

RUSK COUNTY PERSONNEL COMMITTEE

AGENDA

DATE: Thursday, December 3, 2020
TIME: 8:30am
PLACE: Rusk County Government Center – LEC ROOM

MEETING WILL BE ACCESSIBLE BY TELEPHONE OR VIDEO CONFERENCE

To link with your computer video and/or audio: <https://bluejeans.com/7155322188>

To join by phone dial 1-888-748-9073 OR 1-312-216-0325 and then enter meeting ID 7155322188 followed by #.

The toll-free number has had occasional issues, so two numbers are provided.

Supervisors and members of the public attending in person will be required to observe the social distancing guidelines and are encouraged to take any preventative measures that you deem necessary including wearing a mask and other personal protective items.

Hand sanitizer will be made available.

**A quorum of the Finance Committee may be present during the meeting due to in common committee members.*

*At any time, a quorum of another County Committee or of the County Board may be present at the meeting to observe the proceedings, but no action will be taken except by those Committee Members for the stated Committee meeting and only on noticed agenda items. **

OPEN SESSION – CALL TO ORDER

APPROVAL OF MINUTES

- Personnel Committee Minutes of November 5th, 2020.

CORPORATION COUNSEL

- Report of Guardianships, Commitments, and Legal Action on Behalf of the County

HIRING/RECRUITMENT

- Public Health
- Animal Shelter On-Call
- Deputy ME/Transport ME
- Economic Support

ELECTED OFFICIAL TRANSITION IN COUNTY CLERK AND REGISTER OF DEEDS OFFICES

- Review/Approve updated Deputy Job Descriptions
- Review/Approve Deputy wages
- Deputy Appointment process

FORESTRY DEPARTMENT CLERK/ADMINISTRATIVE ASSISTANT VACANCY

- Review/Approve updated Job Description
- Discuss process to fill position

DISCUSSION ON PUBLIC HEALTH

- COVID Related Issues
- Staffing Levels
- Compensation Registered Nurse-Wage Adjustment

ADMINISTRATIVE COORDINATOR

- General Updates
 - o EMT Holiday Pay
- Payroll Change and Comp-Time Reports
- Lighthouse Hotline-Reports Received
- COVID-19 Response - HR/Employee Issues
 - o Current plans
 - o Update on operations/work-from-home, Voluntary Temporary Telecommuting
 - o Update on Facilities Considerations
 - o Impact on 2020 and 2021 Budgets and Personnel Issues
 - COVID-Emergency Sick Leave and Expanded FMLA

- Clarify applicability to Part-time and On-call positions
- Consider Adopting County Policy and Time for Emergency Sick Leave and Expanded FMLA-Effective 1/1/2021
 - Consider additional Compensation for Additional Staff/Duties-COVID Related
 - Update on COVID-19 Protocols & Procedures
- Personnel Handbook Updates
- Consider Wage and Position Adjustments for 2021
- Update on Discussion on complaint/Investigation process
- Update Administrative Coordinator Job Description
- Deputy Medical Examiner Autopsy/Transport Needs

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

CLOSED SESSION announced by Chair

Updates- Discussion and Consideration of Employee Performance/Discipline Actions

For considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility, WI Stats 19.85(1)(c). Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons expect where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations WI Stats 19.85(1)(f).

OPEN SESSION – Possible Motion on Topic of Closed Session

CLOSED SESSION announced by Chair- Discussion and Consideration of wages, Department Staffing Levels, and Positions

For considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility, WI Stats 19.85(1)(c).

OPEN SESSION-Possible motions on Topic of Closed Session

CLOSED SESSION announced by Chair

- FMLA & Other Medical Leave Request

For considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility, WI Stats 19.85(1)(c).

OPEN SESSION – Possible Motion on Topic of Closed Session

ADJOURNMENT