

# RUSK COUNTY PERSONNEL COMMITTEE MINUTES

October 10th, 2019

**Personnel Committee Present:** Tom Hanson, Dave Willingham, Kathy Mai, Bob Stout @ 10:50a.m.

**Others Present:** Andy Albarado, Loren Beebe, Rich Summerfield, Annette Barna, Jeremy Jacobs, Karen Welke, Kitzie Winters.

Meeting called to order by Chair Hanson at 10:30 a.m.

## APPROVAL OF MINUTES

Motion by Willingham, second by Mai to approve September 13th, 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 working with Koslowski on Forestry items, Trempealeau commitment, and Clerk of Court Office records requests.

## ANIMAL SHELTER

Additional Employee slot-no increase in employee hours: Karen Welke, Animal Control, explained the need to have one additional person on the staff list. Motion by Mai, second by Willingham to approve the request for an additional person on the employee list with no increase to the departmental budget. Motion carried.

## HEALTH & HUMAN SERVICES

Position Resolution: Jeremy Jacobs, Health & Human Services Director, passed around resolution that was created after the discussion at last month's meeting. Motion by Mai, second by Willingham to approve the resolution and to have Jeremy take it to the full county board. Motion carried. Motion to Willingham, second by Mai to allow Jacobs to recruit for the Social Worker 1 position and to offer the second county funded Social Worker 1 position to existing contracted CST employee after County Board approval. Motion carried.

## CLOSED SESSION announced by Chair

- Discussion and Consideration of Employee 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 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: Stout, Mai, Willingham, Hanson. Motion carried.

**CLOSED SESSION** at 10:55 a.m.

**OPEN SESSION** at 11:08 a.m.

## DISTRICT ATTORNEY

Permanent Paralegal Position: Annette Barna, District Attorney, explained that the current paralegal is interested in the full time position and has expressed there are employment opportunities being offered, the added cost of \$17,000 to the budget. Barna would have to take to full County Board. Motion by Willingham, second by Stout to draw up resolution to have the contracted position be made a county full time position with a budget of \$66,464. Motion carried. Mai abstained.

## COUNTY CLERK

Employee Office Hours: Loren Beebe, County Clerk, explained to the committee her request to go to Finance to increase employee hours to 38.75 per week. No action taken at this time.

## ADMINISTRATIVE COORDINATOR

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

PTO Adjustments: Will save for next month.

Health Insurance/HSA Changes: Kitzie Winters, Finance Director & Albarado went over the changes in the Health Insurance; there will be a \$5000/\$10000 deductible, with an anticipated cost of \$78.97 single, \$157.94 single+1, \$236.90 family pre-taxes; HSA contribution stays \$3400 and \$6750. Motion by Willingham, second by Stout to accept option 2 of the present health insurance. Motion carried.

Cost of Living Adjustments: Finance is requesting a 1% cost of living raise. Motion by Mai, second by Stout to approve the 1% cost of living raise to all employees except: Seasonal, EMT, LTE, & Interns. Motion carried.

Voluntary Benefits: Albarado and Winters went over the benefits, Associated will have all voluntary benefits put together and present it to the employees, currently sending out bids. Motion by Willingham, second by Stout to approve Associate voluntary benefits. Motion carried. Motion by Willingham, second by Stout to stream line the voluntary deductions. Motion carried.

**CLOSED SESSION** announced by Chair

- FMLA & Other Medical Leave Request

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).

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

**CLOSED SESSION** at 12:41 p.m.

**OPEN SESSION** at 12:43 p.m.

**CLOSED SESSION** announced by Chair

- Workers Compensation claims

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

**CLOSED SESSION** at 12:44 p.m.

**OPEN SESSION** at 12:51 p.m.

Motion by Stout, second by Willingham to offer Jeff Olson a limited term position in the maintenance department at the rate of \$17.00 per hour. 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 12:53 p.m.

**OPEN SESSION** at 1:00 p.m.

Motion by Stout, second by Mai to adjourn. Adjourned at 1:03 p.m.

NOTE: Next regular committee meeting is scheduled for November 7<sup>th</sup>, 2019 a.m.