

**Price County Administration Committee  
Meeting Minutes**

Date: January 11, 2024

Time: 9:00 a.m.

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

Meeting called to order by Dennis Wartgow, Committee Chairperson at 9:00 a.m. Roll Call: Present: Jeff Hallstrand, Paula Houdek, Mark Kyle, Jordan Spacek, Dennis Wartgow Also present: Nick Trimner

Items for discussion and possible action:

1. Public Comment and Communications: None.
2. Meeting Minutes – November 6, 2023: Motion Hallstrand/Spacek to approve the minutes from the November 6, 2023 meeting as presented. Motion carried.
3. Employee Status Updates (since November 6, 2023)
  - a. New Hires, Promotions & Reassignments
    - i. Sarah Meives – Transfer from Family Skills Worker to Elder Benefit Specialist
    - ii. Christy Hlavacek – Transfer HHSD to Forestry & Parks
    - iii. Katie Newstrom – Transfer Deputy Clerk of Courts to DA’s Office
    - iv. Trudy Kohler – Sheriff’s Office Administrative Assistant - LTE to full-time
    - v. Rich Patrie – Forestry & Parks Technician – part-time to full-time
  - b. Resignations/Retirements/Terminations
    - i. Shelby Bierman – Child Support
    - ii. Jasmyn Marlenga – Health & Human Services Department
    - iii. Tammy Dahl – Health & Human Services Department
    - iv. Della Sanderfoot – District Attorney’s Office
    - v. Brandon Kozak – Corrections/Dispatch
  - c. Recruitments
    - i. Corporation Counsel: Interviewed candidate.
    - ii. Child Support Specialist: Interviews to be scheduled.
    - iii. Correction Officer: One male and one female to cross train with iv.
    - iv. Civilian Dispatch
    - v. Deputy Clerk of Courts (2): Interviews yesterday. Making two offers.
    - vi. HHSD - Family Skills Worker: Interviews scheduled.
    - vii. Social Worker – Children & Youth (2): Interviews to be scheduled.
    - viii. Social Worker – Behavioral Health: Interviews to be scheduled.
    - ix. ADRC Specialist: Recruitment in process.
    - x. ADRC-N Disability Benefit Specialist: Recruitment in process.
    - xi. Substitute Nutrition Site Managers: Ongoing.
4. Cottingham & Butler
  - a. Wage Schedule Update: Defining the guidelines and comparables. Meeting on the 17<sup>th</sup>.
  - b. Job Descriptions Update: Meeting on the 29<sup>th</sup>. Will work on positions with upcoming hirings first. There are approximately 75 positions to review.
5. Resolution – New Position – Sheriff’s Deputy and Classify Additional Investigator: Motion Houdek/Spacek to approve the resolution and forward to the County Board for their consideration. Motion carried.
6. Resolution – New Position – Health Officer Deputy: Discussed at yesterday’s Health & Human Services Board meeting. Plan to handle as an interim position, not needing a resolution.
7. Amend Resolution 5-23 – ADRC Part-time Employee to Full-time: Motion Houdek/Kyle to approve the resolution and forward to the Executive Committee, and then to the County Board, for their consideration. Motion carried.
8. Self-Funded Health Insurance Fund: Several stop losses in 2023.
9. County Board of Supervisors Policy and Procedure Manual: Reviewed potential language changes. Will have finalized document for the next meeting.
10. Date of Next Meeting: February 8.
11. Meeting adjourned at 11:12 a.m.

Respectfully submitted,

Jean Gottwald, County Clerk