

RUSK COUNTY PERSONNEL COMMITTEE MINUTES

July 22, 2021

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

Others Present: Andy Albarado, Kitzie Winters, Nick Stadnyk, Tom Hall, Miranda Kron and Connie Meyer.

CALL TO ORDER: Meeting called to order by Chair Hanson at 1:01 p.m.

CLOSED SESSION announced by Chair Hanson

Employee Complaint & Investigation

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.

Wis.Stats19.85(1)(f).

Motion to enter Closed Session by Hraban, seconded by Willingham at 1:01p.m.

Roll call: voting yes - Hanson, Hraban, Dobrowolski, Stout, Willingham

OPEN SESSION – Possible Motion on Topic of Closed Session at 1:57 p.m.

Administrative Coordinator

Review RFP for Wage Study/Staffing Levels: Appearance by Patrick Glynn with Carlson Dettman

Estimated time from start to finish is 4-6 months for the wage study completion. Verbal cost estimate given of \$400.00 per Classification.

Andy presented current RFP to the Committee. Committee Members directed Andy to make any further revisions and send to appropriate Financial Advisor Group.

Motion by Dobrowolski, second by Hraban to approve RFP and send to Financial Advisor Group. Motion carried.

Emergency Services

Resolution – Wage Adjustment and Future Wage Increase

Tom Hall presented to the Personnel Committee; Committee advised he take the resolution back to the Emergency Services Committee to have the resolution revised and edited.

Medical Examiner

Chief Deputy ME compensation in absence of ME

Discussion on pay for actual time worked vs a flat fee; pay at their hourly rate – can go by minutes vs quarters, half hours, full hours as they should be compensated for any phone calls, drive time, etc. ME will be responsible for tracking their time.

Motion by Stout, second by Hraban to pay \$528.00 and establish a policy for Deputy ME. Motion carried.

LCDD

Consider request for remote work

A request from LCDD to approve the GIS Specialist to work from home due to a medical condition with clearance from his medical provider. Currently, there is no work from home policy; it has been case by case. The Personnel Committee directed Andy to draft a “Work from Home Policy” with a date range included. The date range will be subject to change depending on ability to return to work and/or clearance from his medical provider.

Motion by Willingham, second by Stout to draft a policy for this specific case with a set time limit, then re-evaluate need for remote work – case is subject to extension. Motion carried.

Hiring/Recruitment

Finance Accountant II Vacancy: Advertise job opening as a Level I part-time and potentially offer the position to alternate between Finance and HHS.

Land Information – GIS Administrative Assistance: Job has been offered and accepted – new hire will start Monday July 26, 2021

Highway – Highway Worker I: Job opening will be reposted.

Sheriff – Jailer/Dispatcher: Two interviews will be held July 29 2021; Need 1 male, other openings can be male or female.

HHS -Finance Accountant II: Two applications received; duties have been distributed with the help of the Finance Department. Potential to start sharing staff if needed. Opening closes August 6, 2021.

Medical Examiner – Deputy ME & Deputy ME Transport: Approved and advertising the openings; some applications have been received.

Department Request for Wage Increase

Andy presented wage requests and costs to cover each request from department heads. Each department will need to do a resolution to the board for approval.

Finance: Kitzie Winters, Department Head a resolution for wage increase in the Finance Department. Resolution was signed and will be reviewed at County Board in August.

LCCD: Tom Hall, Emergency Services Director presented a resolution for wage increase for the Ambulance Staff. Personnel Committee would like him to revise the Resolution and bring it back to the August Personnel meeting.

The following departments will present their requests in August: Forestry, Treasurer Deputy, HHS, Register of Deeds, Highway, IT, Clerk's Office.

CLOSED SESSION announced by Chair Hanson

Department requests for 2022 wages 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).

Wage discussion with LCDD department head and Finance department head.

Motion to enter Closed Session by Hraban, second by Stout at 4:16p.m. Motion carried.

Roll call: voting yes - Hanson, Hraban, Dobrowolski, Stout, Willingham

OPEN SESSION – Possible Motion on Topic of Closed Session at 6:08 p.m.

Motion by Hraban, second by Willingham to approve Finance Department Wage Increase Resolution. Motion carried.

Motion by Willingham, second by Dobrowolski to approve Kitzie Winters to hire LTE and promote Emily VanDoorn from a Level I to a Level II. Motion carried.

Motion to adjourn meeting by Stout, second by Dobrowolski at 6:10p.m. Motion carried.

Adjournment

Next meeting will be held on August 10, 2021 at 1:00p.m. in the LEC Room. Time is subject to change.

Minutes prepared by: Miranda Kron, Chief Deputy Clerk