

# RUSK COUNTY PERSONNEL COMMITTEE MINUTES

May 2<sup>nd</sup>, 2019

**Personnel Committee Present:** Bob Stout, Tom Hanson, Dave Willingham, Karl Fisher, Kathy Mai (present at 8:52am).

**Others Present:** Rich Summerfield, Jeremy Jacobs, Andy Albarado, Danielle Zimmer

Meeting called to order by Chair Hanson at 8:30 a.m.

## APPROVAL OF MINUTES

Motion by Willingham, second by Stout to approve April 4<sup>th</sup>, 2019 Personnel minutes. Motion carried

## CORPORATION COUNSEL

Report of Guardianships, Commitments, and Legal Action on Behalf of the County: Rich Summerfield, Corporation Counsel, gave updates regarding contested guardianship, emergency detentions, tax deed properties, wrapping up bank account with the hospital and progress of legal matter involving the county.

## HEALTH & HUMAN SERVICES

Social Worker I in Children & Family: Jeremy Jacobs, Health & Human Services Director, gave update from last month's meeting regarding the position and resignation of Deb Nelson. Tried to hire from last pool of applicants, but now looking to advertise and hire for a Social Worker I. Jacobs also gave an update on the Clerk II position options as it is a half time position (20 hours per week) at this time.

## ADMINISTRATIVE COORDINATOR -ANDY ALBARADO

Payroll Change and Comp-Time Reports: Andy provided report and gave update on comp-time report and high amounts of accrued time in H&HS due to shortage of workers and high volume of cases. Mai present at 8:52am. Continued discussion on comp-time, report passed and reviewed. Personnel Change Forms reviewed and passed for signature, some deal with Highway and the office being open 5 days a week now. Additional interns were hired in maintenance and forestry to cover mowing internally. Motion by Willingham, second by Stout to approve payroll and comp time reports. Motion carried.

General Updates: Andy updated that there was a 2<sup>nd</sup> intern hired for Economic Development due to the changes in that department and 2/3 of that position will be funded through the city. Discussion on 10% flex time, Finance is working on this and tracking it. Sharon Lee will be retiring as of June 7<sup>th</sup>, discussion on stipend and meeting next week with Judge.

Discussion on PTO Donation Limitations: Andy has been asked why there is a 1 year minimum of service to the county before an employee is eligible for PTO donation. Fisher gave history of PTO donation. Discussion. Andy will come back with a recommendation for next month.

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

**CLOSED SESSION** at 9:17 a.m.

**OPEN SESSION** at 9:21 a.m.

## CLOSED SESSION announced by Chair

- Employee Compensation

Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, WI Stats 19.85(1)(g).

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

**CLOSED SESSION** at 9:22 a.m.

**OPEN SESSION** at 9:30 a.m.

**CLOSED SESSION** announced by Chair

- Workers Compensation claims

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

**CLOSED SESSION** at 9:30 a.m.

**OPEN SESSION** at 9:39 a.m.

**CLOSED SESSION** announced by Chair

- Complaint

Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, WI Stats 19.85(1)(g).

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

**CLOSED SESSION** at 9:39 a.m.

**OPEN SESSION** at 9:51 a.m.

**CLOSED SESSION** announced by Chair

- Employee Conduct

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. 19.85 (1)(f)

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

**CLOSED SESSION** at 9:52 a.m.

**OPEN SESSION** at 10:30 a.m.

Andy updated that Finance is still working on Point Factor and wage updates, will have on the agenda for next month. Andy also updated Mai on social worker position from earlier in meeting.

Motion by Stout, second by Mai to adjourn. Adjourned at 10:31 a.m.

NOTE: Next regular committee meeting is scheduled for June 6th, 2019.