

RUSK COUNTY PERSONNEL COMMITTEE MINUTES

September 13th, 2019

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

Others Present: Jeremy Jacobs, Sherriff Wallace, Andy Albarado, Loren Beebe, Rich Summerfield, Jeremy Koslowski, Rosemary Schmit, Judy Srp, Yvonne Johnson, Verna Nielson, Rebecca McEathron .

Meeting called to order by Chair Hanson at 11:00 a.m.

APPROVAL OF MINUTES

Motion by Stout, second by Mai to approve August 1st, 2019 Personnel minutes. Motion carried

CORPORATION COUNSEL

Report of Guardianships, Commitments, and Legal Action on Behalf of the County: Rich Summerfield, Corporation Counsel, updated on a mental commitment that is being transferred to Buffalo County totaling \$130,000 (cost of \$365 a day) as this has been going on since October of 2018. Contested guardianship on Tuesday with a Public Defender from Rice Lake. Updated on working with Jeremy on the Forestry contracts. Updated on Clerk of Court having bond forms open records requested. Draft letter to auditor regarding Naczas.

FORESTRY

Employee Compensation Adjustment Proposal: Jeremy Koslowski, Forestry Administrator, requested an increase into PTO for his employees as they are on-call 24 hours a day. Request is to put everyone's PTO to the max 30 days. Discussion on how the current PTO time was established. Discussion on looking at the way the PTO is established, possibly change it to get to max of 30 days sooner. Something that would be better to do overall not just for one department with looking at the impact of that much time off on the department based on staffing.

REGISTER OF DEEDS

Approval of Extra Help: Judy Srp, Deputy of Register of Deeds, requesting to move the current person working 10 hours per week into the part-time position. Discussion on that position being grant funded through land information. Discussion on floater positions for the county.

TREASURER

Job Descriptions & Wage Adjustments: Verna Nielsen, Treasurer, and Rebecca McEathron, Real Property Lister were present to explain requested changes to job description and point factor for the Real Property Lister position. Committee will review point factor. Motion by Mai, second by Stout to approve the job description that was submitted. Motion carried. Motion by Willingham, second by Mai to have Real Property Lister wage adjusted to \$22.50 starting October 1st, 2019. Motion carried.

ZONING OFFICE

Filling of the Assistant Zoning Administrator Position: Yvonne Johnson, Zoning Administrator, requested information to start the process of hiring for the open position of Assistant Zoning Administrator as training and testing is available this fall. Discussion. Motion by Stout, second by Mai to create a Zoning Tech position. Motion carried. More information will be brought to the committee next month.

ADMINISTRATIVE COORDINATOR

Payroll Change and Comp-Time Reports: Albarado provided committee with comp report to review. Motion by Stout, second by Willingham to approve the payroll changes and comp time report. Motion carried.

Point Factor & Wage Review- Updates: Albarado informed committee of updates.

Personnel Manual Changes/Updates: Albarado updated.

Employee Fitness Incentive Changes: Albarado suggested to open it up to any fitness center at discretion of the Personnel Committee up to 50% or \$20 whichever is less. Motion by Willingham, second by Stout to revise the fitness incentive policy. Motion carried.

Voluntary Employee Benefits: Albarado went over benefits.

Request for Consideration Retiree Health Insurance Compensation: Rosemary Schmit requested to have the resolution be rescinded by the county and explained the resolution that was passed by the board but is not in the employee handbook. Motion by Willingham, second by Stout to ask Corporation Council to draft resolution to rescind Resolution 08-38 and to look for other resolutions that are in conflict with the handbook. Motion carried.

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

CLOSED SESSION at 12:51 p.m.

OPEN SESSION at 1:17 p.m.

Mai excused at 1:00 p.m.

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

CLOSED SESSION at 1:18 p.m.

OPEN SESSION at 1:31 p.m.

CLOSED SESSION announced by Chair

- Discussion and Consideration of Employee(s) Performance/Discipline Actions

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

CLOSED SESSION at 1:31 p.m.

OPEN SESSION at 1:53 p.m.

HEALTH & HUMAN SERVICES

Wage Review:

- o Senior Center Cook-Sub: Jeremy Jacobs, Health & Human Services Director, went over job duties. Requesting increase to \$10.75 per hour from the current rate of \$9.77 (change of \$0.98 per hour). Motion by Stout, second by Willingham to increase wage as requested. Motion carried.
- o Children and Family Services Manager: Request to move position from rate of \$29.87 to \$31.60 (change of \$1.73 per hour). Motion by Willingham, second by Stout to approve the increase of pay to \$31.60 and to bring it to the County Board for the 2020 budget. Motion carried.

New Positions: Power-point explaining services they provide and mission statement

- o Social Worker-Coordinated Services/Ongoing: Bring this to an in-house position as it is currently contracted through Westlake.
- o Social Worker-Youth Justice: Explanation that youth aids allocation to cover these would cover these costs.

Motion by Willingham, second by Stout to have Jacobs draft a resolution to bring to the next Personnel Committee meeting with proposed positions. Motion carried.

Motion by Willingham, second by Stout to adjourn. Adjourned at 3:30 p.m.

NOTE: Next regular committee meeting is scheduled for October 10th, 2019 at 11:00 a.m.