

RUSK COUNTY PERSONNEL COMMITTEE MINUTES

April 1, 2021

Personnel Committee Present: Tom Hanson, Dave Willingham, Mike Hraban and Lisa Dobrowolski.
Bob Stout - Absent

Others Present: Andy Albarado, Kitzie Winters, Connie Meyer and Terry Dusell.

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

APPROVAL OF MINUTES

Motion by Hraban/Willingham to approve March 4th and March 18th, 2021 Personnel Minutes. Motion carried.

CORPORATION COUNSEL

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

HIRING/RECRUITMENT

Dispatch/Jailer – Notice was given to Sheriff Wallace of an employee Dispatch/Jailer separation of employment and will advertise and hire to fill the position.

FORESTRY

Consider change to Forestry Technician-(Parks Assistant) Job Description and wage adjustment – Discussion on adding the job description of Parks Assistant to the Forestry Department with wage rate of \$19.35-\$23.65.

Motion by Dobrowolski/Willingham to approve the creation of a Park Assistant as described with a point factor of 407.5 and wage range of \$19.35-\$23.65. Motion carried.

Motion by Dobrowolski/Hraban to appoint Nicholas Wilson from Forestry Tech II to Parks Assistant at \$21.50 per effective May 1, 2021. Motion carried.

Forestry Technician – The Forestry Department will advertise and hire a Forestry Technician for the late Steve Snyder's position.

HEALTH AND HUMAN SERVICES

Economic Support Specialist Position – Jeremy would like to reclass a person that has held a Medicare position for 1 year into a County Funded position.

Motion by Hraban/Willingham to approve the reclassification of Katie Shimko into Economic Support Specialist a County Funded Position. Motion carried.

HIGHWAY

There will be 2 employees retiring in May and June. The Department is determining how to address these vacancies. The Highway Commissioner would like to replace the on-call position (M-T overnight and F-S overnight on call).

Motion by Hraban/Dobrowolski to approve the on-call pay in accordance to Chapter 6 Section 1 – Overtime Compensation, Compensatory Time and Related Matters, Section 1 (1) On-Call/Reporting Pay in the Rusk County Personnel Handbook – effective June 1, 2021. Motion carried.

ADMINISTRATIVE COORDINATOR

General Updates: No Report

Payroll Change and Comp-Time Reports: Public Health Nurse, Sheriff, Highway and EMT.

Lighthouse Hotline-Reports Received: No report.

COVID-19: HR/Employee Issues: Cares Act did extend and FMLA sick leave until September 30th but the County's Covid-19 sick leave will end May 31, 2021. In light of recent Wisconsin Supreme Court Decision, the Personnel Handbook will now "recommend" employees wearing a face covering when it is necessary when in close contact with other employees and public. The public is not required to wear a face covering while in the Government Center, the County will continue to make masks available and ask that they consider wearing one.

American Rescue Plan Act – provisions and Funding: Information still coming out.

Consider HR Issues and Possible Adjustment: Employee raised issue about HRA and HSA and using money towards Dental and Vision. EBC has been contacted to get a ruling on how to handle the money towards all medical bills.
CFL Asset Management presentation and service for employees: Retirement firm that would like to offer their planning services.

Motion by Dobrowolski/Hraban to allow CFL to present to employees per Contract with Wisconsin Counties for retirement plan services for County employees. Motion carried.

Employee recognition/award engagement: Discussion of service recognition for employees and an employee appreciation day.

Personnel Handbook Updates: Discussed clean up on Personnel Handbook.

Consider Lunch Break requirement: Discussed a required lunch break for full time employees. One 30- or 45-minute unpaid lunch break with Department Head's discretion.

Motion by Hraban/Dobrowolski to require hourly workers to take a 30-45-minute unpaid lunch break daily with Department Head's discretion. Motion carried.

Consider Alternatives on complaint/Investigation process: No report.

Administrative Coordinator Job Description and Duties: County Board instruct Coordinators of their job duties as well as the Personnel handbook. Andy would like a clarification on his job duties. Continuing discussion as Committee seeks to clarify Andy's job description.

CLOSED SESSION announced by Chair-DWD Claim

For conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. Wis. Stat. § 19.85(1)(g).

OPEN SESSION-possible motion on Topic of Closed Session

Motion by Hraban/Dobrowolski to enter closed session.

Roll call – Voting yes: Hanson, Hraban and Dobrowolski.

Closed session at 12:20 p.m.

Open session at 12:37 p.m.

ADJOURNMENT: Motion by Hraban/Dobrowolski to adjourn at 12:38 p.m. Motion carried