

# RUSK COUNTY PERSONNEL COMMITTEE MINUTES

April 7, 2022

**Personnel Committee Present:** Hanson, Hraban, Stout, Willingham and Dobrowolski.

**Others Present:** A. Albarado, J. Jacobs, C. Meyer, T. DuSell, V. Neilson, J. Wallace,  
R. Summerfield, V. Neilson.

## CALL TO ORDER

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

## MINUTES

Motion by Hraban, seconded by Dobrowolski to approve March 3<sup>rd</sup>, 18<sup>th</sup> and 23<sup>rd</sup> Personnel meeting minutes with correction. Motion carried.

**PUBLIC COMMENT** - None

**CORPORATION COUNSEL** Report of Guardianships, Commitments, and Legal Action on Behalf of the County: Rich reported on Tax deed actions, HHS public records request and Stiner discussion.

## HIRING/RECRUITMENT UPDATES

Deputy 1 – Treasurer’s office: Six applications received for the Deputy 1 position in the Treasurer’s office.

Treasurer Neilson requested an hourly wage of \$20.74 for her appointed Chief Deputy.

*Motion by Stout, seconded by Hraban to approve the request of \$20.74 per hour for the Chief Deputy in the Treasurer’s office as of April 16, 2022. Motion carried.*

Summer Help: Applications have been received for all Departments.

Maintenance-Housekeeping: Two applications have been received and interviews will be on Friday.

Jailer/Dispatcher: Interviews last month, will post job for more applicants.

Deputy ME: Jim is out on leave.

EMT: Four interview, four new full-time EMT’s hired with a start date of April 16, 2022. The job will remain posted for one more full-time EMT to fill all five positions.

## Sheriff’s Department

Office Coordinator: Last fall when Sheriff Wallace posted the Office Coordinator position, the hourly rate was approved at \$21.16. The request is to give the current Office Coordinator an hourly rate of \$22.10.

*Motion by Dobrowolski, seconded by Willingham to approve the wage for current Office Coordinator from \$21.16 to \$22.10 starting April 16, 2022. Motion carried.*

## TRAILS END

Caretaker Wage: The current hourly rate is \$15.17 per hour, Andy is requesting an hourly rate of \$17.00 per hour.

*Motion by Stout, seconded by Willingham to adjust the hourly rate from \$15.17 to \$17.00 starting April 16, 2022. Motion carried.*

## ADMINISTRATIVE COORDINATOR

### General Updates

COVID Updates: Signs have been updated. No employee time off.

American Rescue Plan Act – Provisions and Funding: Discussion on the use of the money.

Classification and Wage Compensation Study Update: Some of the updates needed to be updated. Onsite interviews should be in the middle of May.

Insurance Broker/Consultant Services RFP Update: JA Counter, notice went to USI of 30 days. Notice have to be given to all carriers. A transition meeting will be April 19<sup>th</sup> with Andy, Jeremy and Kitzie.

Personnel Handbook Updates: None

Administrative Coordinator Job Description: None

Employee Training: Safety assessor did his evaluation and will discuss a safety draft assessment with the Administrative Coordinator April 13<sup>th</sup> at 3:00.

Safety Policy -Training: A policy for Rusk County Departments should be put in place after his assessment discussion.

Administrative Coordinator – Vacancy/Transition: Jeremy Jacobs has started to shadow Andy who gave an update on the transition. The difference between an Administrator, Administrator Coordinator or County Manager. Last day is on April 22<sup>nd</sup>, Jeremy Jacobs will be the interim.

Transition planning/work/timeline: Discussed having another County Board Meeting to have Public Administrator Associates do a presentation to the Board concerning the need of an Administrative Coordinator.

*Motion by Hraban, seconded by Dobrowolski to approve Jeremy Jacobs as the Administrative Coordinator Interim as of April 25, 2022 and forward to County Board for approval. Motion carried.*

*Motion by Hraban, seconded by Dobrowolski to add a stipend of \$1700.00 per month starting April 16, 2022 to Jeremy Jacobs additional duties as an Administrative Coordinator Interim and forward to County Board for approval. Motion carried.*

Position recruitment assistance: Discussed hiring a company to assist with recruitment.

**IT Technician II** – Vacancy due to retirement –Recruitment/alternatives to filling position: Discussion on the vacancy due to retirement primarily a network specialist and the needs of the Department.

*Motion by Stout, seconded by Hraban to approve Andy and Jeremy to work with Jim on the Vacancy of the IT Technician II. Motion carried.*

**COMP TIME AND PERSONNEL CHANGE FORMS:**

*Motion by Stout, seconded by Dobrowolski to approve the Comp Time and Personnel Change forms. Motion carried*

**Adjourn**

*Motion by Hraban, second by Stout to adjourn at 11:16 a.m.*