

Price County Administration Committee Meeting Minutes

Date: September 9, 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 Present: Alan Barkstrom, Jeff Hallstrand, Paula Houdek, Dennis Wartgow

Members Absent: Jordan Spacek

Others Present: Brian Ernst, County Chairman; Nick Trimner, County Administrator; Jennifer Miller, County Human Resources Manager

Items For Discussion and Possible Action

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

2. **Meeting Minutes from the August 12, 2025 Meeting:**
Motion Houdek/Hallstrand to approve the August 12, 2025 meeting minutes. Motion carried.

3. **Employee Status Updates**
New Hires, Promotions, & Reassignments
 - none**Terminations, Resignations, & Retirements**
 - Denae Walcisak – Program Assistant UWEX 8/29/2025**Recruitments**
 - Program Assistant UWEX
 - Part-time Correction Officer/Dispatcher - ongoing
 - Part-time Deputy Sheriff - ongoing
 - Substitute Nutrition Site Managers – ongoing

4. **Supervisor Policy and Procedure Manual 2026-2027**
 - a. **Supervisor Wages/Per Diems:** There was no change to the Supervisor Wages/Per Diems which were set last year. One change includes the procedure for the April business meeting involving the newly-elected board, creating committees, and electing officers.
Motion Barkstrom/Houdek to approve the recommended changes to the policy and procedure manual and forward to the county board. Motion carried.

5. **Resolution - Approve Revisions to the County Board Supervisor Policy and Procedure Manual 2026-2027:** No action taken.

6. **Employee LTE Wage Schedule**
 - a. **Interpreter Wage Differential:** Discussion on payment for Price County employees providing interpreter services, as well as other employees providing specialized services. Ideas included per diem payments, flat rate fees, and hourly additional payments. It will be brought to the next meeting as an agenda item.

7. **Resolution – Employee LTE Wage Schedule for Interpreter Wage Differential:** No Action Taken

8. **Health Insurance 2026 Premiums:** There is a health insurance package being finalized for the next Administration Committee meeting. Tentatively the Marshfield Simply One plan will be eliminated. There may be a higher deductible and lower premium. There may be included benefits for employees obtaining physicals from doctors. There may be no charge for using the Teledoc 24 hour coverage program. There may be international medication coverage to obtain lower cost medications. There may be direct care savings from choosing the most affordable procedures from available medical facilities. Additionally, a better-health weight management program may be offered to employees.

9. **Employee Handbook:** The following policy recommendations and updates will be presented for approval and forwarding to county board at a future Administration Committee meeting.
 - a. **Employee Work Cell Phone Policy:** The recommendation for Personal Use of County-Issued Cell Phones is: County-issued cell phones are to be used for County business

purposes only and for personal use only in an emergency. The County-issued Cell Phone Policy in the Administration Handbook provides further guidance on use of these devices.

- b. **Meals Reimbursement Time:** The recommendation includes: Expense reimbursement requests must be submitted within 15 days of return from travel or date expense was incurred, whichever is later.
 - c. **Grievance Policy:** No updates at this time.
 - d. **Acceptance of Gift:** The acceptance of gifts, favors or honoraria recommendation: Employees attending events, conferences, trainings, or similar professional gatherings shall be eligible to enter prize drawings or receive door prizes or vendor giveaways. Employees may accept individual prizes or gift related to these events, provided the value of the prizes does not exceed \$250.
 - e. **Payroll and Accounts Payable Employee One-Week Mandatory Vacation:** Recommendation: Employees shall not complete their payroll or accounts payable duties prior to their vacation.
 - f. **Benefits – Miscellaneous:** Recommendation: Social Worker Certification: Proof of passing grade for each course is required prior to reimbursement.
10. **Administration Manual**
- a. **Social Media Policy:** The draft policy recommends guidelines for employees running social media accounts and it will be presented at a future Administration Committee meeting for approval and forwarding to the County Board.
11. **Taylored Family Health – Updates:** Updates in savings were presented and are on file. Total estimated savings using Taylored Family Care Clinic in Quarter 1: \$102,692; in Quarter 2: \$86,376. Captured savings does not capture office visits and other related costs, and these are the minimum amounts saved quarterly.
12. **2026 Deputy Union Negotiation Update:** There was a closed session yesterday and clarifying lists were exchanged with direction for Miller and Trimner. The goal for finalizing negotiations is October 15th.
13. **Next Meeting Date:** October 15, 2025.
14. **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/Barkstrom to go into closed session at 9:58 a.m. Roll call vote. Yes (4): Barkstrom, Houdek, Hallstrand, Wartgow. No (0). Absent (1): Spacek. Motion carried.
Roll call vote at 10:45 a.m. to go into open session. Yes (4): Barkstrom, Houdek, Hallstrand, Wartgow. No (0). Absent (1): Spacek. Motion carried.
15. **Take action, as needed, on closed session item:** None.
16. **Adjourn:** Meeting adjourned at 10:45 a.m. by Dennis Wartgow, Committee Chairperson.

Respectfully submitted by Meredith Hueckman, County Clerk.