

# RUSK COUNTY PERSONNEL COMMITTEE MINUTES

February 6<sup>th</sup>, 2020

**Personnel Committee Present:** Tom Hanson, Dave Willingham, Bob Stout, Lisa Dobrowolski.  
Kathy Mai present at 8:52 a.m.

**Others Present:** Loren Beebe, Jeff Wallace, George Murry, Kitzie Winters, Verna Nielsen, Judy Srp.

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

## APPROVAL OF MINUTES

Motion by Stout, second by Willingham to approve January 2<sup>nd</sup> and 15<sup>th</sup>, 2020 Personnel Minutes. Motion carried

## CORPORATION COUNSEL

Report of Guardianships, Commitments, and Legal Action on Behalf of the County: Rich Summerfield, Corporation Counsel, provided updates that include; commitment to Trempealeau for 1 year, highway commissioner-bridge project 80/20 county covers 20 percent the state has not paid their entire 80 percent. Still needing around \$60,000. CDBG grant 3 revolving loans lax oversight, the money is not come backing with death-list to start collecting these debts, 53 for 2020 in rem process, claim against jail for excessive use of force.

## SHERIFF

Wages for Jail Captain: Jeff Wallace and George Murry were present for requesting that the Jail Captain wage to be set at \$30.03. Committee discussion on setting a time line for when adjustments can be made. Andy will put together a policy addressing time frames and/or factor as to when wage adjustments may be considered.

## DISTRICT ATTORNEY

Amending Paralegal Position Resolution: Discussion on the wage that was placed in the resolution was based off of 2018 and not 2019 also that the 1% was not included. Further discussion on if the 1% should be included as it was considered a new position. Motion by Stout, second Willingham to adjust the Paralegal wage to be \$21.12 and to have it effective on 1/1/2020. Motion carried.

## ADMINISTRATIVE COORDINATOR

General Updates: Finance Committee approved funds for the Leadership/Management training program, and we are currently working on the training sessions and schedule. Anticipate starting in April with the yearlong program. Employee Biometrics Screenings (voluntary) are going to happen in March – date being determined. Richard Grauger accepted RRYP position. Need to look at PTO in the Jailer/Dispatch, will bring back to next month.

Payroll Change and Comp-Time Reports: Motion by Willingham, second by Stout to approve the payroll changes and comp time report. Motion carried.

Lighthouse Hotline-Reports Received: No reports received in January.

HSA Disbursement 2021: Kitzie provided information on this. Look at going to quarterly disbursement. Motion by Dobrowolski, second by Stout to establish a quarterly disbursement policy for the HSA accounts. Motion carried

Social Media Policy: This will be brought back to the March meeting.

In-Service Day Update: April 6<sup>th</sup> is the set date. The morning will be for the large group presentations – “Communication like a Champion”, “Your energy story”, Active Shooter/Government Center Security, and Wellness. The afternoon will be some smaller group workshops, and time for each Department to do their own training. Moving ahead with this date, and getting all of the logistics in place. In future years, would like to move it to a day that is a Federal Holiday where the Court is closed as well to be able to completely close the courthouse.

Elected Officials Compensation 2021-24 Resolution: Have Andy meet with the elected official and bring resolution back to the committee in March.

## ITEMS TO PLACE ON MARCH AGENDA

- Administrative Coordinator – Elected Official Resolution
- Administrative Coordinator – Social Media Policy

- Administrative Coordinator – PTO Usage deadline for Jail/Dispatch

Motion by Dobrowolski, second by Mai to adjourn. Adjourned at 10:39 a.m.

NOTE: Next regular committee meeting is scheduled for March 5th, 2020 at 8:30 a.m.