

PRICE COUNTY ADMINISTRATION COMMITTEE
Meeting Minutes

Date: January 13, 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, Don Grande, Marilyn Schreuder, Brian Schmidt, Lynn Neeck, Judy Chizek, Jean Gottwald, Leanna Samardich

Items for discussion and possible action:

1. Meeting Minutes: December 9, 2015: Motion Jesunas/Tauschek to approve the minutes of the December 9, 2015 minutes as presented. Motion carried.
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
 3. Rachel Dahlke – Highway Department – Fiscal Assistant
 4. Zachary Andrae – 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: Moved to closed session for communication received.
 5. Gail Huycke – UW-Extension
 6. Cathy Moritz – Highway Department
 7. Chad Gudis – Highway Department: Moved to closed session for letter of resignation to committee.
 - c. Recruitment
 1. Land Conservation Technician: Deadline January 18th.
 2. UW-Extension – Family Living Educator: Interviews did not produce a candidate. Working with the State to decide how to proceed.
 3. UW-Extension – Community Resource Development Educator: Working with the State to decide how to proceed.
 4. Health and Human Services – Early Childhood Special Education Teacher: Open until filled.
 5. Health and Human Services – Public Health Aide: Recruitment beginning.
 6. Child Support Agency – Child Support Specialist and Administrative Assistant: Deadlines January 15th.
 7. Highway Department – Accountant II: Deadline January 22nd.
 8. Highway Department – Patrol Superintendent: Recruitment beginning.
3. Public Comment / Communications
4. Review of Job Share Position – District Attorney and Sheriff’s Department Administrative Assistant: Six-month review. Arrangement is working well for both departments.
5. Updated Job Description – Public Health Program Coordinator: Motion Jesunas/Haskins to approve the updated job description as presented. Motion carried.
6. Updated Job Description – Veterans Benefits Specialist: Motion Jesunas/Tauschek to approve the updated job description as presented as amended. Motion carried.
7. Volunteers Policy: Consensus to proceed with development of policy.
8. Wage Study – Carlson Dettmann: January 5th initial meeting with company representative. January 27th and 28th meeting to train department heads on how to work with employee JDQ (Job Description Questionnaire). Committee will need to decide what comparables to use. Possibly presented to the Board in May or June.
9. Resolution – Elected Officials Salaries 2017-2020: Motion Tauschek/Jesunas to approve resolution option #3 and forward to the County Board with recommendation for adoption. Motion Wartgow/Kopisch to amend the resolution to remove the CPI language. Roll call vote: Yes (3): Haskins, Kopisch, Wartgow. No: (2): Jesunas, Tauschek. Motion carried. Roll call vote on amended resolution: Yes (3): Haskins, Kopisch, Wartgow. No: (2): Jesunas, Tauschek. Motion carried.
10. Resolution – Adopt Changes to Board Policy and Procedure Manual: Motion Jesunas/Tauschek to approve the resolution and forward to the County Board with recommendation for adoption with the modifications to the Fair Association language contingent on adoption of the Price County Fair Association resolution being presented to the Executive Committee on January 14th. Motion carried.
11. Acknowledgement of Receipt of Updated Employee Handbook – Sheriff’s Department: No action needed.
12. Motion Tauschek/Haskins to adjourn to closed session at 10:34 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 for the purpose of:
 - a. Employee Holiday Pay – Interpretation of Policy – Sheriff’s Department Employee
 - b. (Item 2-b-4) Employee termination – Child Support Specialist

- c. (Item 2-b-7) Resignation of Highway Department Employee
- d. Return to Open Session

Roll call vote: Yes (5): Haskins, Jesunas, Kopisch, Tauschek, Wartgow. No: (0). Motion carried.

Motion Jesunas/Kopisch in closed session to return to open session at 11:15 a.m. Roll call vote: Yes (5): Haskins, Jesunas, Kopisch, Tauschek, Wartgow. No: (0). Motion carried.

13. Take action, as needed, on closed session item: No action.

14. Price County Employee Handbook and Administrative Manual Modifications

- a. Sick Leave Definition Update – Domestic Partnership: Motion Kopisch/Tauschek to approve the language as presented with the addition of “Spouse means an employee’s legal husband or wife as referenced in Wisconsin State Statute §103.10(1)(h).” Motion carried. Motion Kopisch/Jesunas to approve the language for usage as amended. Motion carried.
- b. Office Hours – Open to the Public: Motion Kopisch/Jesunas to approve as amended. Motion carried.
- c. Holiday – Eligibility: Motion Kopisch/Tauschek to approve as amended. Motion carried.
- d. Vacation – Approval: Motion Kopisch/Jesunas to approve as amended. Motion carried.
- e. Benefits Voluntary Program: Motion Kopisch/Jesunas to approve the additions to the Benefits Voluntary Programs as presented. Motion carried.
 - 1. Addition of Health Savings Account
 - 2. Addition of Limited Flex Plan
 - 3. Addition of Life Insurance
- f. References to “mission and goals”: Motion Jesunas/Kopisch to approve as amended. Motion carried.
 - 1. Administration Manual – Employee Performance
 - 2. Employee Handbook – Performance Reviews

15. Departmental Financial Summary and Health Insurance Fund Balance: Motion Jesunas/Tauschek to recommend to the Executive Committee to evaluate reassigning a portion of the January employer health insurance holiday to the Insurance Fund. Motion carried.

16. Vouchers: Motion Jesunas/Tauschek to approve the vouchers the amount of \$2,514.67. Motion carried.

17. Set next meeting date: February 10, 2016.

18. Adjourn: Meeting adjourned at 12:15 p.m.

Submitted by: Jean Gottwald, County Clerk