

**:Price County Administration Committee
Meeting Minutes**

Date: November 6, 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, Jordan Spacek, Dennis Wartgow Also present: Nick

Trimner, Jennifer Miller, Carrie Kyle

Items for discussion and possible action:

1. Public Comment and Communications: None.
2. Meeting Minutes – October 10, 2023: Motion Hallstrand/Kyle to approve the minutes from the October 10, 2023 meeting as presented. Motion carried.
3. Employee Status Updates (since October 6, 2023)
 - a. New Hires, Promotions & Reassignments
 - i. Della Sanderfoot – District Attorney Legal Secretary
 - b. Resignations/Retirements/Terminations – None.
 - c. Recruitments
 - i. Corporation Counsel – No qualified candidate.
 - ii. Correction Officer / Civilian Dispatch (2) – Interviews last week.
 - iii. Social Worker – Children & Youth (2) – Ongoing.
 - iv. Social Worker – Behavioral Health – No qualified candidate.
 - v. ADRC Elder Benefit Specialist – Interviews scheduled.
 - vi. ADRC Specialist – Part-time – Still recruiting.
 - vii. ADRC-N Disability Benefit Specialist – Recruitment started.
 - viii. Deputy Clerk of Courts – Making offer to candidate.
 - ix. Forestry & Parks Administrative Assistant – Interviews scheduled.
 - x. Substitute Nutrition Site Managers – ongoing.
4. Job Description Updates: Need to update job descriptions, especially for employees who have been in their position for a long time. Service provided by Cottingham & Butler for \$250 per job description.
5. Cottingham & Butler - Wage Schedule Review Process: Will set date after 2024 budget approval. 2 ½ - 3 month process.
6. Employee Handbook
 - a. Mandatory Annual Vacation for Payroll and Accounts Payable Employees for Fraud Prevention: Language was updated after review of legal counsel. Will affect 12 employees who have direct access to the accounting system.
 - b. Employee Perks – Longevity Provision: 66% participation. Additional items for the list. Adding longevity levels.
 - c. Vacation – Additional Level: Changes to the years in between level changes.
 - d. Resolution – Adopt Revised Employee Handbook: Motion Spacek/Houdek to approve the resolution and forward to the County Board for their consideration. Motion carried.
7. Resolution – 2024-2025 County Board Chair Salary and County Board Supervisor Per Diem: Increase per diems for County Board meetings to \$100 and \$75 for all other eligible meetings. Motion Spacek/Kyle to approve the resolution and forward to the County Board for their consideration. Motion carried.
8. Self-Funded Health Insurance Fund
 - a. 2024 Premiums Update: Motion Kyle/Hallstrand to approve the update to the 2024 health insurance premium and deductible schedule as presented. Motion carried.
 - b. Fund update: Current balance approximately \$300,000. Goal is \$400,000 by end of year.
9. Date of Next Meeting: January 11.
10. Meeting adjourned at 9:44 a.m.

Respectfully submitted,

Jean Gottwald, County Clerk