

RUSK COUNTY PERSONNEL COMMITTEE MINUTES

July 11th, 2019

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

Others Present: Carol Johnson, Jeremy Jacobs, Heather Fick, Steven Anderson, Jeff Wallace, Jim Rassbach, Scott Emch, Mark Schmitt, Roger Gierke, Kitzie Nelson, Andy Albarado, Danielle Zimmer.

Meeting called to order by Willingham at 11:02 a.m.

APPROVAL OF MINUTES

Motion by Stout, second by Mai to approve June 6 & 18, 2019 Personnel minutes. Motion carried

CORPORATION COUNSEL

Report of Guardianships, Commitments, and Legal Action on Behalf of the County: No update.

OPEN POSITIONS/RECRUITMENT

Part-Time Clerical (Register of Deeds): Carol Johnson, Register of Deeds, explained the position and hours (19 per week). Andy Albarado, Administrative Coordinator, explained that heading into budget time they are looking into ways to cut positions that are vacant and create "floater" positions to work between departments based on work load. Discussion on positions and review upon openings to consider the workload. Motion by Mai, second by Stout to authorize current part-time employee 10 hours on a temporary basis effective July 16, 2019 with the additional 10 hours coming from the ROD budget.

Economic Support (Health & Human Services): Jeremy Jacobs, Health & Human Services Director, updated committee on retirement of Bev Matazynski and the HHS Boards approval of moving Brenda Lane into that position at a wage of \$18.54 which is funded through the consortium. Discussion regarding consortium and wages. Motion by Mai, second by Stout to move Brenda Lane into the open position effective August 1st at the wage of \$18.54 and allow recruitment to fill the open position created by move. Motion carried.

Albarado clarified that the minutes of June 6th should have been corrected as there was confusion on the effective date for the court positions and changes. Motion by Mai, second by Stout to reconsider approval of the minutes of June 6, 2019. Motion carried. Motion by Mai, second by Stout to amend the minutes by changing the language from "effective next pay period" and replace with "effective June 10th" in both places. Motion to amend carried. Motion by Mai, second by Stout to approve June 6, 2019 minutes as amended. Motion carried.

OPEN POSITIONS/RECRUITMENT

Drug Court Coordinator: Albarado updated that there are three second round interviews scheduled for tomorrow (July 12th) for the position then the choice will be made by the court after those interviews. Heather Fick explained concerns regarding benefits as they are not covered by the grant and explained budget and match year to date amounts. Discussion on benefits as a full-time county position recruitment has already been approved. Discussion on possible changes to the position. Interviews will proceed and Judge Anderson and Albarado will have a meeting to discuss.

Court Security Officer (Sheriff): Jeff Wallace, Sheriff, passed out information regarding a part-time court officer position, 1200 hours per year, and explained the position and request. Anderson explained what judges are looking for is consistent court security personnel. Position would not be part of the union and would be treated like the transport officer positions. Discussion on funding the position and that this would be a budget proposal that would go to the Finance Committee.

WAGE CHANGE/UPDATE

Medical Examiner: Jim Rassbach, ME, explained the request for an increase in salary for the Medical Examiner due to workload, statute mandates. Discussion on position, Schmitt present on behalf of EMS Committee to support wage increase. Discussion on hours tracking, exempt status of the position. Motion by Stout, second by Mai to instruct Administrative Coordinator and Medical Examiner to work together and create a resolution to move forward with increase in salary for ME with wage amount of \$21.57 per hour. Motion carried.

Break at 12:56 p.m.

In session at 1:01 p.m.

OPEN POSITIONS/RECRUITMENT

Part-Time LTE Clerk (Highway): Scott Emch, Highway Commissioner, explained the request and changes that have taken place and the need to get some help as well as this has been approved by the Highway Committee. Clarification that wage would be \$12.50, which is the same as summer help last year. Position would be 20-25 hours per week. Discussion on funding, department has two positions open for summer help yet so the funds are available in the budget. Motion by Stout, second by Mai to authorize the hiring of LTE Clerk employee for the Highway Department at the wage rate of \$12.50 per hour. 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, Willingham. Motion carried.

CLOSED SESSION at 1:13 p.m.

OPEN SESSION at 1:27 p.m.

MAINTENANCE

Wage Change/Update & Consider Reclassification: Albarado explained positions and point factor as well as current wages and the duties staff is currently covering. Discussion on the positions. Albarado presented reworked point factor with the points totaling 390 and a recommended wage of \$19.00 for this position. Motion by Mai, second by Stout to create position of Maintenance Technician I and adjust point factor as outlined with a total of 390 and wage of \$19.00 per hour effective January 1, 2020 to move forward with the 2020 budget. Motion carried.

ADMINISTRATIVE COORDINATOR -ANDY ALBARADO

Payroll Change and Comp-Time Reports: Albarado provided committee with comp report to review. Two from last meeting have come down to an acceptable level. Albarado also updated on the high number of employee change forms for signature. Motion by Stout, second by Mai to approve the payroll changes and comp time report. Motion carried.

Point Factor and Wage Updates: Albarado passed out the updated point factor sheet with changes highlighted. Spreadsheet reviewed by committee. Motion by Mai, second by Stout to approve revised point factor spreadsheet as presented.

Personnel Manual Changes/Updates: Albarado informed committee that there was nothing new to update and he will be working with Zimmer to get the changes are put into the manual and it gets updated.

Whistleblower Policy: Albarado updated on the status of working with external agency to report fraud, HR issues, etc. and working on getting that all on our website. Discussion on creating a culture and environment where employees are protected in reporting any misgivings they witness. Discussion on capabilities of the firm and a cost of \$250 per year.

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, Mai, Willingham. Motion carried.

CLOSED SESSION at 2:10 p.m.

OPEN SESSION at 2:11 p.m.

CLOSED SESSION announced by Chair

- LCDD-Department Head and Zoning Administrator Positions - Appointments

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

CLOSED SESSION at 2:12 p.m.

OPEN SESSION at 3:02 p.m.

Motion by Mai, second by Stout to authorize the Administrative Coordinator to negotiate proposals with employees. Motion carried.

CLOSED SESSION announced by Chair

- Complaint Update

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 3:03 p.m.

OPEN SESSION at 3:05 p.m.

CLOSED SESSION announced by Chair

- 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)

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

CLOSED SESSION at 3:06 p.m.

OPEN SESSION at 3:11 p.m.

Albarado requested someone from the committee to sit on the interview committee on Monday at 8:30 a.m.

Motion by Mai, second by Stout to adjourn. Adjourned at 3:12 p.m.

NOTE: Next regular committee meeting is scheduled for August 1, 2019 at 8:30 a.m.

DRAFT