

RUSK COUNTY PERSONNEL COMMITTEE MINUTES

December 16, 2021

Personnel Committee Present: T. Hanson, D. Willingham, B. Stout, M. Hraban and L. Dobrowolski.

Others Present: A. Albarado, C. Meyer, K. Winters.

CALL TO ORDER

Meeting called to order by Chair Hanson at 1:08 p.m.

APPROVAL OF MINUTES

Motion by Hraban, seconded by Stout to approve November 4, 2021 and November 30, 2021 meeting minutes. Motion carried.

HIRING/RECRUITMENT UPDATES

Drug Court Coordinator: Patty Lemay was hired for the grant approved position.

HHS-ADRC – Home Delivery Driver: Hired 1 person.

Maintenance Technician: Rob Novak has accepted the position and will start on December 27, 2021.

Paralegal – DA: Applications were extended for another month. Mark Platteter spoke with the DA about returning to the position with stipulations. Discussion on working remote from Russia. *Motion by Willingham, seconded by Hraban to approve the request for Mark Platteter to work remote up to 6 weeks while in Russia subject to review the request every year, State approval with a work remote agreement and communication plan with the DA. Motion carried.*

Office Coordinator – Sheriff's Department: 10 application, 8 accepted, and 7 interviewed. Three (3) are eligible to hire, decision will be made in the next 2 days.

Finance Accountant I – Finance: Three applicants were interviewed. The job was offered to Brittany Magnuson who has been working for the County for 2 years as an intermittent LTE. Kitzie, the Finance Director is requesting to include her 2 years of service as credit towards PTO for Brittany. *Motion by Willingham, seconded by Stout to credit Brittany Magnuson with 2 years intermediate LTE and give her the PTO based on her 2 years of service to Rusk County. Motion carried.*

Finance Accountant I – HHS: 1 applicant was interviewed, Jeremy was given the authority to hire.

Assistant Deputy Clerk – Clerk of Courts: Lisa Strop has accepted the position.

HHS

LTE COVID Work Positions – Wages: Discussed duration of the LTE for contact tracing and disease investigation. Jeremy is requesting a wage increase from \$18 (Tier I) up to \$20 (Tier II) for LTE Loren Zimmer.

Motion by Dobrowolski, seconded by Hraban to approve the increase in wage and move Loren Zimmer up to a Tier II position starting January 1, 2022. Motion carried.

Motion by Hraban, seconded by Stout to approve the COVID-19 LTE Pay Range. Motion carried.

Economic Support Specialist Position – Reclass Employee: Jeremy is requesting to increase Brenda Lane \$1.00 per hour for the Medicaid Enhanced position as she is no longer in training.

Motion by Stout, seconded by Hraban to approve a \$1.00 per hour on January 3, 2022 for Brenda Lane. Motion carried.

HIGHWAY DEPARTMENT

Seasonal Help Wages: The Highway Department is requesting to increase the LTE position with a CDL from \$16.50 to \$21.30 per hour.

Motion by Stout, seconded by Hraban to approve the wage rate for the LTE position with a CDL from \$16.50 to \$21.30 per hour starting January 1, 2022. Motion carried.

ADMINISTRATIVE COORDINATOR

General Updates: EMT to move ahead for another shift. Permanent base for the Ambulance crew. 2022 wage adjustment for signature and Comp Report.

Neo Gove platform is being utilized from start to finish, trying to implement more to utilized the program that best fits the County.

Personnel Handbook Updates: Andy gave an update and submitted to County Board and Department Heads to request changes.

Remote work Request: Andy would like to have a case by case request.

Classification and Wage Compensation Study Update: Phone call tomorrow for an update.

Insurance Broker/Consultant Services RFP Update: The RFP is due January 5th.

Motion by Hraban, seconded by Stout to enter into Closed Session at 2:46 p.m.

All responded yes.

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.

OPEN SESSION – Possible Motion on Topic of Closed Session

Next meeting date is scheduled for January 6, 2022 at 8:30 in the LEC

ADJOURNMENT

Motion by Dobrowolski, seconded by Stout to adjourn meeting at 2:57 p.m.