

RUSK COUNTY PERSONNEL COMMITTEE MINUTES

June 2, 2022

Personnel Committee Present: DuSell, Meyer, Stout, Rathsack, Unterschuetz.

Others Present: J. Koslowski, C. Meyer, J. Buchholz, Pete Boss, Richard Petersen, Lois Goode, John Kalepp, Phil Schneider and Tom Cudo

CALL TO ORDER

Meeting called to order by Chair DuSell at 3:00 p.m.

APPROVAL OF MINUTES

Motion by Unterschuetz, seconded by Rathsack to approve the minutes for May 19, 2022 meeting. Motion carried.

PUBLIC COMMENT –

Pete Boss and Richard Pedersen spoke on behalf of having an Airport Manager and the job duties.

Jon Runstrom spoke on the good for Rusk County to hire an HR Manager.

Terry read a letter from Nick Stadnyk supporting the HR Manager hire.

AIRPORT

Operations Assistance – No report at this time.

REPORT – JACOUNTER: Insurance Broker/Consultant Services Update

Alicia from JACOUNTER spoke/demonstrated the rewards, survey and the play book for 2023 Insurance Rusk County.

Motion by Meyer, seconded by Unterschuetz to enter into Closed Session at 4:14 p.m. Motion carried.

All Responded Yes.

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 at 4:33 p.m.

CORPORATION COUNSEL

Report of Guardianships, Commitments, and Legal Action on Behalf of the County – No report.

HIRING/RECRUITMENT UPDATES

Summer Help – Maintenance needs part time mowing personnel.

Highway Worker - A person has been hired.

Jailer/Dispatch – Interviewed applicants.

WIC Breastfeeding Peer Counselor – position is filled.

Economic Support – position is filled.

JOB DESCRIPTIONS DISCUSSION AND POSSIBLE MOTION

Jeremy sent out a survey to all Department Heads for a Human Resource Professional as well as a letter of recommendation for a HR Professional from Jeremy Jacobs, HHS Department Head. Jeremy gave an overview of his position as an Interim Administrative Coordinator.

Administrative Coordinator Job Description -

Human Resource Job Description – Add ADA Compliance officer.

Facilities Manager Job Description – Fill in physical requirement and work environment.

Motion by Meyer, seconded by Unterschuetz to approve Human Resource Job Description – ADA Compliance Officer and Facilities Manager Job Description – Physical requirement and work environment with all job descriptions format the same with a flow chart and forward onto County Board. Motion carried.

DISCUSSION AND POSSIBLE MOTION

Economic Development and Tourism

Discussed the job, hours and the past budgets and discussed if there should be a part-time or full-time. Jeremy will speak with the city about the present job and report back to the Committee.

ADMINISTRATIVE COORDINATOR

General Updates – Jeremy gave a report on all updates.

American Rescue Plan Act- Provisions and Funding – Finance Director and Administrative Coordinator are working together for Capital Improvement projects.

Classification and Wage Compensation Study Update – Clarification on 36 positions. Employee Training – Safety Policy – Training – Property made the motion to fund through ARPA Funds

Motion by Stout, seconded by Unterschuetz to accept personnel change forms as presented. Motion carried.

The next meeting will be July 7th, 2022 at 3:00 p.m. in the LEC.

ADJOURN

Motion by Unterschuetz, seconded by Stout to adjourn at 7:25 p.m. Motion carried.