

**PRICE COUNTY ADMINISTRATION COMMITTEE**  
**Meeting Minutes**

Date: February 17, 2017

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 – Al Haskins, Ronald Heikkinen, Bob Kopisch, Sheryl Slaby, Dennis Wartgow. Also present: Nick Trimner, Bruce Jilka, Brian Schmidt, Don Grande, Marilyn Schreuder, Brian Roush, Mark Fuhr, Lynn Neeck

Items for discussion and possible action:

1. Public Comment and Communications: None.
2. Meeting Minutes: January 24, 2017: Motion Haskins/Kopisch to approve the minutes of the January 24, 2017
3. Employee Status Updates
  - a. New Hires, Promotion and Reassignments
    1. Benjamin Hartmann – Highway Operator II: Starts February 20<sup>th</sup>.
    2. Jineen Uhren – Forestry & Parks/Zoning/Land Conservation Administrative Assistant: Starts February 27<sup>th</sup>.
    3. Rachel Dahlke – Highway Department Accountant: As of February 3<sup>rd</sup>.
  - b. Resignations / Retirements
    1. Nicole Hays – Land Conservation Technician: January 26<sup>th</sup>.
    2. Dan Greenwood – Sheriff's Department Jail Lieutenant: March 31<sup>st</sup> after 33 years.
    3. Leslie Borne – Health and Human Services Public Health Nurse: February 17<sup>th</sup>.
    4. Kathy Parpart – UW-Extension Program Assistant: February 21<sup>st</sup>.
  - c. Recruitments
    1. Deputy Sheriff Part-time Vacancy and Full-time Eligibility: In process.
    2. Health and Human Services – Family Home Visitor: Interviews February 16<sup>th</sup>.
    3. Sheriff's Department Jail Lieutenant: Deadline February 22<sup>nd</sup>.
    4. Health and Human Services – Public Health Nurse: Not currently recruiting.
    5. Office of Administration – HR Specialist: Deadline February 24<sup>th</sup>.
4. Health Insurance Fund Balance: 2016 claims run out is going well.
5. Sheriff's Department – Recruiting School Scholarship: State will pay tuition, meals and lodging for candidate to go to recruit school. Committee members' consensus agreement. A policy will be developed and presented.
6. Sheriff's Department Management - Overtime Adjustment: Offer of employment letter regarding overtime adjustment may cease and compensation equalization may be covered in the wage schedule.
7. UW-Extension Support Staff Structure: Recommendation to not fill the vacant part-time position. Will refer to Land Use / UW-Extension Committee for formal recommendation.
8. Wage Study Summary – Carlson Dettmann Report: Report reviewed.
9. Recommended Updates to County Employee Wage Schedule: Motion Kopisch/Heikkinen to approve:
  - .75% across the board increase
  - pay scale starting at 85% of control point and put employees who are below scale at minimum
  - use job classification as recommended by Carlson Dettmann
  - new hiring range grades 1 through 5
  - implement first full payroll in April
  - matrix movement on anniversary date starting in 2018 and any employee between steps move to next step on their 2018 anniversary date
  - automatic matrix movement is capped at control pointMotion carried.
10. Resolution – 2017 Employee Wage Schedule: Postponed to next meeting.
11. Announcement and motion Heikkinen/Kopisch to adjourn to closed session at 11:17 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:
  1. Deputy Union Contract
  2. Return to Open SessionRoll call vote: Yes (5): Haskins, Heikkinen, Kopisch, Slaby, Wartgow. No: (0). Motion carried.  
Motion Kopisch/Haskins in closed session to return to open session at 11:40 a.m. Roll call vote: Yes (5): Haskins, Heikkinen, Kopisch, Slaby, Wartgow. No: (0). Motion carried.
12. Take action, as needed, on closed session item. No action.
13. Resolution – Ratify the Collective Bargaining Agreement between Price County and Price County Deputies Union Local LAW Local 116: Postponed to next meeting.
14. Set next meeting date: February 21, 8:30 a.m.; April 6.
15. Meeting adjourned at 11:43 a.m.

Submitted by: Jean Gottwald, County Clerk