

# 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: 2493 359 0175**

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

**Date: November 6, 2023**

**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 – October 10, 2023
3. Employee Status Updates (since October 6, 2023)
  - a. New Hires, Promotions & Reassignments
    - i. Della Sanderfoot – District Attorney Legal Secretary
  - b. Resignations/Retirements/Terminations
    - i.
  - c. Recruitments
    - i. Corporation Counsel
    - ii. Correction Officer / Civilian Dispatch (2)
    - iii. Social Worker – Children & Youth (2)
    - iv. Social Worker – Behavioral Health
    - v. ADRC Elder Benefit Specialist
    - vi. ADRC Specialist
    - vii. ADRC-N Disability Benefit Specialist
    - viii. Deputy Clerk of Courts
    - ix. Forestry & Parks Administrative Assistant
    - x. Substitute Nutrition Site Managers
4. Job Description Updates
5. Cottingham & Butler - Wage Schedule Review Process
6. Employee Handbook
  - a. Mandatory Annual Vacation for Payroll and Accounts Payable Employees for Fraud Prevention
  - b. Employee Perks – Longevity Provision
  - c. Vacation – Additional Level
  - d. Resolution – Adopt Revised Employee Handbook
7. Resolution – 2024-2025 County Board Chair Salary and County Board Supervisor Per Diem
8. Self-Funded Health Insurance Fund
  - a. 2024 Premiums Update
  - b. Fund update
9. Date of Next Meeting
10. Adjourn

By: Dennis Wartgow, Committee Chairperson

Posted: October 31, 2023

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.