

# RUSK COUNTY PERSONNEL COMMITTEE MINUTES

August 6th, 2020

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

**Others Present:** Loren Beebe, Andy Albarado, Kitzie Winters (by phone), Jeremy Jacobs, Dawn Brost.

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

## APPROVAL OF MINUTES

Motion by Dobrowolski, second by Hraban to approve July 7<sup>th</sup> and July 21<sup>st</sup>, 2020 Personnel Minutes. Motion carried

## CORPORATION COUNSEL

Report of Guardianships, Commitments, and Legal Action on Behalf of the County: Rich provided updates that included; Mental commitments, guardianships and Trempealeau client.

## HEALTH & HUMAN SERVICES

Economic Support Supervisor: Jeremy Jacobs, H&HS Director, they are looking for permission to start advertising for the position and has a possible internal candidate interested in applying. Motion by Hraban, second by Stout to approve Jeremy to advertise for the position. Motion carried.

## HIRING/RECRUITMENT

Update Trails End Camp Caretaker: CeCe Rudnicki was hired for the job. She started last week.

Update GIS Technician: Brittany Rickey was hired.

Update Clerk of Court Deputy: Sharing of staff within the courthouse.

ADRC Elderly Benefits Specialist: Jeremy Jacobs, H&HS Director, Fawn Hryniewiecki was hired for this position. Sept 1 is her start date.

Public Health Nurse: Dawn Brost and Jeremy Jacobs went over job description. Nichole Nelson has turned in her 2-week notice. Looking at hiring 2 of them. Wages need to be looked at. Dawn and Andy will get Ad Hoc together to interview Anita and Sam. Motion by Willingham, second by Hraban to allow interview Sam and Anita, to negotiate within the established wage range, and to enhance benefits package. Motion carried.

## ADMINISTRATIVE COORDINATOR

General Updates: No updates to be given at this time other than what is being discussed on the agenda.

Payroll Change and Comp-Time Reports: Payroll and comp-time reports reviewed. Motion by Hraban, second by Stout to approve the Personnel change forms and comp-time reports. Motion carried.

Lighthouse Hotline-Reports Received: None reported.

Consider Adjustment to Intern/Summer Help Wages, Create Additional Tiers: Motion by Willingham, second by Hraban to increase Karissa's pay to \$13.50 and to have it retro active starting 6/1/2020. Motion carried.

Create Visitor Center Extra Help Position: Andy, usually Westlake employees would do this, Westlake can not pay them right now can not coach and employ them. Hasn't gotten paid yet. Andy would like for him to be on the payroll for Rusk County. Motion by Stout, second by Dobrowolski to pay them 8.50 per hour. Motion carried.

COVID-19 Response-HR/Employee Issues: Updates provided.

Discussion on Wage Adjustments and Process for 2021-Consider Wage and Position Adjustments for 2021: These items will be discussed at the next personnel meeting. More information will be provided and available then.

## 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).

Motion by Stout, second by Dobrowolski to enter closed.

Roll call-Voting yes: Willingham, Stout, Hraban, Dobrowolski, Hanson.

Closed at 12:25 p.m.

Open at 1:21 p.m.

**Items to be placed on the next agenda**

NONE

Motion by Hraban, second by Dobrowolski to adjourn. Adjourned at 1:22 p.m.

NOTE: Next regular committee meeting September 3rd, 2020.

DRAFT