

**Price County Administration Committee
Meeting Minutes**

Date: October 10, 2023

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, Dennis Wartgow. Excused: Jordan Spacek. Also present: Nick Trimmer, Jennifer Miller (remote)

Items for discussion and possible action:

1. Public Comment and Communications: None.
2. Meeting Minutes – August 8, 2023: Motion Houdek/Kyle to approve the minutes of the August 8, 2023 meeting as presented. Motion carried.
3. Employee Status Updates (since August 8, 2023)
 - a. New Hires, Promotions & Reassignments
 - i. Alexis Timmers – Judicial Assistant
 - ii. Marilyn Rodriguez – Corrections / Dispatch
 - iii. Jesse Meyer – Corrections / Dispatch
 - iv. Cole Richardson – Highway Operator
 - v. Cole Broetzmann – Highway Operator
 - vi. Kenneth Leiting – Airport Technician
 - b. Resignations/Retirements/Terminations
 - i. Scott Retallick – Airport Technician
 - ii. Emily Rehak – Health & Human Services Elder Benefit Specialist
 - iii. Tanner Denzine – Highway Operator
 - iv. Wendy Waltenberg – Deputy Clerk of Courts
 - v. Virginia Bowman – Forestry & Parks Administrative Assistant
 - c. Recruitments
 - i. Corporation Counsel:
 - ii. Legal Secretary – DA’s Office
 - iii. Correction Officer / Civilian Dispatch (2)
 - iv. Deputy Sheriff
 - v. Social Worker – Children & Youth (2)
 - vi. Social Worker – Behavioral Health
 - vii. ADRC Elder Benefit Specialist
 - viii. ADRC Specialist
 - ix. Deputy Clerk of Courts
 - x. Forestry & Parks Administrative Assistant
 - xi. Substitute Nutrition Site Managers
4. 2024 Employee Payroll and Holiday Schedule: Highway Department currently has two days for July 4th holiday. Moving the days for 2024 from July 4th and 8th to July 3rd and 4th.
5. Cottingham & Butler – Heather Murray presented remotely.
 - a. 2023 – 2024 Upper Midwest Salary Planning Survey Report: Reviewed. Seeing average of 3-5% wage increases.
 - b. Wage Schedule Review Process: Reviewed process and timeline for an updated wage study. \$300,000 in 2024 budget for the wage study and changes in the wage schedule. Will start beginning of 2024 if it is approved in the budget.
6. Resolution: Creation of a New Position – ADRC-N Disability Benefit Specialist: Motion Houdek/Kyle to approve resolution and forward to the County Board for their consideration. Motion carried.
7. Employee Handbook
 - a. Mandatory Annual Vacation for Payroll and Accounts Payable Employees for Fraud Prevention: Recommendation from the auditors and legal counsel. Discussed the need and structure. Will present policy with final language at a future meeting.
8. Resolution for Inclusion Under the Income Continuation Insurance Plan: Recommended by our health insurance broker. Motion Kyle/Houdek to approve resolution and forward to the County Board for their consideration. Motion carried.

9. Self-Funded Health Insurance: Offering three plans. \$100 increase in deductible required to maintain HSA eligible. Still looking into a Near Site Clinic. A group is interested but having difficulty finding a facility. There is also community business interest.
 - a. 2024 Premiums:
 - b. 2024 Deductible:

Deductible	Single/Family	Simply One (Marshfield)			Broad Network			Simply One Zero Deductible Plan		
		1,600/3,200			1,600/3,200			0/0		
Premium		Employee	County	Total	Employee	County	Total	Employee	County	Total
Per/Paycheck	Single	35	450	485	50	450	500	122	363	485
	Family	100	1,250	1,350	135	1,250	1,385	280	1,070	1,350
Monthly	Single	70	900	970	100	900	1,000	244	726	970
	Family	200	2,500	2,700	270	2,500	2,770	560	2,140	2,700
Yearly	Single	840	10,800	11,640	1,200	10,800	12,000	2,928	8,712	11,640
	Family	2,400	30,000	32,400	3,240	30,000	33,240	6,720	25,680	32,400

Motion Hallstrand/Kyle to approve the 2024 premiums and deductible as presented.
 Motion carried.

- c. Current Status of Health Insurance Fund: Currently at \$400,000, which is approximately a two month reserve. Goal is to reach three to four months.
 10. Date of Next Meeting: November 6th.
 11. Meeting adjourned at 10:05 a.m.
- Respectfully submitted,
 Jean Gottwald, County Clerk