

RUSK COUNTY PERSONNEL COMMITTEE MINUTES

July 1, 2021

Personnel Committee Present: Tom Hanson, Dave Willingham, Mike Hraban, Lisa Dobrowolski and Bob Stout.

Others Present: Andy Albarado, Connie Meyer, Allen Rathsack, Tony Hauser, Jerry Biller, Jim Meyer, Kitzie Winters, Jeff Wallace, Tom Hall, and Nick Stadnyk.

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

APPROVAL OF MINUTES

Motion by Hraban, seconded by Stout to approve June 3 and June 15, 2021 minutes. Motion carried.

Corporation Council

Report of Guardianships, Commitments, and Legal Action on behalf of the county – No report.

Hiring/Recruitment

Land Information – GIS Admin Asst: Interviews to be held the week of 07/06/2021

Highway Department – Highway Worker 1: Interviews held 06/29/2021, hire pending background check. Keeping the remaining applicants on a call list for future openings.

Ambulance – EMT: Interviews held 06/25/2021 – 1 full time/1 part time

Sherriff – Jailer/Dispatch: 2 vacancies; posted in paper the week of 07/01/2021 – need 1 male and 1male or female.

HHS – Finance Accountant II: No applications received, job opening will be re-posted.

LCDD

Salary/Point Factor Discussion: Department Head, Nick Stadnyk, would like consideration to increase his department wages with current Point Factor standards within the department.

Discussion held regarding a wage study throughout each department and a wage study proposal.

Motion by Stout, second by Dobrowolski to move forward with wage study and look into the cost of an RFP. Motion carried.

HR Manager

Creating/Hiring an HR Manager: Jim Meyer, District #12, would like a discussion regarding the need for an HR Manager/Generalist position. Committee instructed Andy to include in the RFP hiring of an HR position when requesting the study for the staff structure.

Clerk of Court/HHS Staffing - No Update

Administrative Coordinator

General Updates: No updates.

Payroll Change/Comp Time Reports: Hours report was given.

Lighthouse Hotline: No updates

COVID-19 – HR/Employee Issues: Nothing new to report.

Minutes prepared by C. Meyer, Rusk County Clerk

Minutes prepared by M. Kron, Chief Deputy Clerk

American Rescue Plan Act: Provisions and Funding.

Employee Engagement: Clerk's office will take care of further planning after the fair is done.

Employee Training: Harassment training completed by each employee

2022 Wage Process Discussion: Department heads will be submitting their wage requests for staff.

Personnel Handbook: Changes/updates are being reviewed by an attorney.

Admin Coordinator Job (Description/Duties): Postponed. Discussion when HR position is further discussed.

Preparing for negotiating employee contracts - Notice from WPPA regarding contracts for Sheriff's Deputies and Jailer/Dispatcher. Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Wi Stats 19.85 (1)(e).

No closed session necessary matter to be discussed at Personnel Meeting in August.

FMLA & Other Medical Leave Request – For considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility. Wis Stats 19.85(1)(c).

No closed session necessary. No updates since last meeting.

Closed Session announced by chair Hanson.

Employee Complaint & Investigation

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. Wis.Stats19.85(1)(f).

Motion by Stout, second by Dobrowolski to enter closed session at 11:38 a.m. Motion carried.

Roll Call – voting yes: Rathsack, Hauser, Willingham, Hraban, Hanson, Stout, Dobrowolski

Open session by Hraban, second by Dobrowolski at 11:54 a.m.

Open Session possible motion on Topic of Closed Session

Motion to adjourn meeting by Hraban, second by Dobrowolski.

Adjournment

Meeting adjourned 11:55 a.m.

Next meeting will be on July 22, at 1:00 p.m. in the LEC

Minutes prepared by C. Meyer, Rusk County Clerk

Minutes prepared by M. Kron, Chief Deputy Clerk