

Price County Administration Committee

Members: Jeff Hallstrand, Paula Houdek, Mark Kyle, Jordan Spacek, Dennis Wartgow

Notice of Meeting

There will be a meeting of the **Price County Administration Committee** at the time and place indicated below. The meeting is Open to the public pursuant to Wisconsin Statutes, Chapter 19, Subchapter V. (Open Meeting Law).

Members of the public may access all public meetings via conference call.

Conference call number: 1-408-418-9388

Conference code: 2496 824 6472

Please go to the [events calendar](#) on the Price County website for more information on joining this meeting.

Date: February 8, 2024

Time: 9:00 a.m.

Place: Courthouse County Board Room 101; 126 Cherry St; Phillips, WI 54555

Meeting called to Order and Roll Call

Items for discussion and possible action:

1. Public Comment and Communications
2. Meeting Minutes – January 11, 2024
3. Employee Status Updates (January 11, 2024)
 - a. New Hires, Promotions & Reassignments
 - i. Megan Norris – Corporation Counsel
 - ii. Benjamin Greiner – Deputy Clerk of Courts
 - iii. Alexia Kertzman – Deputy Clerk of Courts
 - iv. Stephanie Kotke – Transfer HHSD to Child Support
 - b. Resignations/Retirements/Terminations
 - i. Emily Brehm – Child Support Director
 - ii. Melvin Ott – Highway Operator
 - c. Recruitments
 - i. Child Support Director
 - ii. Correction Officer and/or Civilian Dispatch
 - iii. Highway Operator
 - iv. HHSD - Family Skills Worker
 - v. Social Worker – Children & Youth (2)
 - vi. Social Worker – Behavioral Health
 - vii. Social Worker – Adult Protective Services
 - viii. ADRC Specialist
 - ix. ADRC-N Disability Benefit Specialist
 - x. Health & Human Services Assistant
 - xi. Substitute Nutrition Site Managers
4. Cottingham & Butler
 - a. Presentation – Wage Schedule Review
 - b. Updated Employee Position Titles
 - c. Updated Wage Schedule
 - d. Resolution – Revisions to Non-Represented Wage Matrix
 - e. Job Descriptions Update
5. Resolution – New Position – Employee Benefits and Communication Coordinator
6. Resolution – Elected Official Salaries for 2025 – 2029
7. Employee Handbook Updates
 - a. Section 6 – Wages & Other Forms of Compensation
 - i. Correction Officer Sergeant Positions
 - ii. Wages Adjustment – Highway Department
 - iii. Weekend Call-in Pay
 - iv. Shift Differential
 - b. Respectful Workplace Policy
 - c. Section 4 - Office Hours – Open to the Public (Thursday, July 4th Holiday)

8. Self-Funded Health Insurance Fund
 - a. Status
 - b. Closing of Urgent Care and Other Medical Services
9. County Board of Supervisors Policy and Procedure Manual
 - a. Review Updates
 - b. Resolution – Approve Revisions to the County Board Policy and Procedure Manual
10. Date of Next Meeting
11. Announcement and motion to adjourn to closed session pursuant to the exemption 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 for the purpose of:
 - a. Pay Rate for Interim Public Health Officer Trainee
12. Take Action, as needed, on closed session items
13. Adjourn

By: Dennis Wartgow, Committee Chairperson

Posted: February 1, 2024

Reviewed by County Administrator: Nicholas Trimner

C: Price County Review WCQM/WPFP

Posting locations: Courthouse bulletin board, Normal Building bulletin board, Park Falls Public Library, Phillips Public Library, Ogema Public Library

The Committee reserves the right to take appropriate action on any item timely noticed on this agenda. Members present at this meeting may constitute a quorum of the County Board or any other County Board committee. Persons having a disability may request special accommodation in keeping with ADA requirements. Requests will be kept confidential.