

# RUSK COUNTY PERSONNEL COMMITTEE AGENDA

---

DATE: June 2, 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://blucjeans.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 – May 19, 2022**

## **PUBLIC COMMENT**

## **AIRPORT**

- Operations Assistance

## **CORPORATION COUNSEL**

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

## **HIRING/RECRUITMENT UPDATES**

- Summer Help
- Highway Worker
- Jailer/Dispatcher
- WIC Breastfeeding Peer Counselor
- Economic Support

## **JOB DESCRIPTIONS DISCUSSION AND POSSIBLE MOTION**

- Administrative Coordinator Job Description
- Human Resource Job Description
- Facilities Manager Job Description

## **DISCUSSION AND POSSIBLE MOTION**

- Economic Development and Tourism

## **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

## **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

## **CLOSED SESSION** announced by Chair

Discussion of personnel issue and conferring with legal counsel regarding same pursuant to: Wis. Stat § 19.85(1)(f) for preliminary consideration of specific personnel problems which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person involved in such personnel problems; and, § 19.85(1)(g) for 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.

**OPEN SESSION** – Possible Motion on Topic of Closed Session

## **ADJOURN**