

RUSK COUNTY PERSONNEL COMMITTEE MINUTES

January 2, 2020

Personnel Committee Present: Tom Hanson, Dave Willingham, Kathy Mai, Bob Stout, Lisa Dobrowolski.
Others Present: Andy Albarado, Danielle Zimmer, Jeff Wallace, George Murry, Kitzie Winters.

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

APPROVAL OF MINUTES

Motion by Willingham, second by Stout to approve December 5th & 16th, 2019 Personnel Minutes. Motion carried

CORPORATION COUNSEL

Report of Guardianships, Commitments, and Legal Action on Behalf of the County: Rich Summerfield, Corporation Counsel, not present – no update.

MEDICAL EXAMINER

Appointing Deputy Examiner: Albarado explained request for permission to recruit qualified individuals rather than post an ad. Discussion on what was decided at the Emergency Services Committee.

HEALTH & HUMAN SERVICES

Hiring Process for Jail/Senior Meal Program: Albarado explained that the request is similar to ME as there is a high turnover and frequent vacancies. Discussion on ads and personnel policies. Albarado will review manual and report back.

ADMINISTRATIVE COORDINATOR

General Updates: Albarado provided contracts for signature.

Payroll Change and Comp-Time Reports: Albarado provided committee with comp report to review. Discussion on PTO versus Comp Time. Motion by Stout, second by Willingham to approve the payroll changes and comp time report. Motion carried.

Lighthouse Hotline-Reports Received: Albarado updated that there were none received in December and the complaint in November was resolved by a sit down with the employee.

Possible Office Moves Within Government Center: Albarado updated that nothing has been done yet and reiterated that there is a lot of underutilized space.

Wellness Program: Albarado and Winters updated that they are working on setting up a date to have free biometric scans done on the training date and options to have the incentive program required in the future as it is currently voluntary. Discussion on program and incentives to employees for taking part.

Jeff Wallace, Sheriff, stated he was in attendance to talk about George Murray's wages. Albarado asked to have the request placed on the February agenda.

Clerk – Chief Deputy/Confidential Secretary Hours: Albarado updated committee that the request to change hours to the full 7.75 per day/38.75 per week was approved at Finance in December with the funds coming out of the contingency fund. Motion by Stout, second by Mai to approve the requested increase. Motion carried.

Employee Training: Albarado updated that he is still waiting on a training date from the Court as the February 17th date does not work for them. The goal is still to get it done by the end of February. Albarado provided handout regarding the "Leadership YOU-niversity" through REALiving. Discussion and consensus of the committee to move forward with this training opportunity.

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, second by Mai to enter closed session. Roll call. Voting yes: Stout, Willingham, Mai, Dobrowolski, Hanson, Motion carried.

CLOSED SESSION at 9:46 a.m.

OPEN SESSION at 9:51 a.m.

CLOSED SESSION announced by Chair

- 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 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 WI Stats 19.85(1)(f).

Motion by Willingham, second by Mai to enter closed session. Roll call. Voting yes: Stout, Willingham, Mai, Dobrowolski, Hanson. Motion carried.

CLOSED SESSION at 9:52 a.m.

OPEN SESSION at 10:06 a.m.

ITEMS TO PLACE ON FEBRUARY AGENDA:

- Sheriff – wages for Jail Captain
- Administrative Coordinator – HSA Funding
- Administrative Coordinator – Social Media Policy

Motion by Mai, second by Dobrowolski to adjourn. Adjourned at 10:12 a.m.

NOTE: Next regular committee meeting is scheduled for February 6, 2020 at 8:30 a.m. with Albarado calling in as he will be out of town.