

**Price County Administration Committee**  
**Meeting Minutes**

Date: May 24, 2022

Time: 9:00 a.m.

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

Meeting called to order by Jean Gottwald, County Clerk at 9:00 a.m. Roll Call: Present: Jeff Hallstrand, Paula Houdek, Mark Kyle, Jordan Spacek, Dennis Wartgow. Also present: Nick Trimner, Alan Barkstrom

Nick reviewed process for those attending electronically.

Items for discussion and possible action:

1. Elect Chairperson: Spacek nominated Dennis Wartgow. No other nominations. Motion Houdek/Hallstrand to close nominations and cast a unanimous ballot for Dennis Wartgow as Chairperson. Motion carried. Supervisor Wartgow took over running of the meeting.
2. Elect Vice-chairperson: Kyle nominated Paula Houdek. No other nominations. Motion Spacek/Hallstrand to close nominations and cast a unanimous ballot for Paula Houdek as Vice-chairperson. Motion carried.
3. Public Comment and Communications: Several supervisors have received thank you for the employee wage increase.
4. Minutes from April 12, 2022 meeting: Motion Hallstrand/Kyle to approve the minutes of the April 12, 2022 meeting as presented. Motion carried.
5. Employee Anniversaries: 18 anniversaries. TJ Podmolik 22 years, Krisan Bastil 21 years, Dave Wesenick 21 years, Chris Slade 11 years, Leslie Hauschild 10 years. Several under 10 years.
6. Employee Status Updates
  - a. New Hires, Promotions & Reassignments
    1. Michele Fusak – Custodian
    2. Scott Brooks – Highway Operator
    3. Thomas Marsh – Highway Mechanic
  - b. Resignations/Retirements/Terminations
    1. Deb Blaney – Deputy Clerk of Courts: 4.5 years, June 1.
    2. Renee Wilms – Custodian: 18 years, April 11.
    3. Joe Baratka – Highway Commissioner: 22 years. September 15.
  - c. Recruitments: Housing seems to be an issue.
    1. Deputy Clerk of Courts – Fiscal: Interviewing June 2<sup>nd</sup>.
    2. Forester: Offer made to candidate.
    3. Social Worker – Children & Youth (3): Recruitment continues.
    4. Social Worker – Children & Youth – Foster Care Coordinator: Recruitment continues.
    5. Deputy Sheriff: Background checks being done on four viable candidates.
    6. Correction Officer / Civilian Dispatcher Part-time: To add to eligibility list.
    7. Highway Operator (7): Interviewing three candidates today.
    8. Summer Hires – Highway and Forestry & Parks (5): Must be 18 to work at the Highway Department.
    9. Substitute Nutrition Site Managers: Ongoing.
7. Human Development & Relationships Extension Educator Position
  - a. Consideration as a County Employee Update: Discussion at the Health & Human Services Board meeting. They directed Nick and Sarah Reese-Socha to develop a job description for the possibility of the position to be a County employee. It would then go to the Administration Committee and eventually to the County Board for consideration.
8. Health Insurance Update: Meeting with the broker to discuss switching to self-funding.
9. Resolution: Limited Term Employee Wage Schedule: Motion Houdek/Hallstrand to approve the resolution and forward to the County Board for their consideration. Motion carried.
10. County Board Supervisor Policy & Procedure Manual
  - a. Public Comment Rules: Discussion regarding the two-minute/three-minute time limits. The time limit can be extended at the discretion of the Board.
11. Employee Handbook
  - a. Benefits – Miscellaneous
    1. Social Worker Certification College Credits: Assistance offered to employees that are hired into the department and are interested in getting the certification.
    2. CDL – Certification Class: Assistance offered to employees that are hired into the department and need the license.  
Discussion on what level of restrictions on the offerings.

3. Behavioral Health On-call (Beeper): No longer contract with an outside provider. This position is now being done in-house and needs on-call coverage.
4. Perks Reimbursement List: Reviewed reimbursement form and list of covered items. Addition suggestions: sporting event passes or tickets, theater tickets, equipment rental, ski passes, camping fees, bowling, coaching fee, community education classes, barber shop, salon and spa services.
5. Summer Building Hours: Suggestion: Monday through Thursday for open hours with employees working half day on Friday. Memorial Day to Labor Day.

b. Resolution – Adopt Revised Employee Handbook: Not ready at this time.

12. Set next meeting date: June 14<sup>th</sup> at 9am.

13. Meeting adjourned at 10:19 a.m.

Respectfully submitted,  
Jean Gottwald, County Clerk