

RUSK COUNTY PERSONNEL COMMITTEE MINUTES

May 5, 2022

Personnel Committee Present: DuSell, Meyer, Stout, Rathsack, Unterschuetz.

Others Present: J. Koslowski, C. Meyer, J. Buchholz, R. Tatur, T. Hanson, L Goode.

CALL TO ORDER

Meeting called to order by Chair DuSell at 3:00 p.m.

APPROVAL OF MINUTES – April 22, 2022

Motion by Stout seconded by Meyer to approve the April 22 Minutes. Motion carried.

PUBLIC COMMENT - None

CORPORATION COUNSEL

Report of Guardianships, Commitments, and Legal Action on Behalf of the County – No Report

SHERIFFS DEPARTMENT

Jail/Dispatch – Part time to full time

A request by Sheriff Wallace to change the Jail/Dispatch from part-time to full-time with no budget change. Discussion held.

Motion by Stout, seconded by Unterschuetz to approve the Jail/Dispatch position from part time to full time. Motion carried.

Motion by Unterschuetz, seconded by Meyer to amend the motion to include June 1, 2022. Motion carried.

HIRING/RECRUITMENT UPDATES

Deputy 1 – Treasurer's office: Start date is May 16th.

Summer Help: Pending in all Departments.

Highway Worker: Interview on Thursday.

Jailer/Dispatcher: Interview in 2 weeks.

EMT: No update

HHS: WIC and Economic Support.

FORESTRY

Stipend for Office Manager:

Jeremy is requesting a stipend for the Forestry office manager for the extra business created by the Interim Administrative Coordinator business in the Forestry office.

Motion by Rathsack, seconded by Unterschuetz to give the Office Manager a \$500.00 stipend during the time Jeremy is Interim Administrative Coordinator retroactive April 25th. Discussion held.

Motion by Meyer, seconded by Stout to amend the motion from a \$500.00 stipend to \$2.00 per hour stipend to the Office Manager during the time Jeremy is Interim Administrative Coordinator retroactive April 25th. Motion carried.

Classification change and wage adjustment:

An individual was hired around a year ago as a technician with qualifications to do all jobs in the Rusk County Forestry Department. Jeremy is requesting to move the person from a Technician to a Forester 1 position with an increase of wages from \$19.99 per hour to \$26.00 per hour. By request of J. Unterschuetz to move the agenda item before closed session for further discussion.

ADMINISTRATIVE COORDINATOR JOB DESCRIPTION

Reclassification/Job Description approval:

Discussion held on the description and what's expected from a Department Head.

Motion by Meyer, seconded by Stout to approve the job description and forward to Corporation Council and to County Board for approval. Motion carried.

HUMAN RESOURCE JOB DESCRIPTION

Job Description approval:

Discussion held on the job description number of employees and job's expectation.

Motion by Rathsack, seconded by Unterschuetz to approve the job description and forward to Corporation Council and County Board for approval. Motion carried.

HOUSING AUTHORITY

Office Space: No report.

Recess - 5:31 p.m. to 5:37 p.m.

ADMINISTRATIVE COORDINATOR

General Updates: No Report

Departmental Oversight Responsibilities: Discussion held about hiring a full time Facility Manager to watch over IT, Maintenance, Airport and all County Buildings to work between Administrative Coordinator and Department Heads.

American Rescue Plan Act – Provisions and Funding: Jeremy gave an update on ARPA Funds.

Classification and Wage Compensation Study Update: Jeremy gave an update on the wage study. He will meet with them this coming week to go over the time frame.

Insurance Broker/Consultant Services Update: Jeremy has meet with J.C. Counter this past week, a survey will be sent to employees for feedback.

Employee Training - Safety Policy -Training: A Safety report was received and submitted to Jeremy. The committee asked that the owner of the company be on zoom at the June personnel meeting.

Administrative Coordinator Transition: No report

Continued discussion on Classification change and wage adjustment:

An individual was hired around a year ago as a technician with qualifications to do all jobs for Rusk County. Jeremy is trying to do some retention for the individual. Technician to a Forester 1 position with a \$26.00 per hour from \$19.99 per hour.

Motion by Meyer, seconded by Rathsack to approve the classification from Technician to a Forester 1 position with an increase of wages from \$19.99 per hour to \$26.00 per hour. Motion carried.

Motion by Stout, seconded by Meyer to enter into Closed Session. All responded yes.

CLOSED SESSION announced by Chair at 6:39 p.m.

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 6:43 p.m.

Motion by Unterschuetz, seconded by Stout to approve FMLA & Other Medical Leave Request. Motion carried.

Administrative Coordinator

Employee Voluntary Resignation due to Abandonment Letter/Policy

The Personnel Handbook needs to be updated to deal with employees ‘ghosting’ the county.

Discussion held.

Motion by Meyer, seconded by Unterschuetz to approve sending a letter to certain employees serving as their voluntary resignation of employment with Rusk County Due to Abandonment of Position. Motion carried.

The next meeting will be June 2, 2022 at 3:00 p.m. in the LEC.

ADJOURN

Motion by Stout seconded by Rathbuck to adjourn at 6:45p.m.