

RUSK COUNTY PERSONNEL COMMITTEE MINUTES

January 4, 2024

Personnel Committee Present: Meyer, Unterschuetz, Stout, Kalepp and DuSell.

Others Present: C. Meyer, A. Heath, T. Cudo, J. Jacobs, L. Rosemeyer, C. Closs, G. Shilts, V. Neilsen and J. Bugbee.

Public: E. Webster.

CALL TO ORDER

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

APPROVAL OF MINUTES

Motion by J. Unterschuetz, seconded by Meyer to approve December 7, 2023 meeting minutes as presented. Motion carried.

PUBLIC COMMENT – Public Comment, Erin Webster on Agenda Items.

CORPORATION COUNSEL

Report of Guardianships, Commitments, and Legal Action on Behalf of the County – No Report

DISCUSSION AND POSSIBLE MOTION

Health & Human Services

Clerk II to Reclassification to Clerk III – Jeremy Jacobs and Carla Closs gave an explanation for the job duties they are requesting to reclassify from a Clerk II to a Clerk III according to the Carlson Dettmann grid.

Motion by Meyer, seconded by Stout to approve the Clerk II to Clerk III according to the Carlson Dettmann grid as of January 1, 2024 at step 2 - grade 8 - \$21.36 per hour and forward to Finance for approval. Motion carried.

Children's Long-Term Support LTE Position – Jeremy is requesting to allow the current Children Long-Term Support person who has given her notice to stay on for up to 6 months as an LTE Position at \$23.64 per hour to help with the new employee.
Motion by J. Unterschuetz, second by Stout to approve the Children Long-Term Support LTE Position for up to 6 months for 20 hours per week at \$23.64 per hour. Motion carried.

Step Placement for regarded RCTC Finance Account II

Ashley Heath is requesting the RCTC Finance Account II be put on the step placement at the Carlson Dettmann approved wage.

Motion by J. Unterschuetz, second by Meyer to approve the grade scale by Carlson Dettmann wage for the RCTC Finance Account II, step 6, grade 9 at \$23.72 per hour starting January 1, 2024 and forward to Finance. Motion carried.

Administrative Coordinator

Stipend approval for the following positions; Administrative Coordinator, Finance Director, Finance Accountant III, Finance Accountant II, Chief Deputy/Confidential Secretary, Forest Administrator, Assistant Forest Administrator, Parks Manager, Forester. Ashley Heath is requesting Stipends for employees who helped out with vacant Forestry Administrator and HR Manager positions. Discussion held.

Motion by Meyer, seconded by Stout to contact legal Council and have them present during the discussion of Stipend approval for the following positions; Administrative Coordinator, Finance Director, Finance Accountant III, Finance Accountant II, Chief Deputy/ Confidential Secretary, Forest Administrator, Assistant Forest Administrator, Parks Manager, Forester. Motion carried.

Work from Home Policy – Ashley Heath and Jeremy Jacobs presented a work from Home Policy for Rusk County employees for employment and retention purposes in Rusk County. Committee would like to bring it back to the February meeting.

County Clerk/Register of Deeds/Treasurer

Resolution Establishing Total Annual Compensation for County Elected Officials Pursuant to Wisconsin Statute 59.22.

Clerk Meyer and Treasurer Nielsen presented a Resolution to establish compensation for the Treasurer, Clerk and Register of Deeds for the next 4 consecutive years.

Motion by J. Unterschuetz, seconded by Meyer to approve the Resolution Establishing Total Annual Compensation for County Elected Officials Pursuant to Wisconsin Statute 59.22 and forward to County Board. Motion carried.

Motion by J. Unterschuetz, seconded by Meyer to enter into Closed Session at 4:10 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 4:29 p.m.

Motion by Meyer, seconded by Stout to approve FMLA request as presented. Motion carried.

ADJOURN

Motion by Meyer, seconded by J. Unterschuetz to adjourn at 4:30 p.m. Motion carried.

Minutes by C. Meyer, Rusk County Clerk