

# RUSK COUNTY PERSONNEL COMMITTEE MINUTES

December 1, 2022

**Personnel Committee Present:** DuSell, Meyer, Rathsack, J. Unterschuetz and Stout.

**Others Present:** C. Meyer, A. Heath, E. Wyberg, P. Schneider, J. Kalepp, J. Bugbee, N. Robinson, G. Shilts, J. Wallace and C. Cleveland

## CALL TO ORDER

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

## APPROVAL OF MINUTES

*Motion by J. Unterschuetz, seconded by Rathsack to approve November 3<sup>rd</sup> Minutes as presented. Motion carried.*

**PUBLIC COMMENT** – None

## CORPORATION COUNSEL

Rich Summerfield, Corporation Council gave a report on Guardianships, Commitments, and Legal Action on Behalf of the County.

## DISCUSSION AND POSSIBLE MOTION

### EMERGENCY SERVICES

Tom Hall, Emergency Management Director is requesting \$1.00 per hour for an EMT stipend for Medicare work on behalf of Emergency Services.

*Motion by Stout, seconded by Meyer to approve the request for an EMT stipend for \$1.00 per hour out of the Ambulance Budget. Motion carried.*

### FACILITY MANAGER

#### IT Specialist

Gary Shilts, Facility Manager is requesting an additional IT Specialist. Discussion held on hiring a programmer, cost from outside help and budget.

*Motion by Stout, seconded by Rathsack to approve the IT Specialist position Resolution and forward to County Board. Motion carried.*

#### LTE Winter Maintenance

The Facility Manager is requesting an LTE Winter Maintenance person for 197 hours at \$15.00 per hour to shovel snow around the Courthouse not to exceed \$3,000.00.

*Motion by Meyer, seconded by Stout to approve the LTE Winter Maintenance position for 197 hours at \$15.00 per hour from the Maintenance Budget. Motion carried.*

### HUMAN RESOURCES

#### Recruitment updates

Elly Wyberg gave the Committee an update on Recruitment for Rusk County.

### ADMINISTRATIVE COORDINATOR

Discussed the following Resolutions to present to the County Board at the December meeting.

#### Resolution – Ad Hoc Interviewing Committee Sec. 2-227

*Motion by Meyer, seconded by Stout to include at the end of paragraph 3 – The Committee shall appoint the candidate subject to confirmation of full County Board; and forward to County Board. Motion carried.*

#### Resolution – Elected Officials Sec 2-118

*Motion by Meyer, seconded by J. Unterschuetz to approve Resolution – Elected Officials Sec 2-118 and forward to County Board. Motion carried.*

#### Resolution – Appointed Officials Sec 2-119

*Motion by Rathsack, seconded by Meyer to approve Resolution – Appointed Officials Sec 2-119 and forward to County Board. Motion carried.*

#### Resolution to adopt new Courthouse Hours

*Motion by Rathsack, seconded by J. Unterschuetz to approve Resolution to adopt new Courthouse hours and forward to County Board. Motion carried.*

Resolution – Medical Examiner Rate Schedule

*Motion by J. Unterschuetz, seconded by Meyer to approve Resolution – Medical Examiner Rate Schedule and forward to County Board. Motion carried.*

Electronic Meeting Policy

Discussion held on Electronic Meeting Policy.

*Motion by Rathsack, seconded by Stout to not act on the Electronic policy presented to the Committee. Motion carried.*

Changes to Personnel Handbook

Ashley Heath, Administrative Coordinator gave an overview of Personnel Handbook changes made and presented in the next few months in the Personnel Handbook and Elly Wyberg, Human Resource Manager gave an overview of the Recruitment policy update.

Wage Study update

Discussion on wage study update and appeals process if needed.

*Motion by Rathsack, seconded by Meyer to go into closed session at 6:18 p.m. All responded yes.*

**CLOSED SESSION** announced by Chair

Compensation Consideration 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 6:34 p.m.

**ADJOURN**

*Motion by Rathsack, seconded by Stout to adjourn at 6:34 p.m. Motion carried.*