

PRICE COUNTY ADMINISTRATION COMMITTEE
Meeting Minutes

Date: June 23, 2020

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, Dennis Wartgow. Excused: Jordan Spacek. Also present: Nick Trimner, Jennifer Miller

Items for discussion and possible action:

1. Elect Committee Vice-chairperson: Kopisch nominated Jordan Spacek. Three calls for further nominations. Motion Kopisch/Hallstrand to close nominations and cast a unanimous ballot for Jordan Spacek as committee Vice-chairperson. Motion carried.
2. Communications: None.
3. Minutes from March 16, June 2, June 16 meetings: Motion Kopisch/Hallstrand to approve the minutes of the March 16, June 2 and June 16, 2020 meetings as presented. Motion carried.
4. Employee Status Updates
 - a. New Hires, Promotion and Reassignments
 1. Josh Isaacson – Buildings & Grounds Technician: Transfer from Jail/Dispatch started June 22nd.
 2. Aaron Michek – Correction Officer / Dispatcher: May 4th.
 3. Suzanne Franz – Economic Support Specialist: April 27th.
 4. Sarah Meives – Health & Human Services Family Skills Worker: June 8th transfer from Family Home Visitor.
 5. Dan Heenan – Highway Fleet & Facilities Superintendent: April 5th transfer from mechanic position.
 6. Brian Mader – Highway Operator II: May 18th.
 7. Scott Sokolowski – Highway Operator II: June 22nd.
 8. Neil Foytik – Highway Mechanic: June 1st.
 9. Samuel Heitl – Sheriff's Deputy, Casual: Will start as casual May 1st and participate in the deputy training.
 10. Social Worker – Children and Youth: New hire quit before starting. Will continue recruitment.
 - b. Resignations / Retirements / Terminations
 1. Craig Fischer – Dams Keeper / Operator I: Four months 6/18. Dustin Osmitz is filling in. Looking at position redesign.
 2. Amy Casey – Health & Human Services Assistant: May 1st after one year.
 3. Chris Jarosinski – Sheriff's Department Investigator: May 29th after 24 years.
 4. Jamie Clapero – Sheriff's Deputy: June 28th after 21 years.
 - c. Recruitments
 1. Certified Social Worker: In process to fill two positions.
 2. Correction Officer / Dispatch: Interviews on June 26th. Will open again due to recent resignations.
 3. Sheriff's Deputy: Interviewed on June 19th.
 4. Sheriff's Department Investigator: Interviewed on June 19th.
 5. Dams Keeper – Operator I: Applications close July 1st.
 6. DHHS Family Home Visitor: Applications close July 1st.
 7. Highway Operator II: Applications close July 1st.
 8. Summer Hire (1): Filled on June 22nd.
5. Employee Handbook and Administration Manual: Reviewed revisions to draft documents. Will continue at next meeting.

Hallstrand excused at 9:58 a.m.
6. Future Agenda Items: Wage grade scale review – HR Specialist.
7. Set next meeting date: July 15th
8. Meeting adjourned at 11:37 a.m.

Respectfully submitted,

Jean Gottwald, County Clerk