

RUSK COUNTY PERSONNEL COMMITTEE MINUTES

October 22, 2021

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

Others Present: Andy Albarado, Kitzie Winters, Miranda Kron, Lori Gorsegner, Jeremy Jacobs

CALL TO ORDER

Meeting called to order by Chair Hanson at 8:43a.m.

CIRCUIT COURT

Clerical Aid – part time: Lori Gorsegner expressed concerns with the lack of help that occurs when departments are sharing a staff member. The original plan was to have a person 2 days per week to help in the Clerk of Court which is not working as planned. She is requesting approval to hire a part time employee to fill the position.

Motion by Stout, second by Hraban to post the opening for a part time clerical aid in the paper for 15.5hrs per week at \$17.37 per hour. Wages will come out of the contingency fund as the position is not budgeted for 2022. Motion carried.

HIRING/RECRUITMENT UPDATES

Animal Shelter Part-time worker: 15 applicants; interviews to be held 10/26/2021 at 8:50am – Hraban will attend the interviews on behalf of the Personnel Committee.

Drug Court Coordinator: Interviews held 10/19/2021 – 3 interviews occurred. The position is grant funded, and until the department knows if the grant is approved they do not want to offer the job. Per Judge Anderson, once they hear back about the grant, the position will be offered to one of the persons interviewed.

HHS-ADRC – Home Delivery Driver: Job opening has been posted – no applicants yet

Maintenance Technician: Job opening has been posted – will remain open/posted until November 5, 2021

Paralegal – DA: Mark Platteter is resigning; gave a 2-week notice. The position opening has been posted. In the meantime, the DA is requested to hire an LTE position until the position is filled permanently.

Motion by Willingham, second by Hraban to allow the DA to hire LTE Paralegal at \$24.00 per hour until the permanent position is filled. Motion carried.

Office Coordinator – Sheriff's Department: Deb Flater is retiring in the spring of 2022. Request to have a new person hired by the first of the year (official start date is aimed to be 01/03/2022) to have the new hire work/train with Deb before she fully retires.

Motion by Stout, second by Hraban for Andy to discuss the accurate job description with Sheriff Wallace, and post the job opening with the start date as 01/03/2022. Motion carried.

HHS&FINANCE

Accounting Positions: Discussion held on 1 part-time position in Finance and 1 full time positions in HHS.

Motion by Hraban, second by Willingham to post both positions, one as a full-time position and the other as a part time position. Motion carried.

HHS

Comprehensive Community Services – Service Facilitation Positions: Currently there are four (4) services/positions contracted through Aurora that have been changed and will affect the HHS department. Jeremy Jacobs expressed concerns with contracted employees and is requesting to bring any contracted employees in as County employees during 2022 when needed. There will be some upfront cost for electronics, cell phones, etc. which would be reconciled down the road.

Motion by Willingham, second by Stout to pursue contracted employees in house after job descriptions are completed by Jeremy Jacobs. Motion carried.

CLTS / Birth-3 adjustment of staffing: CLTS (children with long term support) has had large increase in need. Request to change position descriptions to allow the current employees working in the CLTS and Birth to 3 months more availability when/where they are needed most. Making this change is already approved by the state and would start the first of the year.

Motion by Hraban, second by Willingham to approve amended job description for CLTS the transition on 01/01/2022. Motion carried.

Public Health staffing: The LTE on staff recently resigned due to the excess number of hours they were needed to work. Concerns addressed with the importance of the current staff and their part with the COVID crisis.

ADMINISTRATIVE COORDINATOR

General Updates: No report

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

Personnel Handbook Updates: No discussion.

2022 Health & Dental Insurance & HSA/HRA: Proposal from Security Health has no changes from the current policy. Any change will have significant cost for the employee and the county. Recommendation to stay with the current plans to avoid losing providers, and avoid increasing premiums.

Motion by Stout, second by Hraban to maintain what we currently have for insurance coverage. Motion carried.

Travel Reimbursement Rates: Request made to the finance committee to increase reimbursement rates which was approved to increase on January 1, 2022 as follows; breakfast \$7.50, lunch \$10, and supper \$15.

Motion by Hraban, second by Stout to approve reimbursement increases. Motion carried.

Motion by Stout, second by Hraban to enter closed session at 10:27a.m. Motion carried.

CLOSED SESSION announced by Chair Hanson

Department requests for 2022 wages

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.

Motion by Hraban, second by Stout to enter open session at 10:54a.m. Motion carried.

OPEN SESSION – Possible Motion on Topic of Closed Session

DISCUSSION/POSSIBLE MOTION

Approving 2022 Individual Position Wage Adjustments:

Motion by Hraban, second by Willingham to send the Resolution to the County Board for adoption. Motion carried.

Approving 2022 Employee Wage Adjustments:

Motion by Hraban, second by Stout to change percentage increase from 1.5% to 2% as of 01/01/2022 and send the updated Resolution to the County Board for adoption. Motion carried.

Motion by Hraban, second by Stout to enter closed session at 11:08a.m. Motion carried.

CLOSED SESSION announced by Chair Hanson

Employee Complaint

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. Wis.Stats19.85(1)(f).

Motion by Hraban, second by Stout to enter open session at 11:56a.m. Motion carried

OPEN SESSION – Possible Motion on Topic of Closed

Motion by Willingham, second by Hraban to enter closed session at 11:57a.m. Motion carried.

CLOSED SESSION announced by Chair Hanson

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.

Motion by Willingham, second by Hraban to enter open session at 12:04p.m. Motion carried.

OPEN SESSION – Possible Motion on Topic of Closed Session

Motion by Willingham, second by Hraban to approve request to use FMLA if needed for COVID leave. Motion carried.

Motion by Hraban, second by Stout to adjourn meeting at 12:10p.m. Motion carried.

ADJOURNMENT