

# RUSK COUNTY PERSONNEL COMMITTEE MINUTES

AUGUST 10, 2021

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Location: Rusk County Board Room - LEC

Personnel Committee Present: Tom Hanson (chair), Dave Willingham, Bob Stout, Mike Hraban, Lisa Dobrowolski

Others Present: Kitzie Winters, Connie Meyer, Miranda Kron, Tom Hall, Mindy Dale, Phil Schneider, Mary Schneider, Andy Albarado, Jeff Wallace

Virtually Present: Lyle Liefkring, Jim Rassbach

**Call to Order:** Meeting called to order by Chair Hanson at 1:02p.m.

## **AMBULANCE**

Wage Adjustment Resolution: Discussed wage and wage increase for Ambulance employees for 2022/2023.

Motion by Hraban, second by Willingham to adopt resolution as written and send to Emergency Services Committee. Motion carried.

## **HR MANAGER**

Public Comment: Mary Schneider addressed the Committee in favor of hiring a HR Manager.

Creating/Hiring a HR Manager: Andy will include the HR position in the RFP/RFQ request which will include scope of responsibilities, wage, etc.

Motion by Hraban, second by Dobrowolski to enter closed session at 1:56p.m. Motion carried.

## **CLOSED SESSION** announced by Chair Hanson

Wi Stats 19.85 (1)(e) 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.

Motion by Hraban, second by Dobrowolski to enter open session at 3:06 p.m. Motion carried.

## **OPEN SESSION** - Possible Motion on Topic of Closed Session

## **HIRING/RECRUITMENT UPDATES**

Highway – Highway Worker I: 8 applicants – working on a time/date for interviews

Sherriff – Jailer/Dispatch: Interviews set – 08/16/2021 at 9:30a.m.

HHS – Finance Accountant II: Discussing the option of sharing staff – plan to review (60 days) if position needs to be filled, or if duties are being covered without filling the position.

Medical Examiner – Deputy ME & Deputy ME Transport: 3 applicants – working on a time/date for interviews

Finance – Accountant II: LTE hired after losing an employee

## **CLERK OF COURT/HHS STAFFING**

Update: HHS has been helping the Clerk of Courts on Tuesdays. Discussed the Deputy 1 from the Clerk's office and/or Treasurer's office continue helping HHS if scheduling allows in their department.

## **ADMINISTRATIVE COORDINATOR**

General Updates: None

Payroll Change and Comp-Time Reports: Continue to use Comp Time if it is available.

Lighthouse Hotline – Reports Received: Received report; no issues within the building.

COVID-19 – HR/Employee Issues: Advised to wear masks and continue social distancing – Rusk County is considered moderate with an increase in cases. Mandating vaccines is not likely, but incentive may be put in place. Mask mandate for common spaces or close contact spaces is possible, but not immediately enforced.

American Rescue Plan Act – Provisions and Funding: No updates from last meeting.

Personnel Handbook Updates: Reviewed potential updates and changes. Schedule separate meeting to finalize.

Administrative Coordinator Job Description and Duties: No updates; job description will be sent to County Board Members.

Exempt Salaried Employee – Time Sheet Requirements and Pay: Kitzie discussed salaried employees/Elected Officials turning in timesheet for proof of worked hours. The Salaried Employees have a 10% flexible time they can include in each pay period. The ME position is a 24/7-365 days per year therefore the payroll form will reflect of on time hours as well as hours worked.

Motion by Hraban, second by Stout to exclude ME from 10% Flexible for Salaried Employees. Motion carried.

JR. Fair Coordinator Wage: Jr Fair Board has requested to increase the wage for Coordinator from \$12.50 to \$13.50 per hour from January 1, 2021. Question if they would be included an increase on 07/01/2021

Motion by Stout, seconded by Hraban to approve the increase and include the July increase. Motion carried.

Wage Study RFP: Review at Personnel meeting later this month

Motion by Hraban, second by Stout to enter closed session at 4:24p.m. Motion carried.

**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.

Motion by Hraban, second by Stout to enter open session at 4:25p.m. Motion carried.

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

Motion by Willingham, second by Dobrowolski to approve FMLA request from Rusk County Employee. Motion carried.

Motion to adjourn meeting by Hraban, second by Stout at 4:25p.m. Motion carried.

### **Adjournment**

**Next Meeting Date:** Monday August 23, 2021 at 2:00p.m.