

RUSK COUNTY PERSONNEL COMMITTEE MINUTES

September 2, 2021

Location: Rusk County Small Conference Room

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

Others Present: Andy Albarado, Kitzie Winters, Jeff Wallace and Connie Meyer.

CALL TO ORDER

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

APPROVAL OF MINUTES

Motion by Stout, second by Hraban to approve August 10, August 23 and August 25, 2021 minutes. Motion carried.

HIRING/RECRUITMENT UPDATES

Dispatch/Jailer: Applications were available until last Friday for 2 male positions, 5 applicants were received. Interviews are planned for September 14th. Hired a female in the last round of interviews, waiting on background check.

Highway Worker: Hired 2 workers who do not have CDL, but have an equipment background.

Medical Examiner – Deputy ME: Hired Deputy ME. Chief Deputy has resigned, posted to hire Deputy ME and Transport.

HR MANAGER

Andy has some job descriptions from other Counties, and what the other County's job duties include, and is requesting direction from the Committee on the HR position for the wage study. Discussion held.

RESOLUTION

LCDD Wage Increase Resolution:

Discussion on the wage increase and when to start the increase.

Motion by Hraban, seconded by Stout to approve LCDD Wage Increase Resolution and forward to County Board. Motion carried.

HEALTH & HUMAN SERVICES

Addressing Inactive Staff – Senior Services:

Drivers and Delivery people who are part-time, or casual workers, for the Rusk County Senior Service and have not worked for 90 days or more is requesting to remove/terminate inactive staff after 60 days as a voluntary resignation.

Motion by Hraban, second by Stout to approve the termination and remove from the call list after 60-day period of no work/no show for Staff of Senior Service as a voluntary resignation. Motion carried.

ADMINISTRATIVE COORDINATOR

General Updates: Friday, September 17th at 10:30 a.m. in the LEC will be Union negotiation.

Payroll Change and Comp-Time Reports: Handed out to the Committee for approval.

Lighthouse Hotline – Reports Received: No Report

COVID-19 – HR/Employee Issues: Some issues have been reported. Discussion held on what the future will bring.

American Rescue Plan Act – Provisions and Funding: Wage Study has been approved for payment.

Personnel Handbook Updates: Committee will discuss after recommendations are finished.

Administrative Coordinator Job Description and Duties: Andy will send out to the County Board.

Wage & Compensation Study: The Carlson Dettmann Consulting professional Service Agreement was presented to the Committee by Andy and study will begin in October. Discussion on positions.

Motion by Willingham, seconded by Hraban to include in the Carlson Dettmann wage study analysis of the Administrative Coordinator function and how to staff that role. Motion carried.

Motion by Dobrowolski, seconded by Hraban to approve the Carlson Dettmann Consulting Agreement. Motion carried.

Motion by Hraban, seconded by Stout to enter into Closed session at 9:51 a.m.

CLOSED SESSION announced by Chair

Department requests for 2022 wages

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.

OPEN SESSION – Possible Motion on Topic of Closed Session

DEPARTMENT REQUEST FOR WAGE INCREASE

2022 Wage Adjustment Process Discussion and Consideration

Finance

LCDD

Forestry

Treasurer

Deputy

HHS

Register of Deeds

Highway

IT

County Clerk

Buildings & Grounds

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OPEN SESSION – Possible Motion on Topic of Closed Session at 12:03 p.m.

Motion by Dobrowolski, seconded by Hraban to approve wage increase and forward to Finance Committee. Motion carried.

Motion by Stout, second by Hraban to adjourn meeting at 12:06 p.m.

ADJOURNMENT