

RUSK COUNTY PERSONNEL COMMITTEE MINUTES

January 5th, 2017

Personnel Committee Present: Tom Hanson, Dave Willingham, Bob Stout, Kathy Mai

Others Present: Loren Beebe, Ted East, Jeff Wallace, Annette Barna, Judge Anderson, Cory DeWitt, Jim Bugbee, Phil Grassmann, Peter Boss, Rich Summerfield.

Meeting called to order at 8:30 a.m.

APPROVAL OF MINUTES

Motion by Willingham, second by Mai to approve the December 8th and December 15th, 2016 Personnel minutes. Motion carried.

DRUG COURT

Drug Court Coordinator: Discussion on position being county financed. There is a \$122,000 grant per year for 5 years right now. Annette is to put together a point factor and bring it back to the next Personnel meeting.

CHIEF DEPUTY GRASSMANN

Vacation pay out request: Grassmann explained that he was unable to take his scheduled vacation with the increased workload due to the death of Deputy Glaze. Motioned by Willingham, second by Stout to allow Chief Deputy Grassmann to have two weeks of vacation time to be paid out at the 2016 wage. Motion carried.

JIM BUGBEE/IT DEPT.

Job position: Discussion on what qualifications are needed and at what level the position should be hired at. Jim and Ted are to work on job description. Motion by Willingham, second by Stout to forward resolution to the County Board for creating an IT Specialist I position and to reclassify the IT Specialist II position. Motion carried.

UW-EXTENSION

1.0 FTE Youth Development Program Assistant: Cory explained the need for the position to be a full time and provided rough draft of the job description. Cory and Ted are to work on job description and resolution and to bring it back to the February Personnel meeting.

REVIEW REQUESTS

Supervisor's job description: Committee was asked to review.

Hospital Trustee job description: Discussion on job description.

Bylaws of the Board of Trustees: Committee was asked to review.

County Administrator Position Resolution: Boss submitted job description and resolution for committees review. Discussion on both. Personnel Committee requested changes on job description and resolution. Boss is to redo job description and resolution with committees proposed changes and send them out to all county board members for review.

CORPORATION COUNSEL

Report of Guardianships, Commitments, and Legal Action on Behalf of the County: Summerfield provided updates to committee.

H&HS

CNA position: Ted stated two workers were done and he had contacted Chair Hanson for approval to advertise prior to the meeting.

Update on head cook at senior center: Individual was hired and was working out great but now is stating they will not work weekends or holidays. Ted is trying to work with her and if needed they will move the second person on their hiring list.

Economic Support Supervisor: Irene will be retiring in April and Ted is requesting to promote within if needed. He spoke with all employees and one had showed interest in the position. Motion by Stout, second by Mai to all Ted to promote in-house in the case of vacancy in the Economic Support Supervisor position. Motion carried.

TED EAST/PAYROLL

Payroll Change and Comp Time Report: Payroll change and comp time reports reviewed.

Chair announces closed session for:

- FMLA Leave & Other Medical Leave Requests

For considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility, WI Stats 19.85(1) (c).

Motion by Mai second by Stout to enter closed session. Roll call. Voting yes: Stout, Mai, Hanson. Motion carried.

CLOSED SESSION at 11:27 a.m.

Motion by Mai, second by Stout to return to open session. Motion carried.

OPEN SESSION at 11:37 a.m.

Motion by Stout, second by Mai to adjourn. Adjourned at 11:40 a.m.

NOTE: Next regular committee meeting is scheduled for February 2nd, 2017