

RUSK COUNTY PERSONNEL COMMITTEE MINUTES

September 6th, 2018

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

Others Present: Loren Beebe, Jeremy Jacobs, Andy Albarado, Rich Summerfield, Judge Anderson, Sheriff Wallace.

Meeting called to order at 8:30 a.m.

APPROVAL OF MINUTES

Motion by Fisher, second by Stout to approve the August 2nd, 2018 Personnel minutes.

CORPORATION COUNSEL

Report of Guardianships, Commitments, and Legal Action on Behalf of the County: Rich's updated included commitments, guardianships, closing of hospital, certified letter received, Haas & Associates and lease with police department.

ANDY ALBARDADO

Payroll Change and Comp-Time Reports: Report reviewed. Motion by Mai, second by Willingham. Motion carried.

General Updates: No general updates at this time.

Maintenance assistant reclassification/Point factor review: Discussion on changes in the job description and point factor. Motion by Willingham, second by Mai to approve the changes to the point factor for the Maintenance Manager position. Motion carried. Motion by Willingham, second by Stout to have the Administrative Coordinator draw up a resolution to be submitted to the County Board for approval of the new maintenance position and for a wage of \$23.90 an hour. Motion carried.

Administration Structure Update: Discussion on future of administration structure.

SHERIFF

Pay out of vacation: Sheriff Wallace. Been running 3.5 people short. Side letter of contract for 6 months, ending March 1st, 2019 for payout of vacation time.

Lack of staff to work shifts: Looking to fill 1 full and one part-time position. Increasing staffing from 14 to 15 people. Motion by Fisher, second by Stout to draft a resolution to be submitted to the county board for filling the part-time position that is being requested.

CLOSED SESSION

Chair announces closed session for:

- Disciplinary action

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

CLOSED SESSION at 9:36a.m.

OPEN SESSION at 9:46a.m.

CLOSED SESSION

Chair announces closed session for:

- Children and Family Services Program Manager

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

CLOSED SESSION at 9:48 a.m.

OPEN SESSION at 10:25 a.m.

Motion by Fisher, second by Stout to proceed with internal promotion and to approve rate at \$29.43 and to go to \$32.67, plus any wage increases that are applied, after satisfactory completion of probation period not to exceed a year. Motion carried.

Motion by Willingham, second by Stout to have department head proceed with recruitment.

CLOSED SESSION

Chair announces closed session for:

- Maintenance assistant reclassification

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

CLOSED SESSION at 10:36 a.m.

OPEN SESSION at 10:50 a.m.

Motion by Willingham second by Fisher to reconsider the maintenance position action that was taken. Motion carried.

Motion by Fisher, second by Willingham to amend previous action and have Administrative Coordinator draw up a resolution to reclassify current maintenance supervisor position to Maintenance Manager by adjusting the point factor and job description and to go to a pay rate of \$23.90 effective the first payroll period after approval. Motion carried.

CLOSED SESSION

Chair announces closed session for:

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

CLOSED SESSION at 10:53 a.m.

OPEN SESSION at 11:01a.m.

Motion by Stout, second Willingham to adjourn. Adjourned at 11:02 a.m.

NOTE: Next regular committee meeting is scheduled for October 4th, 2018.