

RUSK COUNTY PERSONNEL COMMITTEE MINUTES

March 7th, 2019

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

Others Present: Loren Beebe, Rich Summerfield, Jeremy Jacobs, CeCe Tesky, Sheriff Wallace.

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

APPROVAL OF MINUTES

Motion by Fisher, second by Mai to approve the February 7th, 2019 Personnel minutes. Motion carried

CORPORATION COUNSEL

Report of Guardianships, Commitments, and Legal Action on Behalf of the County: Rich working with the hospital, commitments being moved to Brown County, 2 guardianships, Forestry, Public records request, completed sale of 801 Gustafson building.

SHERIFF

Annual part-time personnel wage adjustment: Motion by Stout, second by Fisher to apply the 1.5 % annual raise to the Sheriff Transport team and have it effective at the next pay period. Motion carried. Motion by Fisher, second by Stout starting in 2020 to have the part time employees be included in the annual wage increase excluding those that are already laid out in the Personnel Handbook. Motion carried.

LAND CONSERVATION AND DEVELOPMENT

LCDD job descriptions: Motion by Willingham, second by Fisher to accept job descriptions and point factor adjustments and recommend the salary increases to the full County Board after successful completion of the required training. Motion carried.

HEALTH & HUMAN SERVICES

Clerk II status update: As of right now not looking at filling the position at this time.

ADMINISTRATIVE COORDINATOR -ANDY ALBARADO

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

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

Personnel Handbook Updates: Motion by Fisher, second by Mai to approve suggested changes in the Personnel Handbook. Motion carried.

Comp Time Policy: Motion by Fisher, second Willingham to add to the Personnel Handbook that Comp time will not be paid out. Motion carried.

HRA/HSA: Committee discussion.

Consider Leave Policies: Procedure discussion.

Discuss-Evaluations-Wage Adjustment Process: Committee discussion.

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

CLOSED SESSION at 10:31 a.m.

OPEN SESSION at 10:35 a.m.

ADDENDUM

CLOSED SESSION announced by Chair

- Consider discipline of an employee

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). Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations WI Stats 19.85(1)(f).

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

CLOSED SESSION at 10:35a.m.

OPEN SESSION at 10:43 a.m.

Motion by Mai, second by Willingham to adjourn. Adjourned at 10:44 a.m.

NOTE: Next regular committee meeting is scheduled for April 4th, 2019.