

**Not Committee
Approved**

**RUSK COUNTY
PERSONNEL COMMITTEE**

February 1, 2018

Personnel Committee Present: Karl Fisher, Dave Willingham, Bob Stout, Kathy Mai

Others Present: Ted East, Richard Summerfield, Jeremy Jacobs, George Murray, Jeff Wallace, Annette Barna, Pete Boss, Danielle Zimmer.

Meeting called to order at 8:28 a.m.

APPROVAL OF MINUTES

Motion by Stout, second by Willingham to approve the Personnel minutes from January 4, 2018. Motion carried.

CORPORATION COUNSEL

Report of Guardianships, Commitments, and Legal Action on Behalf of the County: Summerfield reported on 6 ½ hour jury trial held 1/31/18, guardianships and commitments for January, working with Sheriff's Department on getting insurance worked out for range practice and the hospital negotiations with a possible special meeting next week.

SHERIFF

Non-union Dispatch/Jail Wages: Jeff Wallace, Sheriff, requested clarification on pay of dispatch/jailers that are not a part of the union. Discussion on negotiated contract for protected employees versus county employees, legal ramifications and getting clarification on the situation. Motion by Willingham, second by Stout to have the Administrative Coordinator follow-up with Mindy Dale on this matter. Motion carried.

HEALTH & HUMAN SERVICES

Representative for Ad Hoc Hiring Committee: Jeremy Jacobs, H&HS Director, requested a representative for the week of February 19th – 23rd to sit on the interview committee for the Economic Support Position interviews. Discussion on the position and funding. Committee members listed available dates for Jeremy, he will stay in contact with them and work out a date.

DISTRICT ATTORNEY

DA Paralegal Position: Annette Barna, District Attorney, informed committee that she sent out materials yesterday regarding her request to continue a part time position and eventually make it a full time county position. She went over information regarding the number of cases listed in her presentation and provided information on the budget and what the state funds. Discussion on prioritization and the budget process. Boss informed Personnel Committee that this request has been denied by the Finance Committee three times previously. Discussion on the process to create a new position. Discussion on sending resolutions to full board even without committee support (have language that the committee does not recommend the resolution be passed) to allow the board to hear the issues and make informed decisions as a whole. Discussion on oversight committees and the budget process.

Clarification on Victim Witness Comp Payout: Annette explained the issue has been resolved with the Finance Department.

TED EAST/PAYROLL

Payroll Change and Comp Time Report: Payroll change and comp time reports reviewed. East explained the positions with Personnel Change Forms being passed around and that there is an individual out at the Highway Department interested in night watch. Motion by Stout, second by Willingham to approve payroll change and comp time reports. East shared that two exit interviews were conducted with Chris Atwood and Lori Davis.

General Updates: Boss explained WCA webinar on February 26th at 9:00 a.m., would like there to be a notice done for a committee meeting on that date. East will go through disciplinary procedures at the next Department Head meeting, on February 7th at 8:30 a.m. and would request that any committee members available attend.

Exempt/Non-Exempt Employees: East requested committee make a motion to make the conservationist position a non-exempt employee. Discussion. Motion by Willingham, second by Stout to change conservationist position from an exempt position to non-exempt. Motion carried.

Personnel Handbook Updates: East gave handout regarding needed changes in language in the personnel handbook, explained work being done and the future process of where employees will be able to access the updated version. Discussion on East making the changes and bringing back to committee next month to approve.

Discussion on minutes and timely posting, possibility of policy.

Minutes prepared by D. Zimmer
Distributed: February 7, 2018

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

CLOSED SESSION at 10:14 a.m.

OPEN SESSION at 10:19 a.m.

Boss informed committee that there will be a special County Board meeting at 7:00 p.m. on Tuesday to go over the final documents for the sale of the hospital.

East informed committee that there are interviews tomorrow to replace a deputy in the Sheriff's Department, the Extension Committee did not hire from the interviews conducted and will be re-advertising and going through the process again.

Committee was informed that Jeremy Koslowski was selected as the new Forestry Administrator and accepted the position with a start date of February 29, 2018. Discussion on transition with the current administrator being done as of February 2nd.

Discussion on possible board training on an ongoing basis to keep up with the changes in county government procedures. Discussion on WCA having many resources available to counties. Discussion on possible training for all employees as well.

Boss asked for input on the idea of having a stakeholder meeting with the new Forestry Administrator on March 3rd, with a possible presentation on the future of the department and expectations for the administrator. Also input was sought on the idea of forming an Executive Committee to make large scale decisions on behalf of the county. Discussion on process, possible resolution to the full county board, making it an elected committee.

Adjourned by consensus at 10:49 a.m.

NOTE: Next regular committee meeting is scheduled for March 1, 2018 at 8:30 a.m.