

RUSK COUNTY PERSONNEL COMMITTEE MINUTES

June 6th, 2019

Personnel Committee Present: Bob Stout, Tom Hanson, Dave Willingham, Kathy Mai.

Others Present: Rich Summerfield, Andy Albarado, Loren Beebe.

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

APPROVAL OF MINUTES

Motion by Stout, Mai second by to approve May 2nd, 2019 Personnel minutes. Motion carried

CORPORATION COUNSEL

Report of Guardianships, Commitments, and Legal Action on Behalf of the County: Rich Summerfield, Corporation Counsel, gave updates regarding contested guardianship, recommitments, met with hospital on May 29th and wrapping up bank account with the hospital and progress of legal matter involving the county. High speed chase in sheriff department, had damage to yard as some police cars got stuck; may or may not have a claim coming in from that.

DRUG COURT

Consider Unpaid Intern Position: Judge stated that there are 12 active participants in drug court. MRT programs also being taught. Andy stated that since it is a new position, it will need to be approved through the committee. Discussion on the hiring process and that it should be treated just like all other jobs and that it should follow the same process. Motion by Willingham, second by Stout to approve the unpaid Intern Position in the Drug Court Office. Motion carried.

JUDGE

Reorganization of Court Staff: Judge went over the changes that are listed in resolution. Karie Kennedy, Chief Deputy Clerk of Court, judge would appoint her to Register of Probate and Judicial Assistant. Clerk of Court Juvenile Clerk stipend would be \$4000 instead of \$6,000. New hire of a deputy clerk at the pay rate of \$19.63. Motion by Willingham, second by Mai to approve Karie Kennedy to the Judicial Assistant, Register in Probate and Chief Deputy Clerk of Courts at a pay wage of \$24 an hour effective the next pay period effective June 10th; to approve the lowering of the Clerk of Courts appointed Juvenile Clerk positions annual stipend to \$4,000 effective the next pay period effective June 10th and to approve the advertising of the Deputy Clerk position at a pay rate of \$19.63. Motion carried
(Minutes amended 7/11/19)

ADMINISTRATIVE COORDINATOR -ANDY ALBARADO

Payroll Change and Comp-Time Reports: Andy provided committee with comp report to review. H&HS had been taken care of. Sheriff department has some that are close their cap. Payroll changes included; summer help interns, 1 retirement and pay adjustment in the sheriff department. Motion by Willingham, second by Stout to approve the payroll changes and comp time report. Motion carried.

General Updates: Andy had an exit interview yesterday. Changed the question so that the answer is more of a statement and better to do analysis on. One example is "Do you feel safe at your workplace" 1 being no-10 being yes type of answer now.

Point Factor and Wage Updates: Andy went over the updates that have been implemented. Committee will have special meeting to go over line by line the point factors and wages. Andy will gather all the information that will be needed for the meeting. Date for the special meeting will be June 18th at 8:30 a.m.

HR/On-Boarding: Andy went over the different process/programs/modules that Kitzie and he are reviewing that other counties use. Andy also went over all of the features that the new program will have.

Resignation of Zoning Administrator/LCDD Department Head & Filling of Position: Andy went over request from CeCe. Committee will have Andy work with CeCe and Finance.

Adjustment to Maintenance Work Schedule (Seasonal Schedule): Andy requests that the mowing crew be changed to 10 hour work days. The grounds will still be covered for the 5 day work week. Will not be getting paid overtime. Motion Willingham, second by Mai allow the flexible summer work schedule in maintenance. Motion carried

Personnel Manual Changes/Updates: Andy went over updates with committee.

Consider Changes to PTO Donation Policy: Andy stated that some of the requests are for those that are not eligible and would like to change policy to 90 days of employment rather than a year. Motion by Willingham, second by Stout to change the 1 year to be eligible for donation pay to 90 days. Motion carried.

Whistleblower Policy: Andy provided the policy that was provided by Outagamie County. Motion by Stout, second by Mai to approve the policy. Andy also went over the fraud hotline that is being implemented for individuals. Motion by Stout, second by Willingham to approve Andy to purchase the fraud hotline. Motion carried.

EMT Job Description and Point Factor Determination: Tom and Andy went over the 12 hour shifts 6am-6pm full time ambulance shifts.

CLOSED SESSION announced by Chair

- 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) ©.

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

CLOSED SESSION at 10:36 a.m.

OPEN SESSION at 10:38 a.m.

CLOSED SESSION announced by Chair

- Employee Compensation

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, WI Stats 19.85(1)(g).

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

CLOSED SESSION at 10:38 a.m.

OPEN SESSION at 10:41

Motion by Willingham, second by Mai to approve the letter of agreement with Union regarding Kerry Reed. Motion carried.

Closed Session announced by Chair

- LCDD-Department Head and Zoning Administrator Position

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

CLOSED SESSION at 10:42 a.m.

OPEN SESSION at 11:17 a.m.

Motion by Mai, second by Stout to have Yvonne Johnson be Interim Zoning Administrator and to have Andy Albarado be interim Department Head subject to Zoning Committee concurrence. Motion carried.

CLOSED SESSION announced by Chair

- Workers Compensation claims

For 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. Wi Stats 19.85(1)(f).

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

CLOSED SESSION at 11:19 a.m.

OPEN SESSION at 11:24

CLOSED SESSION announced by Chair

- Complaint

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, WI Stats 19.85(1)(g).

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

CLOSED SESSION at 11:24 a.m.

OPEN SESSION at 11:27 a.m.

Motion by Stout, second by Mai to adjourn. Adjourned at 11:27 a.m.

NOTE: Next regular committee meeting is scheduled for July 11th, 2019 at 11:00 a.m.