

RUSK COUNTY PERSONNEL COMMITTEE MINUTES

October 7, 2021

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

Others Present: Andy Albarado, Tom Thorsen, Troy Wry, Connie Meyer, Kitzie Winters

CALL TO ORDER

Meeting called to order by Chair Hanson at 8:32 a.m.

APPROVAL OF MINUTES

Motion by Hraban, seconded by Willingham to approve September 2nd, 17th and 29th Personnel minutes. Motion carried.

Motion by Stout, seconded by Hraban to enter closed session at 8:33 a.m. Motion carried.

All voted yes

CLOSED SESSION announced by Chair

Under Wis. Stat. § 19.85(1)(a), (b) (c) & (g) for potential disciplinary action, deliberations, and consultation with legal counsel. Specifically, the Committee will convene in closed session:

For considering dismissal, demotion, or discipline of any public employee and the taking of formal action on any such matter; provided that the public employee is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action may be taken. The notice shall contain a statement that the person has the right to demand that the evidentiary hearing or meeting be held in open session. This paragraph and par. (f) do not apply to any such evidentiary hearing or meeting where the employee requests that an open session be held. Wis. Stat. § 19.85(1)(b). ***The Employee may request that this portion of the meeting be held in open session.***

For considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Wis. Stat. § 19.85(1)(c).

For deliberations concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before that governmental body. Wis. Stat. § 19.85(1)(a)

And for 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. Wis. Stat. § 19.85(1)(g).

OPEN SESSION – Possible motion on topic of closed session at 10:18 a.m.

CORPORATION COUNSEL

Report of Guardianships, Commitments, and Legal Action on Behalf of the County:

Rich gave a report on Heath and Human service, Blue Source Agreement, Conwed Building, Forestry land swap 40-acre parcel closed, Animal waste storage, Redistricting, Unemployment hearing and discussion on Hospital study. Rich will also be attending seminars this month.

HIRING/RECRUITMENT UPDATES

Dispatch/Jailer: Interviews are finished with 2 male positions offered and 1 on waiting list.

Animal Shelter Part-time worker: Posted with 7 applicants at this time.

Medical Examiner – Deputy ME: Interviewed and offered the position.

Drug Court Coordinator: The position will need to be re-posted.

CLASSIFICATION AND WAGE COMPENSATION STUDY

Patrick Glynn – Carlson Dettmann:

Minutes by C. Meyer, Rusk County Clerk

Gave a presentation on the Wage Compensation Study to the Committee. Discussion on presenting to County Board, the process for employees and Department Heads.

HHS&FINANCE

Accounting Positions:

Kitzie has requested an additional part time person in the Finance Department; will present at the October 19th Personnel Meeting.

CIRCUIT COURT

Clerical Aid – part time:

Discuss the part time position in the Circuit Court, or hiring a full-time position to help staff offices when they are short staffed. Discussion on adding to the 2022 wage request Resolution for the October 19th Personnel Meeting.

ADMINISTRATIVE COORDINATOR

General Updates: No report.

Payroll Change and Comp-Time Reports: Andy gave a report on payroll change forms and comp-time report.

Lighthouse Hotline – Reports Received: No report

COVID-19 – HR/Employee Issues:

Andy gave a report on the effect of the Courthouse employees and the level of COVID Protocols based on quarantines and isolation.

Consider COVID Policy Updates: Andy presented a policy for Rusk County Employees.

Discussion held on the COVID cases in Rusk County.

Motion by Hraban, seconded by Stout to accept the COVID Protocols Based on Quarantines/Isolation as presented. Motion carried.

Discussion on hazard pay for the EMT's appropriated out of the ARPA funds through the end of the year for employees who are directly involved with COVID transport/death.

Motion by Willingham, seconded by Hraban to re-instate the hazard pay policy as of 09/01/2021 through the end of the year for COVID suspected patient's appropriated from ARPA funds for the EMT's. Motion carried.

Andy proposed an incentive for employees who are vaccinated. Discussion held.

American Rescue Plan Act – Provisions and Funding: No update.

Personnel Handbook Updates: Andy will speak with Mindy Dale, Rusk County's Labor Attorney about the changes in the Personnel Handbook.

2022 Health Insurance & HSA/HRA: Quotes will not be available until the end of the week with 0% increase projected for the same plan.

Wellness: Vaccine clinic should accommodate for employees with no use of their PTO. Employee appreciation meal with the wellness day went very well.

The next meeting is scheduled for Monday October 19, 2021 at 8:30 in the LEC.

ADJOURNMENT

Motion by Hraban, seconded by Stout to adjourn at 1:20 p.m.