

RUSK COUNTY PERSONNEL COMMITTEE MINUTES

January 6, 2022

Personnel Committee Present: Hanson, Hraban, Dobrowolski, Stout, Willingham

Others Present: A. Albarado, C. Meyer, J. Buchholz, K. Winters, J. Wallace, L. Gorsegner

CALL TO ORDER

Meeting called to order by Chair Hanson at 8:33 a.m.

APPROVAL OF MINUTES

Motion by Hraban, seconded by Stout to approve December 16, 2021 minutes. Motion carried.

HIRING/RECRUITMENT UPDATES

Paralegal – DA: Terms have been accepted and the position is filled.

Office Coordinator – Sheriff's Department: Hired Miranda Kron.

Finance Accountant I – Finance: Brittany Magnuson is hired and working as an LTE.

Finance Accountant I – HHS: Candidate declined, job posting will open back up.

Chief Deputy - County Clerk: Jill Buchholz has been appointed.

CLERK OF COURT & SHERIFF

Setting 2023-2026 Wage

Clerk of Courts wage discussion: Lori gave an over view of her job. She proposed \$4,000.00 in 2023 and a 3% increase every year after and supplied comparable from surrounding counties. Discussion held.

Sheriff wage discussion: Jeff has also proposed \$4,000.00 in 2023 and a 3% increase every year after.

Discussion held.

Motion by Hraban, seconded by Willingham, to give a \$4,000.00 increase 2023 and a 3% increase 2024-2026 for the 2023-2026 wage for the Clerk of Courts and the Sheriff. Discussion held. Motion carried.

AMBULANCE

EMT Hiring Resolution: Tom Hall is requesting to hire 5 new people to keep the ambulance in service 24 hours. Discussion on a wage increase of \$2 per hour for EMT's (from \$14 to \$16), \$2 per hour for Advanced EMT's (from \$16 to \$18) and a \$1 for EMRs beginning January 1st of 2022. Ambulance Service employees will also be paid prevailing wage for all meetings, trainings, and follow the County raise by percentage every year when given. Discussion held.

Motion by Hraban, seconded by Stout to approve Hiring EMT's Resolution and forward to County Board. Motion carried.

CORPORATION COUNSEL

Report of Guardianships, Commitments, and Legal Action on Behalf of the County: Rich Summerfield gave a report on Contract renewals, Opioid Resolution, HHS, Zoning, Treasurer, Highway, Forestry and Sandy Stiner criminal charge letter update.

ADMINISTRATIVE COORDINATOR

General Updates: Fitness for Duty policy discussion.

COVID Updates: Following along with vaccine and state/policies updates.

American Rescue Plan Act – Provisions and Funding: Public Health has requested hazard pay due to the difficulty work environment during COVID.

Personnel Handbook Updates:

Holiday Pay – On-Call & Reporting: Request to include Observe Holidays and Holidays as on call pay and include as reporting to work.

Drug and Alcohol Policy: Discussion held

Motion by Dobrowolski, seconded by Stout to approve the Personnel Handbook with updates and forward to County Board.

Motion carried.

Administrative Coordinator Job Description: Combining job description.

Motion by Dobrowolski, seconded by Hraban to approve the updated Administrative Coordinator Job Description and forward to County Board. Motion carried.

Insurance Broker/Consultant Services RFP Update: Andy has received 6 proposals and would like to interview each Company. Discussed what to expect for service from each company and the services for Rusk County.

Employee Training:

Active Shooter will be on January 18th, CPR/AED will be on January 26th

Leadership finished yesterday and Andy is requesting approval for a new session for 2022.

Motion by Stout, seconded by Dobrowolski to approve a new session in 2022. Motion carried.

Motion by Hraban, seconded by Willingham to go into Closed Session at 11:10. All responded yes.

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.

OPEN SESSION – at 11:15 a.m.

ADJOURNMENT

Motion by Stout, seconded by Hraban to adjourn at 11:19 a.m.

Next meeting will be held on February 3, 2022 in the LEC at 8:30 a.m.