

# RUSK COUNTY PERSONNEL COMMITTEE MINUTES

January 7, 2021

**Personnel Committee Present:** Tom Hanson, Dave Willingham, Bob Stout, Lisa Dobrowolski, Mike Hraban.

**Others Present:** Andy Albarado, Kitzie Winters, Connie Meyer and Rich Summerfield.

Meeting called to order by Chair Hanson at 8:40 a.m.

## APPROVAL OF MINUTES

Motion by Hraban/Dobrowolski to approve December 3rd, 2020 Personnel Minutes with Corrections.

## CORPORATION COUNSEL

Report of Guardianships, Commitments, and Legal Action on Behalf of the County: Summerfield provided updates on Mental health, receiving payments for CBDG payments, Forestry-South Fork easement and guardianships at no cost to the county.

## HIRING/RECRUITMENT

Public Health: No new hires at this time.

Animal Shelter On-Call: Application process is currently open.

Deputy ME/Transport ME: Posting for a Deputy ME.

Forestry Office Manager: Heidi Woldhuis was hired for the Forestry Office Manager position.

## DISCUSSION ON PUBLIC HEALTH

No updates.

## COUNTY CLERK'S OFFICE

Consideration office and employee schedule – Discussed adjusted staff hours and have Brooke Wiles fill in the office the week of January 11, 2021.

Motion by Hraban/Stout to adjust County Clerk Office staff hours to accommodate a 4-day work for Chief Deputy. Motion carried

## ADMINISTRATIVE COORDINATOR

General Updates: Report on the leadership program for Department Heads, wellness program for employees.

Payroll Change and Comp-Time Reports: Payroll and comp-time reports reviewed.

- Resolution APPROVING 2021 INDIVIDUAL POSITION WAGE ADJUSTMENT that was passed by the County Board. The wage under Finance Acct III was listed on the Resolution as \$23.37 and should have been listed as \$23.87. Discussion on the steps to correct the error.

Motion by Willingham/Stout to approve Payroll and comp-time reports and approve the Finance Acct III wage for \$23.87 as of January 1, 2021. Motion carried.

Lighthouse Hotline-Reports Received: No new reports.

COVID-19 Response-HR/Employee Issues Updates:

- Current plans-
- Update on operations/work-from-home, Voluntary Temporary Telecommuting:
- Update on Facilities Considerations:
  - COVID-Emergency Sick Leave and Expanded FMLA:
    - Adopting County Policy and Time for Emergency Sick Leave and Expanded FMLA-Effective 3/31/2021. Motion by Hraban/Dobrowolski that the Emergency Sick Leave will continue to March 31, 2021 with the 80 hours of being county funded, following the existing rules unless new Federal policy approved.
- Update on COVID-19 Protocols & Procedures: No new reports
- Personnel Handbook Updates:
  - Committee action was to Discussion on Clarify PTO allocation/usage for the EMT personnel. Motion by Dobrowolski, seconded by Hraban to amend manual to state that EMT's eligible for PTO shall accrue PTO at a calculation of 8 hours a day X numbers of days awarded. Motion carried.
  - Andy working on complaint process.

**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).

Motion by Hraban/Willingham to enter closed session.

Roll call – Voting yes: Willingham, Hraban, Dobrowolski, Stout.

Closed session at 11:12 a.m.

Open session at 11:19 p.m.

**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 Hraban/Dobrowolski to enter closed session.

Roll call – Voting yes: Willingham, Hraban, Dobrowolski, Stout.

Closed session at 11:20 p.m.

Open session at 11:21 p.m.

Motion by Hraban, second by Dobrowolski to adjourn. Adjourned at 11:22 a.m.

NOTE: Next regular committee meeting February 4th, 2021.