

RUSK COUNTY PERSONNEL COMMITTEE MINUTES

November 4, 2021

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

Others Present: A. Albarado, C. Meyer, K. Winters, G. Murry, J. Wallace.

CALL TO ORDER

Meeting called to order by Chair Hanson at 8:38 a.m.

APPROVAL OF MINUTES

Motion by Dobrowolski, seconded by Willingham to approve Personnel Committee minutes from October 7, October 8, October 22 with corrections. Motion carried.

SHERIFF'S DEPARTMENT

Reserve Deputy Position - Wage and Positions: The Sheriff's Department is requesting to start the Reserve Deputy program with a wage increase from \$15.46 to \$20.00 to help with the Jail. The position request will help hiring and retention in Rusk County Sheriffs Department.

Motion by Hraban, seconded by Stout to approve the request to establish a Reserve Deputy program in the Sheriff's Department with a wage rate of \$20.00 per hour. Motion carried.

HIRING/RECRUITMENT UPDATES

Animal Shelter Part-time worker: 15 applicants - Hired 1 and the rest are on a on call list.

Drug Court Coordinator: Interviewed 3 with 1 applicant approved to hire. The Committee gave the Judge discretion to hire when the grant/grant money is renewed.

HHS-ADRC – Home Delivery Driver: Posted until position is filled.

Maintenance Technician: Job applications can be received until Friday.

Paralegal – DA: Job applications can be received until Friday.

Office Coordinator – Sheriff's Department: Job has been posted.

Finance Accountant I – Finance: Job has been posted.

Finance Accountant I – HHS: No applicants.

Assistant Deputy Clerk – Clerk of Courts: Job has been posted.

ADMINISTRATIVE COORDINATOR

General Updates: No changes.

American Rescue Plan Act – Provisions and Funding: No decisions have been made on how to use the funds.

Personnel Handbook Updates: Discussion on language on Health Insurance start date for new employees and end date for termination.

Classification and Wage Compensation Study Update: The Committee was updated on the process and forms that are being used by Department Heads and Employees.

Insurance Broker/Consultant Services: Andy has proposed an RFP for bids for all County Insurance and is seeking approval of his proposal.

Motion by Dobrowolski, seconded by Willingham to approve the RFP requested by Andy for County Insurance quotes. Motion carried.

WPPA Union Contract Status Update: If Union Contract is signed, Andy will present to County Board for approval at November's meeting.

DEPARTMENT REQUEST FOR WAGE INCREASE

Minutes by C. Meyer, Rusk County Clerk

IT: Jim is requesting to change Colleen Galetka to Network Administrator, job specific as well as an increase in wage from \$28.01 to \$33.00 per hour.

*Motion by Stout, seconded by Hraban to enter closed session at 10:16 a.m.
All responded yes.*

CLOSED SESSION announced by Chair

Request for Wage Adjustment

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 – Possible Motion on Topic of Closed Session at 11:42 a.m.

*Motion by Hraban, seconded by Stout to enter closed session at 11:51 a.m.
All responded yes.*

CLOSED SESSION announced by Chair

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).

OPEN SESSION – Possible Motion on Topic of Closed

*Motion by Hraban, seconded by Stout to enter closed session at 11:42 a.m.
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 – Possible Motion on Topic of Closed Session at 12:17 p.m.

Motion by Stout, seconded by Hraban to approve Tax Property Lister to work remote approximately 20 hours per week. Motion carried.

The next meeting will be November 30th at 8:30 a.m. to review the Personnel Handbook

Motion by Dobrowolski, seconded by Hraban to adjourn 12:30 p.m.

ADJOURNMENT