

# RUSK COUNTY PERSONNEL COMMITTEE MINUTES

December 7, 2023

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

**Others Present:** C. Meyer, A. Heath, J. Wilk, J. Buchholz-Jones, J. Bugbee, J. Jacobs, Sheriff Wallace, P. Grassmann, L. Rosemeyer, N. Stadnyk, G. Shilts and E. Webster.

## CALL TO ORDER

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

## APPROVAL OF MINUTES

*Motion by Stout, seconded by Meyer to approve November 2, 2023 meeting minutes with one correction under Administrative Coordinator from HLAS to HSA. Motion carried.*

**PUBLIC COMMENT** – None

## CORPORATION COUNSEL

Report of Guardianships, Commitments, and Legal Action on Behalf of the County – No Comment

## DISCUSSION AND POSSIBLE MOTION

### Sheriff

Revision to HSA Contribution Side Letter for the Union Contract - Sheriff Wallace, spoke about nothing changing other than adding one for jail-dispatch and one for patrol deputy.

*Motion by Meyer, seconded by J. Unterschuetz to approve both contracts as presented. Motion carried.*

### Facility Manager

#### Wage/Rate Adjustment

Gary Shilts, Facility Manager handed out a packet to all committee members and the Human Resource Manager Lynn Rosemeyer. He spoke about his job description, the hours he has put in and speaking to HR in the past.

*Motion by Meyer, seconded J. Unterschuetz to leave as is and follow the Carlson Dettmann wage scale. Motion carried.*

### LCCD

Resolution to Amend Funding Sources for LCDD Administrative Assistant Position – Nick Stadnyk, gave/answered any and all questions. Discussion held about how this position will be funded.

*Motion by J. Unterschuetz, seconded by Meyer to remove lines 11 and 12 and cross out budget if grant finds are unavailable, and add other applicable grants and fees if available and levy funds up to 30% of this position. Motion carried.*

### Administrative Coordinator

Approve CEP Work Experience in Finance Department – Discussion held.

*Motion by Meyer, seconded by Stout to approve the CEP work experience in finance department. Motion carried.*

Update to Highway Life Insurance Policy in Personnel Handbook – This is just a clean up to removing this language from the personnel handbook.

*Motion by Meyer, seconded by J. Unterschuetz to approve this update to the Highway Life Insurance Policy in Personnel Handbook. Motion carried.*

### Human Resources

Recruitment Update – Lynn Rosemeyer, gave an update on recruitment.

Resolution Appointing Rusk County Human Resources Manager - Lynn Rosemeyer, read the resolution to the committee. Discussion held.

*Motion by J. Unterschuetz, seconded by Meyer to approve the Resolution Appointing Rusk County Human Resource Manager. Motion carried.*

### IT

Updates on Projects, Special Hours outside of Policy, etc.

Jim Bugbee gave an update on special hours, projects and hour outside of Policy.

## **Health & Human Services**

### **Prevention Specialist Job Description and Job Description Questionnaire.**

Jeremy Jacobs is requesting a Prevention Specialist Job Description approval and submit to Carlson Dettmann for review. Discussed held.

*Motion by Meyer, seconded by Stout to approve the Job Description and forward to Carlson Dettmann. Motion carried.*

*Motion by Meyer, seconded by J. Unterschuetz to enter into Closed Session at 4:10 p.m. All responded yes.*

**CLOSED SESSION** announced by Chair

FMLA & Other Medical Leave Request 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 4:32 p.m.

*Motion by J. Unterschuetz, seconded by Stout to approve FMLA request as presented and grant the extended leave bank request. Motion carried.*

## **ADJOURN**

*Motion by Meyer, seconded by Stout to adjourn at 4:33 p.m. Motion carried.*