

PRICE COUNTY ADMINISTRATION COMMITTEE
Meeting Minutes

Date: August 9, 2018 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, Bob Kopisch, Sheryl Slaby, Dennis Wartgow. Excused: Jordan Spacek. Also present: Nick Trimner, Don Grande, Leanna Samardich, Jennifer Miller

Items for discussion and possible action:

1. Public Comment and Communications; Bob attended the County Board Chair WCA meeting and would like to discuss information regarding public notice requirements for meetings. Nick received the resignation of Tracy Burkart.
2. Meeting Minutes: May 9, 2018: Motion Slaby/Kopisch to approve the minutes of the May 9, 2018 meeting as presented.
3. Employee Status Updates
 - a. New Hires, Promotion and Reassignments
 1. Carrie Kyle – Office of Administration: As of July 9th. Transfer from Treasurer's Office.
 2. Jason Van Boxtel – Sheriff's Department: Part-time deputy.
 3. Vince Bolles – Sheriff's Department: Jailer started June 15th.
 4. Lisa Nagro – Veterans Service Office: Started June 19th.
 5. Joshua Pritzl – Highway Department: Started July 23rd as Fleet and Facilities Superintendent.
 6. Jolie Dirrigle – Health and Human Services Department: Starts September 4th. Behavioral Health Services Unit Supervisor.
 - b. Resignations / Retirements / Terminations
 1. Mary Feranec – Tourism Department: June 15th after 17 years.
 2. Garrett Edinger – Highway Department: August 9th after four years.
 3. Ken Kozak – Highway Department: September 4th after 40 years.
 - c. Recruitments
 1. Deputy Treasurer – Office of Administration: Interviews August 8th.
 2. Fiscal and Administration Manager – Health and Human Services Department: Starting new search. Candidate offered position declined.
 3. Operator I – Highway Department: Interviews to be scheduled. Michael Ball transferred to one of the Mechanic positions.
 4. Mechanic – Highway Department: Currently recruiting. Application deadline August 22nd.
4. Update County Wage Schedule:
 - a. Lead Economic Support: Position added to Grade F.
 - b. Behavioral Health Services Unit Supervisor: Position added to Grade M.
 - c. Resolution – Amend 2018 Employee Wage Schedule: Includes cleaning up some of the position titles. Motion Hallstrand/Kopisch to approve the resolution and forward to the County Board with recommendation for adoption. Motion carried.
5. Employee Handbook Policy Updates
 - a. Overtime Policy: Clarify the exceptions.
 - b. Leaves Policy– Family, Medical & Military: Clarify voluntary deductions.
 - c. Benefits Policy – Miscellaneous: Clarify license categories. Remove proposed language change to PPE and clothing allowance.
 - d. Separation of Employment Policy: Added final payment language.
 - e. Drug & Alcohol Prohibitions Policy: Clarify testing language.
6. Set next meeting date: September 12, 2018.
7. Meeting adjourned at 9:55 a.m.

Submitted by: Jean Gottwald, County Clerk