopisch/Haskins to approve the May 11, 2016 meeting minutes as presented. Motion carried.
3. Employee Status Updates
 - a. New Hires and Promotion (Introductions)
 1. Robert Brodahl – Highway Department Foreman: Started May 16, 2016.
 - b. Resignations / Retirements
 1. Sunday Retzlaff – Clerk of Circuit Court Office: Last day June 10, 2016.
 2. Thomas Bay – Highway Department: Last day June 19, 2016.
 - c. Recruitment
 1. Highway Department – Operator II: Application deadline June 22nd.
 2. Sheriff Deputy Eligibility List and Part-time Vacancies: Current eligibility list has been exhausted. Application deadline July 8th.
 3. Health and Human Services – Early Childhood Special Education Teacher: Ongoing.
 4. Summer Hires and Limited Term Employee (LTE): Summer hires filled in Forestry and Parks. Still needed in Highway Department, have hired eight.
4. Announcement and motion Kopisch/Heikkinen to adjourn to closed session at 9:12 a.m. pursuant to the exemptions in Wis. State Statute 19.85 (1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session for the purpose of:
 - a. Health Insurance Broker Proposals (Spectrum Insurance Group, M3 Insurance and Hedlund Agency)
 - b. Return to Open SessionRoll call vote: Yes (5): Haskins, Heikkinen, Kopisch, Slaby, Wartgow. No: (0). Motion carried.
Motion Heikkinen/Haskins in closed session to return to open session at 10:17 a.m. Roll call vote: Yes (5): Haskins, Heikkinen, Kopisch, Slaby, Wartgow. No: (0). Motion carried.
5. Biennial selection of Health Insurance Broker: Motion Haskins/Heikkinen to remain with Hedlund Agency for the County's Health Insurance Broker. Motion carried.
6. Wage Study – Patrick Gwynn, Carlson Dettmann: Project update and policy discussion.
7. Staffing Structure – Clerk of Court's Office: Discussion with Chris Cress. Motion Kopisch/Heikkinen to proceed with alternate proposals for a staffing structure change in the Clerk of Court's Office. Motion carried.
8. Policy – County Board Supervisors Keycard for Buildings: Consensus of the committee was to not provide county building keycards to county board supervisors.
9. Health Insurance Fund Balance: Discussion.
10. Announcement and motion Kopisch/Haskins to adjourn to closed session at 11:59 a.m. 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 and (1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session for the purpose of:
 - a. County Administrator Contract
 - b. Return to Open SessionRoll call vote: Yes (5): Haskins, Heikkinen, Kopisch, Slaby, Wartgow. No: (0). Motion carried.
Motion Kopisch/Heikkinen in closed session to return to open session at 12:20 p.m. Roll call vote: Yes (5): Haskins, Heikkinen, Kopisch, Slaby, Wartgow. No: (0). Motion carried.
11. Take action, as needed, on closed session item: Motion Kopisch/Slaby to approve the compensation terms as recommended by the Executive Committee and forward the contract to the County Board for approval. Motion carried.
12. Set date for Special Meeting – Deputy Union Grievance: June 27, 2016 at 9:00 a.m. with alternate date June 30, 2016 at 9:00 a.m.
13. Set next meeting date: July 13 and August 10, 2016 at 9:00 a.m.
14. Meeting adjourned at 12:24 p.m.

Submitted by: Jean Gottwald, County Clerk