

Not Committee Approved

RUSK COUNTY PERSONNEL COMMITTEE MINUTES

November 2nd, 2017

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

Others Present: Loren Beebe, Ted East, Jeremy Jacobs, Rich Summerfield,

Meeting called to order at 8:30 a.m.

APPROVAL OF MINUTES

Motion by Fisher, second by Willingham to approve the October 5th, 2017 Personnel minutes. Motion carried.

CORPORATION COUNSEL

Report of Guardianships, Commitments, and Legal Action on Behalf of the County: Rich provided updates.

HHS

WIC Director: Jeremy asked permission to go forward on the recruitment of the position and stated that they are currently contracting through RCMH. Motion by Fisher, second by Stout to authorize the advertising and hiring of the WIC Director. Motion carried.

Stand up desks: Jeremy explained that the H&HS is getting 5 stand up desk through Income Maintenance and there is no cost to the county on these desks.

TED EAST

Payroll Change and Comp-Time Reports: Payroll change and comp time reports handed out and reviewed. Motion by Fisher, second by Stout to approve the payroll change and comp time reports. Motion carried.

General Updates: Consolidating all the contracts with RCMH as many departments have different rates with drug testing. Open enrollment with insurance starts on November 3rd.

Request to extend coverage beyond the COBRA limits for Health Insurance: Reached and request can be made. Open to all or no one, all or nothing. Discussion on if it can be adjusted to where it does not have to be all or nothing with the insurance company, look at it more and bring it back to next meeting. Table it and get documentation from the Insurance Commission.

Review of exempt Employees: Ted to go and talk to each employee on list and see if they fall into category of exempt employees. Ted will present them to committee and committee will determine where they fall and documents will be placed in their personnel file.

Retirement of employee: Forestry Administrator retirement letter reviewed. Ted asked permission to move forward on the advertising and hiring of the Forestry Administrator. Motion by Willingham, second by Mia to authorize Administrative coordinator to work with the Forestry Department on the hiring process of the new Forestry Administrator. Motion carried.

CLOSED SESSION

Chair announces closed session for:

- FMLA Leave & Other Medical Leave Requests

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) ©.

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

CLOSED SESSION at 9:59a.m.

OPEN SESSION at 10:00 a.m.

CLOSED SESSION announced by Chair

- Disciplinary 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)©. 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 19.85(1)(f).

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

CLOSED SESSION at 10:01 a.m.

OPEN SESSION at 10:20 a.m.

Motion by Stout, second by Willingham to adjourn. Adjourned at 10:24 a.m.

NOTE: Next regular committee meeting is scheduled for December 7th, 2017.