

# RUSK COUNTY PERSONNEL COMMITTEE

# AGENDA

DATE: Thursday, February 4, 2021  
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 January 7<sup>th</sup>, 2021.

### CORPORATION COUNSEL

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

### HIRING/RECRUITMENT

- Animal Shelter On-Call
- Deputy ME/Transport ME

### DISCUSSION ON PUBLIC HEALTH

- COVID Related Issues
- Public Health Officer Update/Recruitment

### ADMINISTRATIVE COORDINATOR

- General Updates
- Payroll Change and Comp-Time Reports
- Lighthouse Hotline-Reports Received
- Furlough Day
  - o Consider request from Highway Employees for adjustment -consideration of difference of hours in work day
- Consider request from Highway employee to extend timeframe for use of PTO
- Update Highway Department issues
- Review of policy on County employee vehicle use
- 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 Update on COVID-19 Protocols & Procedures

Personnel Handbook Update

Update on Discussion on complaint/Investigation process

Update Administrative Coordinator Job Description

**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

- 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**

This agenda prepared by Connie Meyer, County Clerk, with the direction of Chair Hanson.

Posted - February 1, 2021 4:00 P.M.