

# RUSK COUNTY PERSONNEL COMMITTEE

May 3, 2018

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

**Others Present:** Ted East, Scott Emch, Nanci Mertes, Kitzie Nelson, Jeremy Jacobs, Jeff Wallace, Danielle Zimmer.

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

## ELECTION OF CHAIR

Fisher nominated Hanson, second by Mai. Call for nominations three times. Motion by Fisher, second by Willingham to close nominations and cast unanimous ballot for Hanson. Motion Carried. Tom Hanson elected Chair of Personnel Committee.

## ELECTION OF VICE-CHAIR

Stout nominated Fisher. Call for nominations three times. Motion by Willingham, second by Stout to close nominations and cast unanimous ballot for Fisher. Motion carried. Karl Fisher elected Vice-Chair of Personnel Committee.

## APPROVAL OF MINUTES

Motion by Stout, second by Mai to approve the Personnel Committee minutes from April 5, 2018. Motion carried. Minutes from April 18, 2018 were not available and will be placed on the agenda for next month.

## HIGHWAY

Scott Emch, Highway Commissioner, explained the Highway Department request for seasonal summer help and part-time help in the office. They are requesting 3 drivers, 2 outside workers, and 1 office worker. Discussion on summer help versus clerical help. Motion by Fisher, second by Willingham to allow highway to advertise for summer help and part-time office help. Motion carried.

## FINANCE

Kitzie Nelson, Finance Director, asked for a representative from Personnel to sit on interviews for Payroll position in the Finance Department. Applications are due May 14<sup>th</sup>. Fisher will represent Personnel Committee.

## HEALTH & HUMAN SERVICES

Jeremy Jacobs, H&HS Director, passed handout to committee regarding the point factor review for the Child Support/Support Staff Program Manager position. He informed committee that Sandy Stiner has announced her retirement early next year and they are looking to increase the supervision and administration due to the complexity of the duties of the position. Salary would remain the same, but they would be updating the duties and title of the position. Discussion on job description. Motion by Stout, second by Fisher to increase points as presented. Motion carried.

Fisher explained that the handbook states that hiring limited and short-term employees requires a member of the Personnel Committee be present for interviews. East will contact the Highway Department as well as Zoning and H&HS to let them know that they will need a member of the Personnel Committee present at their interviews.

## SHERIFF

Jeff Wallace, Sheriff, present to ask for clarification on resolution passed at the full county board regarding WRS contributions. Discussion on resolution and explanation that the county pays law enforcement a higher rate and the resolution does not change that.

## CORPORATION COUNSEL

East explained that Summerfield gave him update to pass on to the committee. Hospital paperwork is wrapping up, there was a mental health commitment coming out of H&HS. Updated on the negotiation on special prosecution on Martin case and working on payment and the amount the county is willing to pay. Reviewing contract for the Sheriff with Secura (phone system). Review of the Register of Deeds office agreements.

## TED EAST/PAYROLL

Payroll Change and Comp Time Report: Payroll change and comp time reports reviewed. East explained there was one social worker over the 40 hour mark, individual will be taking some time off to get it back below that 40 hour mark. Discussion on handbook being updated and available on the Z Drive. Committee requests hard copy for each member. Discussion on personnel change forms, change forms reviewed by committee. Motion by Fisher, second by Willingham to approve payroll and comp-time reports.

Chair announces closed session for:

- Disciplinary actions

Minutes prepared by D. Zimmer  
Distributed: May 14, 2018

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 19.85(1)(f).

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

**CLOSED SESSION** at 9:13a.m.

**OPEN SESSION** at 9:34a.m.

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

**CLOSED SESSION** at 9:34a.m.

**OPEN SESSION** at 9:36a.m.

East informed committee that he does exit interviews and has completed interviews with Schmit, Teska, Davis and Atwood. Shared parts of interviews with committee and invited them to stop in and review the full interviews if they would like. All interviews were positive and very appreciative.

Willingham explained that there will be time set aside at the next full county board meeting to discuss recruitment for the next Administrative Coordinator and the position. Discussion on the job description and moving forward with input from East as well as Department Heads (what they are looking for). East explained the night meetings, putting in an average of 50 hours per week through 2017.

East is working on collecting ambulance proposals and will be brought to full county board once they are ready to go.

Willingham mentioned to committee that many employees like to volunteer at the fair and are requesting to do so without having to use PTO in order to. Discussion on PTO matching, not requiring PTO use for volunteer time, department head options. Committee will discuss in depth at next month's meeting.

Motion by Stout, second by Fisher to adjourn. Meeting adjourned 10:08 a.m.

NOTE: Next regular committee meeting is scheduled for June 7, 2018 at 8:30 a.m.