

# RUSK COUNTY PERSONNEL COMMITTEE MINUTES

February 7th, 2019

**Personnel Committee Present:** Bob Stout, Tom Hanson, Karl Fisher, Dave Willingham, Kathy Mai.

**Others Present:** Loren Beebe, Rich Summerfield, Kitzie Nelson, Scott Emch, Jeremy Jacobs, Lori Gorsegner, Judge Anderson.

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

## APPROVAL OF MINUTES

Motion by Fisher, second by Stout to approve the January 10th, 2019 Personnel minutes. Motion carried.

## CORPORATION COUNSEL

Report of Guardianships, Commitments, and Legal Action on Behalf of the County: Rich Summerfield, Corporation Counsel provided updates that included: Forestry has issue to look at adverse possession, commitments, 2 guardianships, Hwy, contract review is taking up a lot more time since it was put in place, hospital work with Kitzie and Andy. Public records request on 5R processing.

## FINANCE

Approve Job Description, Point Factor, and wage for Highway Finance Accountant III: Finance Director, Kitzie Nelson, gave description of job. Motion by Fisher, second by Mai to approve the Finance job discretion and point factor with total points of 467.5 and wage of \$22.75. Motion carried.

## HEALTH & HUMAN SERVICES

Clerk II status update: Jeremy Jacobs, H&HS Director, provided background as to why job was not filled right away. In April may look at filling the position.

## JUDGE/CLERK OF COURT

Appointment of Interim Register in Probate: Discussion to appoint Lori to Register of Probate and to give her the 6000 stipend. Motion by Fisher, second by Willingham to allow Clerk of Courts to be temporarily appointed to handle duties of Register of Probate for a stipend of \$6,000, considering these duties have been handled since December 13<sup>th</sup>, 2018 and will continue through August 31<sup>st</sup>, 2019. Motion carried.

Temporary/LTE need in Clerk of Courts: Withdrawal this topic for now.

## ADMINISTRATIVE COORDINATOR -ANDY ALBARADO

Payroll Change and Comp-Time Reports: Reviewed. Motion by Fisher, second by Willingham to approve reports. Motion carried.

General Updates: Andy provided updates to committee from the Department Head meeting that was help.

HSA Language-

Consider policy for HSA or HRA eligibility and enrollment and HSA fund disbursement: Information gathered from other counties so more using HRA's. Other counties disperse quarterly and a few in January.

Consider Compensatory Time impact on WRS and possible changes to accrual and use: More detailed language in our Handbook should be added.

Update on filling RRYP/Youth Assistant position-oversight and duties: New hire is learning the position. Have discussed with employee and approved by UW-Ext having Jr. Fair be a part of the Youth Development Assistant portion of the position. Working number is no more than 10% of overall position. This will work well with employees background of being the Jr. Fair Coordinator. Still outlining specific duties. Works well with UW-Extension not wanting their agent to get pulled into Fair work – Assistant Youth Development position will be point of contact and provide leadership to Jr. Fair Coordinator/Interns. Restorative Justice portion of position is the priority.

Update and Approval of Highway/Finance restructure of positions: Kitzie to advertise for Accountant 1 position. Motion by Willingham, second by Fisher to allow Kitzie to advertise for an Accountant 1 position. Motion carried.

## CLOSED SESSION announced by Chair

- 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) ©.

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

**CLOSED SESSION** at 9:42 a.m.

**OPEN SESSION** at 9:43 a.m.

Motion by Willingham, second by Stout to adjourn. Adjourned at 9:45 a.m.

NOTE: Next regular committee meeting is scheduled for March 7th, 2019.

DRAFT