

RUSK COUNTY PERSONNEL COMMITTEE MINUTES

December 3rd, 2020

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

Others Present: Andy Albarado, Kitzie Winters, Jeremy Jacobs, Loren Beebe, Connie Meyer, Jeremy Koslowski, Jim Rassbach and Rich Summerfield by phone.

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

APPROVAL OF MINUTES

Motion by Dobrowolski, second by Hraban to approve November 5th, 2020 Personnel Minutes. Correction under ME.

CORPORATION COUNSEL

Report of Guardianships, Commitments, and Legal Action on Behalf of the County: Summerfield provided updates on busy month: 5 Mental health, receiving payments for CBDG payments, Forestry-South Fork easement, 2 new guardianships at no cost to the county, 5R processing.

HIRING/RECRUITMENT

Public Health: No new hires at this time. Case counts they have caught up on the tracing.

Animal Shelter On-Call: Keep application process open.

Deputy ME/Transport ME: No update at this time. Will be posting for another Deputy ME.

Economic Support: Jeremy Jacobs, Health & Human Services Director, would like to fill open spot. Brenda Lane was in that position prior to moving to the ROD office. Upstairs will be more than willing to take her back up there to fill the position. Motion by Willingham, second by Dobrowolski to inhouse transfer Brenda Lane to fill the Economic Support vacancy starting January 5th, 2021. Motion carried.

ELECTED OFFICIAL TRANSITION IN COUNTY CLERK AND REGISTER OF DEEDS OFFICES

Review/Approve updated Deputy Job Descriptions: Andy Albarado, Administrative Coordinator, stated that the Registered of Deeds Deputy job description was reviewed last year. The clerk's office job descriptions have not been reviewed and has been updated with removal of some duties. Updates include; removal of Tax deed, line 13 is taken out, Personnel files will be taken out of the clerk's office, and to adjust line 19 to state *directed by Andy and/or clerk*.

Motion by Dobrowolski second by Stout to approve the job descriptions that Andy has presented. Motion carried.

Review/Approve Deputy wages: Albarado state current wage is \$18.81 for Deputy Clerk and \$18.54 for ROD deputy.. Motion by Dobrowolski, second by Hraban to approve the wage for Chief Deputy Clerk be \$18.81 and Deputy ROD at \$17.00 effective January 5th, 2021. Motion carried.

Deputy Appointment process: Tuesday will be interviews for them starting at 1 p.m.

FORESTRY DEPARTMENT CLERK/ADMINISTRATIVE ASSISTANT VACANCY

Review/Approve updated Job Description: Andy and Jeremy went over job description. Jeremy would like for it to be called Office Manager. Looking at having Charmaine take on some of the tasks. Move some of the work to the Clerks office also. Jeremy went over job details and what he will be looking for. Motion by Stout, second by Dobrowolski to approve the updated job description and to have it be an in-house application process. Tom Hanson will sit in on the interviews for this position.

Discuss process to fill position: The committee recommends to do internal advertising for the position.

DISCUSSION ON PUBLIC HEALTH

COVID Related Issues: Everything is working out well. Documents will have Jeremy Jacobs name on it as acting Public Health Officer while the current one is out at this time.

Staffing Levels: No update.

Compensation Registered Nurse-Wage Adjustment: No updates.

ADMINISTRATIVE COORDINATOR

General Updates: No updates.

- o EMT Holiday Pay: Andy wants clarification. Motion by Dobrowolski, second by Stout to adopt the Holiday pay policy that if EMT is not working they will receive 7.75 paid holiday pay and if they are working they will receive 7.75 holiday pay and time and ½ for hours worked. Motion carried.

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

Lighthouse Hotline-Reports Received: No new reports.

Minutes prepared by Loren Beebe, County Clerk
Completed: 12/28/2020

COVID-19 Response-HR/Employee Issues Updates:

- o Current plans-
- o Update on operations/work-from-home, Voluntary Temporary Telecommuting:
- o Update on Facilities Considerations:
 - COVID-Emergency Sick Leave and Expanded FMLA:
 - Clarify applicability to Part-time and On-call positions: Motion by Willingham, second by Hraban to extend the emergency sick leave to on-call EMTs based on the average hours worked in the prior pay period retroactive November 1st, 2020. Motion carried.
 - Consider Adopting County Policy and Time for Emergency Sick Leave and Expanded FMLA-Effective 1/1/2021. Motion by Willingham, second by Dobrowolski that the Emergency Sick Leave will continue into 2021 with the 80 hours of county funded to off following the existing rules unless new Federal policy approved. Motion carried.
 - Consider additional Compensation for Additional Staff/Duties-COVID Related: Requesting compensation for Chief Deputy when filling in for him when he was out of work due to COVID. Motion by Hraban, second by Stout to pay the Chief Deputy their hourly rate of \$11/hour for up to 28 hours a week. Motion carried.
- o Update on COVID-19 Protocols & Procedures: Motion by Dobrowolski, second by Hraban to amend the protocols and procedures manual as presented by Andy. Motion carried.

Personnel Handbook Updates: Andy working on a few things that will be entered in.

Consider Wage and Position Adjustments for 2021: Motion by Dobrowolski, second by Hraban to have Andy draw up a resolution adjusting the wages in column H effective January 1, 2021 and to send recommendation to the County Board. Motion carried.

Motion by Dobrowolski, second by Hraban to have a .5% raise in January and another .5% in July to all hourly employees (non-union or covered by specific resolution, and to have the department heads get 1% in January and 1% in July. Those getting an individual wage adjustment or position change, on separate resolution, are excluded from the January increase but will receive July increase. Motion carried. ~~excluding those on the above recommended resolution in the January bump. All those will get them in July. Motion carried.~~

Deputy Medical Examiner Autopsy/Transport Needs: Jim Rassbach, Medical Examiner, provided information on needs to run efficiently. Recommended to go back to EMS Committee for discussion on granting hourly pay for Chief Deputy when covering for Medical Examiner during vacation or other absence.

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 Hraban, second by Willingham to enter closed session.

Roll call – Voting yes: Willingham, Hraban, Dobrowolski, Stout.

Closed session at 12:02 p.m.

Open session at 12:03 p.m.

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 except 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).

Motion by Hraban, second by Willingham to enter closed session.

Roll call – Voting yes: Willingham, Hraban, Dobrowolski, Stout.

Closed session at 12:04 p.m.

Open session at 12:22 p.m.

CLOSED SESSION announced by Chair

Minutes prepared by Loren Beebe, County Clerk
Completed: 12/28/2020

- 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).

Motion by Hraban second by Willingham to enter closed session.

Roll call – Voting yes: Willingham, Hraban, Dobrowolski, Stout.

Closed session at 12:23 p.m.

Open session at 12:30 p.m.

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).

Motion by Hraban, second by Stout to enter closed session.

Roll call – Voting yes: Willingham, Hraban, Dobrowolski, Stout.

Closed session at 12:30 p.m.

Open session at p.m. 1:42 p.m.

Motion by Hraban, second by Dobrowolski to adjourn. Adjourned at 2:00 p.m.

NOTE: Next regular committee meeting January 7th, 2021.