

RUSK COUNTY PERSONNEL COMMITTEE MINUTES

February 1, 2024

Personnel Committee Present: Unterschuetz, Stout, Kalepp and DuSell. Meyer-absent

Others Present: C. Meyer, A. Heath, A. Gudis, J. Jacobs, D. Fleming, T. Wedwick, Sheriff Wallace, P. Grassmann, G. Murry, T. Hanson, T. Cudo, N. Stadnyk, M. Kron, S. Jones and C. Cleveland.

Public: E. Webster and J. Spooner.

CALL TO ORDER

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

APPROVAL OF MINUTES

Motion by Kalepp, seconded by J. Unterschuetz to approve January 4, 2024 meeting minutes as presented. Motion carried.

PUBLIC COMMENT – J. Spooner made a comment on Agenda Item to reclassify part-time shelter worker to full-time and approve Job Description.

CORPORATION COUNSEL

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

DISCUSSION AND POSSIBLE MOTION

District Attorney/Administrative Coordinator

Determination of District Attorney's Office Department Head Duties

Ashley Heath, Administrative Coordinator is requesting to have C. Cleveland approve payroll and invoices due to District Attorney Ellen Anderson leaving her position at Rusk County.

Motion by Kalepp, seconded by Stout to approve C. Cleveland the temporary budget approval authority. Motion carried.

Animal Shelter

Resolution to reclassify part-time shelter worker to full-time and approve Job Description

T. Wedwick, Board Supervisor and D. Fleming, Shelter Manager is requesting to reclassify part-time shelter worker to full-time and approve the job description. D. Fleming gave an overview of 2023 year in review, 2024 to current, intake forms, disease and injury report, quarantine forms and animal complaint.

Motion by Kalepp, seconded by Stout to approve the Resolution to reclassify part-time shelter worker to full-time and approve Job Description and forward to County Board for approval. Motion carried. Roll Call Vote: No- J. Unterschuetz, Yes: Kalepp, Stout and DuSell

Motion by J. Unterschuetz, seconded by Stout to send to Carlson Dettman to learn the financial impact to bring back to the March meeting for approval. Motion failed. Roll Call Vote: Yes: J. Unterschuetz, No: Kalepp, Stout and DuSell

Motion by Kalepp, seconded by Stout to approve the Animal Shelter Assistant Job Description and forward to County Board. Motion carried.

Sheriff

Act 4 Contribution

Sheriff Wallace is requesting the County to pay a portion or all of the monetary contribution for protected status for Jailers/Dispatchers not covered under Union Contract due to Act 4. Discussion held. No action taken.

Health and Human Services

WIC Part-Time Employee Compensation

J. Jacobs, HHS Department Head is requesting to approve WIC part-time employee compensation based on our Personnel Handbook.

Motion by J. Unterschuetz, seconded by Kalepp to approve the WIC Part-Time Employee Compensation per the Personnel Handbook going forward starting at year 2. Motion carried.

Administrative Coordinator

Work from Home Policy

Ashley Heath, Administrative Coordinator presented the work from Home Policy

Motion by Kalepp, seconded by Stout to postpone the work from Home Policy for the next Personnel meeting. Motion carried.

Funeral Leave Policy

Ashley Heath, Administrative Coordinator presented Funeral Leave Policy and is requesting approval of the leave for the Rusk County Employees.

Motion by J. Unterschuetz, seconded by Kalepp to approve the Funeral Leave Policy and forward to County Board. Motion carried as amended.

Motion by J. Unterschuetz, seconded by Kalepp to remove 3C and 4C from the Funeral Leave Policy. Motion carried.

Minutes by C. Meyer, Rusk County Clerk

County Clerk

Approval of LTE Deputy Clerk/Wage

Clerk Meyer is requesting approval for up to 2 LTE Deputy Clerk and wage approval for up to 3 months for a total of 38.75 combined hours in the County Clerk's office.

Motion by J. Unterschuetz, seconded by Kalepp to approve up to 2 LTE Deputy Clerk's for a combined 38.75 hours per week at step one, \$18.22 per hour through September 1, 2024. Motion carried.

Human Resource Manager

County Phone Approval for Human Resource Manager

HR Manager Ashley Gudis is requesting approval for a County Cell phone.

Motion by J. Unterschuetz, seconded by Kalepp to approve the County phone for the HR Manager and forward to Property for approval. Motion carried.

ADJOURN

Motion by Kalepp, seconded by J. Unterschuetz to adjourn at 4:51 p.m. Motion carried.