

RUSK COUNTY PERSONNEL COMMITTEE AGENDA

Personnel Committee Present: Hanson, Dobrowolski, Stout, Willingham, Hraban
Other Present: A. Albarado, C. Meyer and K. Winters.

CALL TO ORDER

Meeting called to order by Chair Hanson at 8:31 a.m.

APPROVAL OF MINUTES

Motion by Willingham, seconded by Hraban to approve February 3, 2022. Motion carried.

MEDICAL EXAMINER

Affirm Deputy ME-Transport Wage

Would like to establish/clarify the per diem for the Deputy Me Transport Wage.

Motion by Dobrowolski, seconded by Willingham to approve the per diem of \$110.00 per month for the Deputy ME-Transport Wage. Motion carried.

Motion by Dobrowolski, seconded by Willingham to enter into Closed Session at 8:35 a.m. Motion carried.

CLOSED SESSION ANNOUNCED BY CHAIR

Wis. Stats. 19.85 (1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

Review and Consider Responses to Benefit and Health Insurance Consultant Services RFP

RFP Presentations:

- JA Counter- 8:30 a.m.
- USI- 9:30 a.m.
- Cottingham & Butler- 10:30 a.m.

OPEN SESSION at 12:49 p.m.

HIRING RECRUITMENT UPDATES

Dispatch/Jailer: Job is posted.

Maintenance Housekeeping-PT: Due to an employee retiring Andy has requested West Lake maintain the bathrooms throughout the Government Center and hire a Custodial worker for 25 hours per week for evenings at \$18.00 per hour, current wage range of \$16.64 - \$19.12 per hour.

Motion by Stout, seconded by Dobrowolski to advertise 25 hour per week \$16.64 to \$18.00 per hour. Motion carried.

ADMINISTRATIVE COORDINATOR

Intern/Summer Help Wage Rates: Highway, Forestry and Maintenance is advertising for Summer Help from \$12.50 to \$15.00 per hour. Andy is requesting a wage range be set.

Motion by Dobrowolski, seconded by Hraban to approve the wage range of \$12.50 to \$15.00 per hour. Motion carried.

Personnel Handbook Updates: Discussed information on FMLA.

Assistant/HR Position: Andy will produce a job description for the Assistant/HR Position for approval from Personnel and the County Board.

Safety Assessment/ Policy/Training: Andy received approval from Property and Finance for Safety Training.

CLOSED SESSION ANNOUNCED BY CHAIR

FLMA & Other Medical Leave Request

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

OPEN SESSION at 1:36 p.m.

ADJOURN

Motion by Hraban, seconded by Stout to adjourn at 1:37 p.m. Motion carried.