

# RUSK COUNTY PERSONNEL COMMITTEE MINUTES

December 7th, 2017

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

**Others Present:** Loren Beebe, Ted East, Scott Emch, Annette Barna, Sheriff Wallace, Jeremy Jacobs, Nanci Mertes, Nancy Hann.

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

## APPROVAL OF MINUTES

Motion by Fisher, second by Willingham to approve the November 2nd, 2017 Personnel minutes. Motion carried.

## CORPORATION COUNSEL

Report of Guardianships, Commitments, and Legal Action on Behalf of the County: Jeremy Jacobs gave some updates for Rich that included 6 or 7 commitment/recommitment. Possible release of one commitment. Challenge hiring may be happening on a protected placement.

## DA/SHERIFF

Carry over of comp time: Explanation on why Nancy has a total of 152 hours of comp-time. The committee explained that anything over the 40 hour mark is to be paid as overtime.

## HIGHWAY

Winter Night Watch Position: Scott stated that it's a current job position and wants to fulfill it to get certain jobs done that are needed in the winter time. Scott explained that he would like to get it established before he fills it and job description was submitted to committee. If they choose not fill it he would have the 17 or 18 general workers rotate to fill it for the winter. Talk on shift differential instead of setting pay rate. Motion by Fisher, second by Stout to adjust the shift deferential to \$1.00 over their current rate for those who choose to fill it. Motion carried.

## DA

Paralegal Position: Annette explained the need for the position and provided explanation of the documents that had been sent out for review. Discussion on the budget process and the need for letting the entire county board have say when it comes to the process. Question on how the lack of support by the county on elected officials ability to do job to its full fullness if not given the help that is needed to do so. Further discussion on fully qualified contracted worker in position now and losing them and time that will be spent on getting a new person to current employees capability. Motion by Willingham, second by Fisher to have Personnel to encourage the Finance to allow the DA to continue the Paralegal contract with the DA office. Motion carried. Mai abstain.

## H&HS

Economic Support: Jeremy explained funding that is provided from the economic consortium. Funding available for 2018-2019 position and if the funding ends then so would the position. Motion by Fisher, second by Stout to approve the limited term employment position that is tied to grant and to have a resolution brought to the county board for approval. Motion carried. Jeremy requested a member to sit in on interviews in January for the Dietary position.

## TED EAST

Payroll Change and Comp-Time Reports: Report reviewed. Motion by Willingham, second by Stout. Motion carried.

Exempt Employees Determinations: Most have been reviewed. Ones that are in question were discussed. Bring back Chief Deputy, Jail Caption, Assistant to Highway Commissioner and Land Conservationist to next meeting. Motion by Stout, second by Mai to make all positions discussed exempt and to bring back the 4 that still need to be reviewed.

Holiday Compensation-Highway Department Request: Highway would like to go from 10 paid holidays at 8 hours of pay and instead have 8 paid holidays at 10 hours of pay starting January 1<sup>st</sup>, 2018. Discussion on hours/days worked. Motion by Fisher, second by Willingham to adjust the Personnel Handbook for Highway to have 8 paid holidays at 10 hours starting on January 1<sup>st</sup> 2018. . Motion carried. Have a fallow up on clarification in the handbook for other departments who may run into the same issue.

General Updates: Ted went over the Department Head meeting that included; FMLA, Voluntary Leave Donation policies and Medical review specialist.

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

**CLOSED SESSION** at 10:52 a.m.

**OPEN SESSION** at 10:54 a.m.

Motion by Stout, second by Mia to adjourn. Adjourned at 11:14 a.m.

NOTE: Next regular committee meeting is scheduled for January 4th, 2018.