

**Price County Administration Committee
Meeting Minutes**

Date: October 6, 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.

Nick reviewed process for those attending electronically.

Items for discussion and possible action:

1. Public Comment and Communications: Bob discussed the WCA initiative and breakout session on diversity, equity and inclusion. The WCA created a committee and Nick has been appointed as a member.
2. Minutes from September 9, 2021 meeting: Motion Kopisch/Spacek to approve the minutes of the September 9, 2021 meeting as presented. Motion carried.
3. Employee Status Updates
 - a. New Hires, Promotions & Reassignments
 1. Anthony Mugnaini – Correction/Dispatch: Starting mid-October. He may be interested in the deputy scholarship program.
 2. Doug Skipper – Highway Operator: Started 9/13.
 3. David Kempen – Highway Operator: Started 10/4.
 4. Lynette Sharrer – Victim Witness / Legal Assistant: Started 9/27.
 5. Jessica Carlson – Child Support Specialist: Starting 10/13.
 6. Jessi Rumsy – Child Support Specialist Lead/LTE: Will be brought in for training and assistance.
 - b. Resignations/Retirements/Terminations: Working on an exit interview that will be sent to employees after they leave.
 1. Neil Foytik – Highway Mechanic: Short-term.
 2. Adam Nelson – Dams Superintendent: Short-term.
 - c. Recruitments: Implemented a new online HR system which is a module with the County website. Will be a more efficient application process.
 1. Correction Officer / Dispatch – Part-time and Eligibility List: Ongoing.
 2. Dams Keeper / Highway Operator: Application deadline 10/13.
 3. Deputy Sheriff: Background process on two candidates. Waiting on interviews for the two Lieutenant positions.
 4. Health & Human Services Assistant: Interviews scheduled 10/13.
 5. Highway Mechanic: Application deadline 10/6.
 6. Registered Oral Health Hygienist: State funded, 80% position. Application deadline 10/6.
 7. Social Worker – Children & Youth (2): Ongoing. Offer made to one candidate.
4. Airport Technician Part-time Position Update: It is currently classified as LTE 23 hours per week. Discussion on classification going forward. Motion Barkstrom/Hallstrand to classify the Airport Technician position as a regular part-time, benefits eligible position and move forward with a wage review to place the position on the wage schedule. Motion carried.
5. Health Insurance
 - a. Renewal Rates: 19.7% increase, \$150,000. Broker did renewal calculations and sent out RFPs for providers that are due on October 15th. Do not anticipate needing to make any budget adjustments.
 - b. Plan Structure: Will not be able to determine until after RFPs are received and provider chosen.
 - c. Future Self-funded Options: Broker provided calculations on self-funding. Likely to implement.
6. Price County Supervisor Code of Ethics
 - a. Policy and Procedure Manual: Reviewed what is currently in the manual for Code of Ethics.
 - b. Ordinance Code Chapter 62, Code of Ethics: Currently in the Policy and Procedure Manual.

c. State Statute Chapter 946, Crimes Against Government and its Administration

1. § 946.12 Misconduct in Public Office
2. § 946.13 Private Interest in Public Contract Prohibited

Motion Kopisch/Barkstrom to add State Stat. § 946.12 and § 946.13 to the Supervisor Policy and Procedure manual. Motion carried.

7. Personnel Handbook: Supplemental COVID-19 Policies and Procedures

- a. County Administrator Emergency Authority: Emergency authority expired August 31st.
- b. COVID Supplemental Policy and Procedure Update
 1. COVID Leave: Continues leave for COVID related issues.
 2. Vaccination Incentives: For employees who meet the requirements.
 3. Level of COVID Protocols Based on Quarantines/Isolations: Discussion on implementing protocols for employees based on level of employee quarantine or isolation.

Motion Spacek/Hallstrand to approve the revised Supplemental COVID-19 Policies and Procedures as presented and edited (includes items 1, 2 and 3 above). Motion Barkstrom/Kopisch to amend the motion to remove the vaccination section (item 2 above). Motion to amend carried on voice vote.

Motion carried on amended motion.

8. Set next meeting date: October 28th.

9. Meeting adjourned at 11:00 a.m.

Respectfully submitted,
Jean Gottwald, County Clerk