

Price County Administration Committee Meeting Minutes

Date: August 12, 2025

Time: 9:00 a.m.

Place: Courthouse County Board Room 101; 126 Cherry St; Phillips, WI 54555

Call to Order: Meeting called to order at 9:00 a.m. by Dennis Wartgow, Committee Chairman.

Roll Call

Members: Jeff Hallstrand, Paula Houdek, Jordan Spacek, Dennis Wartgow

Members Excused: Alan Barkstrom

Others Present: Nick Trimner, County Administrator

Items For Discussion and Possible Action

1. **Public Comment and Communications:** None.

2. **Minutes from the May 13, 2025 Meeting**
Motion Spacek/Hallstrand to approve the meeting minutes from May 13, 2025. Motion Carried.

3. **Employee Status Updates**
New Hires, Promotions, & Reassignments
 - Logan Schmoeger – Deputy Sheriff
 - Teresa Olsen – Substitute Home Delivered Meal Driver (Park Falls)
 - Kristen Overturf – Family Skills Worker
 - Katie Voss – Health & Human Services Assistant
 - Melody Jorgensen – ADRC Disability Benefits Specialist
 - Charles Melbauer – Highway Operator**Terminations, Resignations, & Retirements**
 - Hope Miesbauer – Family Skills Worker las 6 18 25
 - Julie Gedde – Health & Human Services Assistant
 - Lita Mason – ADRC Disability Benefits Specialist
 - Steve Schneider – Highway Operator**Recruitments**
 - Substitute Nutrition Site Managers
 - Part-Time Casual Correction Officers/Dispatchers
 - Part-Time Deputy Sheriff

4. **Supervisor and Procedure Manual 2026-2027:** The Supervisor Policy and Procedure Manual was presented and will be put on the next meeting agenda for updates and changes. It should be approved by October or November, specifically wages and per diems will be reviewed.

5. **Employee Handbook**
 - a. **Employee Work Cell Phone Policy:** Discussion on the employee work cell phone policy for the employee handbook when employees are issued work cell phones to have a formal process. It may include other County-issued electronics.
 - b. **Meals Reimbursement Time:** Discussion on creating language in the employee handbook to clear up rules about reimbursing meals for County employees including turning in receipts and when the county will reimburse meals.
 - c. **Grievance Policy:** Some numbering should be cleaned up. Looking to clear up language and rules on responsibility for IHO hearing costs in the case that a party does not appear.
 - d. **Acceptance of Gift:** Employee acceptance of gift limit has been \$25, but costs have risen and gifts and giveaways are more valuable. Discussed no lunches for presales and whether or not the gift giver is an established vendor is a determining factor. Also discussed reimbursement terms for social workers and adding proof of passing the class for county reimbursement. There is a mandatory week off for payroll/finance employees and those terms will be clarified so that financial best practices can be followed.

6. **Administration Manual**

- a. **Social Media Policy:** A social media policy draft was presented and is in the works to create guidelines for county social media accounts. It will be reviewed and added to the administration manual.
7. **Health Insurance Program Updates:** Some new programs for employee health insurance will be added. Global RX Manager is a voluntary program for employees to save money by purchasing drugs internationally. A Med Split program can save money by purchasing larger doses and splitting them safely and correctly through the program. A nano dropper for effectively administering eyedrops without wasted medicine will be available as well. A program called Better Health is a encourages attaining a healthy weight and better eating habits. Healthcheck 360 is going to be available so that employees can choose the most affordable care for procedures or surgeries and the county will reimburse the employee for a portion of the savings.
8. **Health Insurance 2026 Premiums:** In September or October the committee will be setting health insurance premiums for employees. It is recommended by the Insurance broker to set the premium at 10%, and employees may see a slight increase. The county has been paying slightly higher amounts on their end than is usually required for employee medical care and will continue to do so.
9. **Employee Benefits - Life Insurance:** The county was looking into offering a life insurance program for employees and there is no room for it in the budget for 2026, but it will be kept on the back burner for future years.
10. **Taylored Family Health – Updates:** The county will continue to partner with Taylored Family Health and has seen an estimated \$300,000 to \$400,000 in savings. Much of the savings is attributed to reduced cost for laboratory work.
11. **2026 Deputy Union Negotiation Update:** Some items have been identified to address with Union Representatives during negotiations. The process should be done by November, and no special meetings are anticipated at this time.
12. **Next Meeting Date:** September 9, 2025
13. **Announcement and motion to adjourn to closed session pursuant to the exemptions in Wis. State Statute 19.85 (1)(c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and 19.85 (1)(e) deliberating or negotiating whenever competitive or bargaining reasons require a closed session for the purpose of:**
 - a. Deputy Union Contract Negotiations
 - b. Return to Open Session

Motion Hallstrand/Houdek to go into closed session at 9:50 a.m. Roll call vote: Yes (4) Hallstrand, Houdek, Spacek, Wartgow. No (0). Motion carried.

Motion Houdek/Hallstrand to go into open session at 10:30 a.m. Roll call vote: Yes (4) Hallstrand, Houdek, Spacek, Wartgow. No (0). Motion carried.
14. **Take action, as needed, on closed session items:** No action taken.
15. **Adjourn:** Meeting adjourned at 10:32 a.m.

Respectfully submitted by Meredith Hueckman, County Clerk