

RUSK COUNTY PERSONNEL COMMITTEE MINUTES

February 4, 2021

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

Others Present: Andy Albarado, Kitzie Winters, Connie Meyer and Rich Summerfield.

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

APPROVAL OF MINUTES

Motion by Hraban/Stout to approve January 7th, 2021 Personnel Minutes with Corrections.

CORPORATION COUNSEL

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

Rich Summerfield reported the following –

- The audit for Health and Human services is almost finished.
- Rusk, Barron and Washburn County have a shared employee that applied for Unemployment with limited employment.
- No guardianships.
- Title Company has a commitment for the property in Big Bend for County Forest addition.
- Animal Shelter is updating their contracts with the Townships.
- The Highway Committee has acted in compliance with the County Insurance restricting employees working on personal vehicles in the Highway Shop due to liability issues. Employees have been informed of the policy update.
- Kitzie spoke with the State regarding the County receiving 25% of Sandy Stiner's Wisconsin State Retirement from the forfeiture fund. Discussion in process on possession procedure.

HIRING/RECRUITMENT

Animal Shelter On-Call: Positions are filled.

Deputy ME/Transport ME: The job will be posted for another week and then interview process will be set up.

DISCUSSION ON PUBLIC HEALTH

The County is waiting to hear from the State regarding 100 COVID vaccinations for next week. They have the Ladysmith Fire Department set up for a facility as well as LTE to help distribute the shots. The COVID case count for Rusk County has decreased, people hired on a part time basis have decreased their hours worked.

Health and Human Service Committee will work on recruitment to hire a new Public Health officer for Rusk County. Andy presented an updated job description.

Motion by Stout/Hraban to approve the recruitment to hire a new Public Health officer with HHS Committee approval. Motion carried.

ADMINISTRATIVE COORDINATOR

General Updates: No new report.

Payroll Change and Comp-Time Reports: Payroll and Comp-Time reports reviewed.

Lighthouse Hotline-Reports Received: No new report.

Furlough Day: There is a request from the Highway Department Employees, who work 10-hour shifts, to use 2 hours of PTO or Comp time on furlough days to achieve their normal total hours.

Motion by Willingham/Dobrowolski to allow the Highway Department employees use 2 hours of PTO or Comp time with 8 furlough hours to add up to the 10 hours. Motion carried.

An Employee worked 41.2 hours during the week after the Furlough day. Kitzie reached out to the Department head and it was determined that it was an assigned project and the hours were approved. Discussion held on policy and procedures in the future.

Ben Jiskra has unused 98.25 2020 PTO time and has requested to extend the deadline in 2021 to use his PTO. He is a foreman and is the primary lead on the Blacktop plant and had a busy 2020 year.

Motion by Willingham/Stout to allow Ben to use his 98.25 2020 PTO prior to June 30, 2021, if he does not use it he will lose it or it goes into the Extended Leave Bank. Motion carried.

County Vehicle Use:

Andy has requested that all Committees put County Vehicle use on Committee Agendas and report back to him who has use of the vehicles and in what capacity. Discussion held on IRS policy and mileage log.

COVID-19 Response-HR/Employee Issues:

- **Current plans:** Governor's mask mandate order has not affected the County's mandate. Rusk County's policy mirrors the Governor's mandate.
- **Update on operations/work-from-home, Voluntary Temporary Telecommuting:** Not much use of sick leave.
- **Update on Facilities Considerations:** No new report.
- **Update on COVID-19 Protocols & Procedures:** No new report.

Personnel Handbook Updates: Mindy Dale, Rusk County Labor Attorney was present to assist in discipline and complaint issues update in the Rusk County Personnel Handbook. Discussed current policy changes with Mindy. She would like to include changes and updates to disciplining, complaint and harassment processes. Andy will present a draft of the changes discussed and present to the Personnel Committee at the March meeting.

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

Motion by Stout/Hraban to enter closed session.

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

Closed session at 11:03 a.m.

Open session at 12:11 p.m.

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).

Motion by Willingham/Stout to enter closed session.

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

Closed session at 12:11 p.m.

Open session at 12:12 p.m.

Motion by Hraban/Stout to adjourn.

Adjourned at 12:13 p.m.

NOTE: Next regular committee meeting March 4th, 2021.