

RUSK COUNTY PERSONNEL COMMITTEE MINUTES

August 4, 2022

Personnel Committee Present: DuSell, Meyer, Stout, Rathsack, Unterschuetz.

Others Present: C. Meyer, J. Buchholz, J. Wilk, J. Bugbee, T. Hall,

CALL TO ORDER

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

APPROVAL OF MINUTES – July 8, 2022

Motion by Rathsack, seconded by Meyer to approve the July 8 2022 meeting. Motion carried.

PUBLIC COMMENT – No comment

HHS – DISCUSSION AND POSSIBLE MOTION

Comprehensive Community Services-Service Facilitation Position

Jeremy Jacobs, HHS Director is requesting support to hire two Comprehensive Community Service Facilitation Position which is 100% funded from the State and/or Medicaid to meet Rusk County's needs. He will come back to the Personnel Committee to approve the positions with detail.

Motion by Unterschuetz, seconded by Meyer to approve the two Comprehensive Community Service Facilitation Position funded by Medicare and the State. Motion carried.

Health & Human Services Wages-Benefit Package

Jeremy is giving Chair DuSell a wage-benefit package for HHS for consideration. The Personnel would like him to present the wage-benefit package with his oversight committee for a recommendation.

Motion by Stout, seconded by Unterschuetz to into closed session at 3:31 p.m.

All responded yes.

CLOSED SESSION announced by Chair

Discussion of personnel issue and conferring with legal counsel regarding same pursuant to: Wis. Stat § 19.85(1)(f) for preliminary consideration of specific personnel problems which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person involved in such personnel problems; and, § 19.85(1)(g) 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.

OPEN SESSION – at 4:40 p.m.

Motion by Stout, seconded by Rathsack to enter into Closed Session at 4:41 p.m. All responded yes.

CLOSED SESSION announced by Chair

Discuss Animal Shelter duties and Personnel

Wis. Stats. 19.85 (1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. (1)(f) 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 except 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.

OPEN SESSION – at 5:16 p.m.

HIRING/RECRUITMENT UPDATES

Authorize hiring of additional Full Time EMT

Tom Hall is requesting to hire a full time EMT due to a resignation – Bob Stout will represent the Personnel Committee during the hiring process.

Advertise for Animal Shelter Humane Officer/Shelter Manager - Post job description with Karen Welke's help with job requirements.

Advertise for Economic Development and Tourism - Let Administrative Coordinator deal with it when she starts.

Creation of Airport Assistant – Wait until the Facility Manager starts.

Re-request and clarification of advertising for open IT position – No position will be advertised.

DISCUSSION AND POSSIBLE MOTION

IT Specialist II Stipend – Jim has asked for additional Stipend for the IT Specialist II Stipend from April 4th until there is a new hire at \$14.00 per hour. Discussion held.

Motion by Meyer, seconded by Stout to increase the IT Specialist II wage to \$30.21 retroactive April 4, 2022. Motion carried.

Finance Accountant I to a Finance Accountant II with wage request

Jamie Wilk, Finance Director presented an analysis of Finance Accountant I positions. Discussion held.

Motion by Unterschuetz, seconded by Meyer increase the Finance Accountant I to the top of the wage scale retroactive July 16, 2022. Motion carried.

Assistant Finance Director appointment with wage request

Jamie Wilk, Finance Director is requesting moving Sky Schuelke to Assistant Finance Director at \$31.00 per hour.

Motion to move Sky Schuelke to Assistant Finance Director, \$31.00 per hour and forward to County Board. Motion carried.

Interim Administrative Coordinator position/Stipend

Motion by Rathsack, seconded by Unterschuetz to approve removal of Interim Administrative Coordinator Position and Stipend August 1, 2022. Motion carried.

Forestry Office Manager Stipend

Motion by Meyer, seconded by Stout to approve removal of Stipend of the Forestry Office Manager August 1, 2022. Motion carried.

Authorize Ambulance Employee PTO Pay out

Tom Hall, Emergency Director is requesting PTO pay out of 56 hours for a full-time Employee that has taken a job with Sawyer County and will stay with Rusk County part-time.

Motion by Meyer, seconded by Stout to pay the employee the 56 hours of PTO. Motion carried.

Authorize additional funds to complete Wage Study project.

Discussed with Finance Director to authorize additional funds.

Motion by Unterschuetz, seconded by Meyer to increase to \$48,000.00 with approval of additional jobs. Motion carried.

ADMINISTRATIVE COORDINATOR

Report by Administrative Coordinator

Jaimie and Connie gave an overview of things that have been completed.

Motion by Unterschuetz, seconded by Rathsack to enter into Closed Session at 7:05 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 7:07 p.m.

Motion by Rathsack, seconded by Unterschuetz to approve all FMLA forms as requested. Motion carried.

The next meeting will be September 1, 2022 at 3:00 p.m.

ADJOURN

Motion by Meyer, seconded by Rathsack to adjourn at 7:27 p.m. Motion carried.