

**RUSK COUNTY
PERSONNEL COMMITTEE**

Not Committee Approved

JUNE 1, 2017

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

Others Present: Ted East, Danielle Zimmer

Appearances: Scott Emch, Nanci Mertes, Annette Barna, Jeffrey Wallace

Vice-Chair Fisher called meeting to order at 8:30 a.m.

APPROVAL OF MINUTES

Motion by Stout, second by Mai to approve Personnel Committee minutes of May 4, 2017. Motion carried.

HIGHWAY

Fisher gave summary of Operations Manager position and the changes they are looking at in order to expand the duties of the position. The Highway Committee has come up with a new job description merging the operations manager and shop foreman positions, has come up with the points for the Point Factor. East will follow up and get it from Highway Committee to bring to Personnel for final approval. Emch described what educational and experience requirements they found other counties are looking for in similar positions and comparable county position within the Forestry Department. Emch also explained that they will be barcoding inventory in the future and other changes that the Highway Department is looking at. East informed the committee he will put a comparable table together and get it out to the committee on what the position is now, proposed changes, as well as statewide information to compare.

DISTRICT ATTORNEY

Barna informed committee that Finance has approved a Paralegal position and the DA's office will do an amended budget for a contracted position for 2017 and a full-time, permanent county position in the 2018 budget. Barna provided a handout describing comparisons for counties with similar caseloads and what the goals are for her office with their current caseload. Fisher explained that the Personnel Committee will come up with the job description, set the point factor and wages once the Finance Committee has approved the 2018 budget with the position included. East explained contracted services compared to a county position. Discussion on finding a qualified individual who could be contracted for this position compared to a part-time county position. Discussion on caseload, back-log, witness testimony, reoffenders and how those factors apply to the need for this position.

CLOSED SESSION

Vice-Chair announces closed session for:

- RUSD Receptionist Position

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

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

CLOSED SESSION at 9:18 a.m.

Motion by Stout, second by Mai to return to open session. Motion carried.

OPEN SESSION 9:32 a.m.

Motion by Stout, second by Mai to allow Sheriff Wallace to continue in the hiring of the selected individual and to add additional language to the policy to clarify any confusion the internal hiring process. Sheriff Wallace asked committee if they have considered allowing Christa to work with Whitney in order for her to learn the position. Discussion on the position she will be leaving and the hardship it may impose on the other offices she currently works in. East will work this out with the department heads.

Minutes prepared by D. Zimmer
Distributed: June 5, 2017

CORPORATION COUNSEL

East explained that Summerfield will not be able to make it until after 10:30 a.m. due to obligations in court and gave a brief summary of the information he was going to update committee on.

DISCUSSION AND POSSIBLE MOTION

County Board Supervisor Job Description: Discussion on whether or not supervisors are part of the management. Willingham suggested a change in language so that the supervisors are not referred to as part of the management team. Committee changes to 3rd paragraph (following bullet points): "It is important that the county supervisors understand the difference between policy setting and management." Remove 2nd and 3rd sentences, then continue as presented. Discussion on supervisor and committee role in the county. Discussion on ethics training for county board of supervisors. Motion by Willingham, second by Mai to forward to county board with changes made.

PAYROLL CHANGE AND COMP-TIME REPORTS:

East handed out report, change forms and explained changes that included some seasonal employees. East informed committee that there are no comp-time issues and the county was in complete compliance for the month. East explained new system for new employees and getting the information to the Clerk's Office in a timely manner to complete the equal employment spreadsheet. East informed the committee that there are two personnel change forms that were not originally included regarding the changes that were approved at this meeting for the Sheriff's Department. Motion by Willingham, second by Mai to approve. Motion carried.

CLOSED SESSION

Vice-Chair announces closed session for:

- Disciplinary Issue

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

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

CLOSED SESSION at 10:04 a.m.

Motion by Willingham, second by Stout to return to open session. Motion carried.

OPEN SESSION at 10:24 a.m.

Meeting adjourned at 10:30 a.m. by consensus of committee.