

**Not Committee
Approved**

**RUSK COUNTY
PERSONNEL COMMITTEE**

February 2, 2017

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

Others Present: Ted East, Scott Emch, Nanci Mertes, Paul Teska, Annette Barna, Heather Fick, Jim Bugbee, Danielle Zimmer.

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

APPROVAL OF MINUTES

Motion by Stout, second by Mai to approve the Personnel minutes from January 4, 2017, January 5, 2017, January 24, 2017 & January 25, 2017. Motion carried.

HIGHWAY

Vacation Payout for Finance Administrator: Emch explained request and circumstances preventing Finance Administrator from using PTO before 3/31/17. Discussion on PTO policy and payout requests when there are extenuating circumstances. Motion by Willingham, second by Stout to approve payout of 80 hours of PTO for the Highway Financial Administrator. Motion carried. Discussion on extended leave and dates as currently set forth in policy.

FORESTRY/PAUL TESKA

Point factor re-evaluation for Parks Manager and Forestry Manager: Teska gave explanation of positions and his thoughts on the point factor amounts that each position should have. Discussion on the point factor evaluations for both positions, specifically on the Public Relations and Complexity portions of the point factor and what changing those levels would do to the whole score and the positions on the full county level. Motion by Willingham, second by Stout to approve points as assigned, changing Public Relations from a 2 to a 3 and Complexity from a 2 to a 3 on both the Parks Manager and Forestry Manager Point Factor Evaluation. Motion carried. Discussion on positions, getting them filled, and salary. Forestry Committee will conduct the hiring process.

DRUG COURT COORDINATOR

Point Factor/Job Description: East explained that this position is currently a contracted position that is grant funded and they are seeking a full time position through the county. Barna gave explanation of position, funding and previous discussion on changing to county position regarding travel/reimbursement, county handbook, and other changes it would involve. Explanation of proposed point factor evaluation by East. Barna explained categories they would like to see raised. Discussion on point factor evaluation and changes the committee would like to make. Administration will be raised from a 2 to a 3, Public Relations will be raised from a 2 to a 3, Government Relations will be raised from a 1 to a 2, changing total from 405 to 457.5. Motion by Stout, second by Willingham to approve job description and point factor evaluation based on changes discussed including title being changed to Drug Court Coordinator. Motion carried. East will draft resolution for county board.

IT/JIM BUGBEE

Specialist I Position: Bugbee is looking for clarification on what IT can do next in this process. Motion by Stout, second by Mai to authorize IT Director to advertise and hire an IT Specialist I with wage range presented by Bugbee. Motion carried.

YOUTH DEVELOPMENT PROGRAM ASSISTANT:

Point Factor/Job Description: Discussion on point factor evaluation and job description. Motion by Willingham, second by Mai to approve point factor evaluation and job description as presented and the preparation of draft resolution to create position to send to county board. Motion carried.

H&HS

Clerk Reclassification: East presented request for reclassification of two employees currently at Clerk II to Clerk III and two employees currently at Clerk I to Clerk II, and the hiring of one Clerk I out of the 70 applicants. East requested that a committee member be assigned to the interview committee with the dates of February 20th-24th as possible dates for the interviews. Mai will represent Personnel Committee at interviews. Motion by Mai, second by Stout to approve reclassifications effective March 1, 2017. Motion carried.

Public Health Officer: East informed board that the Public Health Officer has given her resignation effective February 28, 2017. Discussion on filling position, committee recommendation to start recruitment process.

TED EAST/PAYROLL

Payroll Change and Comp Time Report: Payroll change and comp time reports reviewed. East shared exit interview conducted with head cook.

Minutes prepared by D. Zimmer
Distributed: February 6, 2017

CORPORATION COUNSEL

Not present – no report given.

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

CLOSED SESSION at 12:11 p.m.

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

OPEN SESSION at 12:18 p.m.

Committee discussion on point factor and payout/carryover of time and the importance of employees taking their vacation time and breaks. Discussion on merit system and the discussion regarding it that took place in Department Heads meeting on Wednesday morning.

Motion by Willingham, second by Stout to adjourn. Adjourned at 12:43 p.m. Motion carried.

NOTE: Next regular committee meeting is scheduled for March 2, 2017 at 8:30 a.m.