

RUSK COUNTY PERSONNEL COMMITTEE MINUTES

February 3, 2022

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

Others Present: A. Albarado, C. Meyer, J. Buchholz, K. Winters, R. Summerfield, T. DuSell via Blue Jeans

CALL TO ORDER

Meeting called to order by Chair Hanson at 8:30 a.m.

APPROVAL OF MINUTES

Motion by Stout, seconded by Willingham to approve January 6, 2022 minutes. Motion carried.

CORPORATION COUNSEL Report of Guardianships, Commitments, and Legal Action on Behalf of the County – Rich Summerfield reported on Guardianships, Land Acquisition, Zoning issues, furnace problems, boundary fences and Stiner collection.

HIRING/RECRUITMENT UPDATES

Finance Accountant I – HHS- The position has been filled.

Dispatch/Jailer – Position will be posted due to resignation.

Highway Worker – Position will be posted due to resignation.

ADMINISTRATIVE COORDINATOR

General Updates- None

COVID Updates-None

American Rescue Plan Act- Provisions and Funding – Funding final ruling has been posted.

Classification and Wage Compensation Study Update- None

Insurance Broker/Consultant Services RFP Update – The Personnel Committee presentations from all Insurance Broker/Consultant Services on February 23rd and 25th starting at 8:30a.m.

Personnel Handbook Updates – Discussion held on the placement of the personnel records, the Neo Gov program which is being used by Rusk County and the paper forms being uploaded that are housed in the Finance Department.

Administrative Coordinator Job Description - Discussion held about hiring an HR position or an Assistant to help Andy.

Employee Training - Safety Policy-Training - Andy would like to have different types of Safety training for the employees such as lockout tagout, blood borne pathogens and how to use a fire extinguisher.

Motion by Stout second by Willingham to go into closed session at 10:40 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 - at 10:50 a.m.

ADJOURN - Chair Adjourned at 10:52 a.m.

Next meeting will be held on February 18, 2022, February 23, 2022 and March 3, 2022 (regular monthly meeting) in the LEC at 8:30 a.m.

Minutes by C. Meyer, Rusk County Clerk
J. Buchholz, Chief Deputy Clerk