

PRICE COUNTY ADMINISTRATION COMMITTEE
Meeting Minutes

Date: March 10, 2021

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 – Alan Barkstrom, Jeff Hallstrand, Bob Kopisch, Jordan Spacek, Dennis Wartgow. Also present: Nick Trimner, Jennifer Miller, Paula Houdek, Leanna Samardich, Sarah Reese-Socha, Sylvia Kerner
Nick reviewed the process for attending meeting via conference call.

Items for discussion and possible action:

1. Communications and Public Comment: None.
2. Minutes from January 7, 2021 meeting: Motion Barkstrom/Hallstrand to approve the minutes of the January 7, 2021 meeting as presented. Motion carried.
3. Employee Status Updates
 - a. New Hires, Promotions & Reassignments
 1. Joe Grapa – Interim Forest & Parks Administrator: January 25th.
 2. Christine Holoubek – transfer to Economic Support Specialist: February 8th.
 3. Debbie Blaney – transfer to Deputy Clerk of Courts – Fiscal: March 2nd.
 4. Erik Jakobi – Highway Operator II: January 25th.
 5. Morgan Miller – Custodian: March 8th.
 6. James Timmers – Highway Operator II: February 3rd.
 7. Lindsey Hochmuth – HHSD Family Home Visitor (GIFT): March 8th.
 - b. Resignations/Retirements/Terminations
 1. Carol Austad – Deputy Clerk of Courts: March 1st 11.5 years
 2. Patti Janak – Judicial Assistant: March 12th 15 years
 3. Greg Wirsing – Sheriff's Lieutenant: May 7th 17 years
 4. Daniel Holman – Highway Department: 23rd 16 years
 5. Suzy Daniels – Public Health Nurse: May 3rd 29 years
 - c. Recruitments
 1. Correction Officer / Dispatch (3): Scheduling interviews.
 2. Social Worker – Children & Youth: Three interviews held. Checking certifications.
 3. Deputy Clerk of Courts – Criminal: First candidate declined. Second interviews March 16th.
 4. Health & Human Services Assistant: Interviews March 16th
 5. Judicial Assistant: Reviewing applications to schedule interviews.
 6. Highway Mechanic: Application deadline March 17th
 7. Summer Hires: Recruiting four for Highway Department and two for Forestry Department.
4. Waive Recruitment Policy – Forest & Parks Administrator: Motion Kopisch/Hallstrand to waive excepting a Department Head vacancy from being considered for internal promotion for filling the vacancy of the Forest & Parks Administrator position. Motion carried.
5. Retention and Recruitment Initiative: Nick and Jennifer have been working with Cottingham and Butler and department leadership to develop ideas for filling and retaining positions that are hard to fill and equalizing duties of various similar positions. Anticipate an initial plan in two months.
6. Wage Schedule and Benefits Package: Change in health plan has been generally well received. Change in insurance resulted in \$300,000 to use for wage plan. Cost for a 1% across-the-board wage increase would be approximately \$80,000. Motion Spacek/Barkstrom to approve a 1.25% across-the-board wage increase. Motion carried.
7. Resolution – 2021 Employee Wage Schedule: Motion Kopisch/Spacek to postpone until the April meeting. Motion carried.
8. Job Descriptions – Authorize Edits and Updates: Motion Barkstrom/Kopisch to authorize editing non-monetary job description language to update job descriptions. Motion carried.
9. COVID-19 Administrative Authority and Emergency Leave: Regarding County employees: Opening travel to meeting and conferences if venue is following CDC guidelines. Emergency leave is still in effect. Mask mandate still in force. Expect gradual roll back once employees have had the option for the vaccine. Still requiring appointments to come into County offices. Working remotely has been going well. Positive cases have been declining.
10. Update County Board Policy and Procedure Manual:

- a. Update Executive Committee Duties: Motion Barkstrom/Hallstrand to approve the language as presented. Motion carried.
 - b. Update Electronic Meeting Policy: Motion Spacek/Hallstrand to approve the language as presented. Motion carried.
 - c. Electronic Voting System: Should develop policy on use of electronic voting and technology for meetings.
11. County Board Committee Election Procedure
- a. Highway & Transportation Committee Vacancies: Discussion on filling vacancies as they occur.
 - b. Elections to Fill Vacancies: Motion Kopisch/Barkstrom to add to the Board Policy and Procedure Manual: When a vacancy occurs on the Highway and Transportation Committee, an election will be held for the vacant position with all members in the region of vacancy to be eligible. Motion carried.
12. Meetings - Use of Technology Upgrades in the Board Room: Covered under 10(c).
13. Consideration of Reestablishing the Buildings and Grounds Committee: Motion Spacek/Barkstrom to approve the language presented to add the Buildings and Grounds Committee to the Board Policy and Procedure Manual. Motion carried.
14. Set next meeting date: April 14th.
15. Meeting adjourned at 11:33 a.m.

Respectfully submitted,
Jean Gottwald, County Clerk