

# RUSK COUNTY PERSONNEL COMMITTEE AGENDA

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DATE: May 5, 2022

TIME: 3:00 p.m.

PLACE: Rusk County Law Enforcement Center

## **MEETING WILL BE ACCESSIBLE BY TELEPHONE OR VIDEO CONFERENCE**

To link with your computer video and/or audio: <https://bluejeans.com/7155322188>

To join by phone dial 1-888-748-9073 OR 1-312-216-0325 and then enter meeting ID 7155322188 followed by #.

*The toll-free number has had occasional issues, so two numbers are provided. Supervisors and members of the public attending in person will be required to observe the social distancing guidelines and are encouraged to take any preventative measures that you deem necessary including wearing a mask and other personal protective items. Hand sanitizer will be made available.*

*\*A quorum of the Land and Water Committee may be present during the meeting due to in common committee members.*

*At any time, a quorum of another County Committee or of the County Board may be present at the meeting to observe the proceedings, but no action will be taken except by those Committee Members for the stated Committee meeting and only on noticed agenda items. \**

## **CALL TO ORDER**

## **APPROVAL OF MINUTES – April 22, 2022**

## **PUBLIC COMMENT**

## **CORPORATION COUNSEL**

- Report of Guardianships, Commitments, and Legal Action on Behalf of the County

## **HIRING/RECRUITMENT UPDATES**

- Deputy 1 – Treasurer's office
- Summer Help
- Highway Worker
- Jailer/Dispatcher
- EMT

## **FORESTRY**

- Stipend for Office Manager
- Classification change and wage adjustment

## **ADMINISTRATIVE COORDINATOR JOB DESCRIPTION**

- Reclassification/Job Description approval

## **HUMAN RESOURCE JOB DESCRIPTION**

- Job Description approval

## **HOUSING AUTHORITY**

- Office Space

## **ADMINISTRATIVE COORDINATOR**

- General Updates
- Departmental Oversight Responsibilities
- American Rescue Plan Act – Provisions and Funding
- Classification and Wage Compensation Study Update
- Insurance Broker/Consultant Services Update
- Employee Training - Safety Policy -Training
- Administrative Coordinator Transition

## **CLOSED SESSION** announced by Chair

FMLA & 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** – Possible Motion on Topic of Closed Session

## **ADJOURN**