

# RUSK COUNTY PERSONNEL COMMITTEE MINUTES

JULY 6, 2023

**Personnel Committee Present:** Rathsack, Meyer, Unterschuetz and DuSell. Stout at 3:07 p.m.  
**Others Present:** C. Meyer, A. Heath, J. Wilk, N. Robinson, W. Combee, J. Jacobs, J. Bugbee, Y. Johnson, N. Stadnyk, S. Jones, E. Anderson, C. Korzenieski and Erin Webster.

## CALL TO ORDER

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

## APPROVAL OF MINUTES

*Motion by Rathsack, seconded by Meyer to approve June 1, June 7 and June 27, 2023 meeting minutes. Motion carried.*

**PUBLIC COMMENT** - None

## CORPORATION COUNSEL

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

## DISCUSSION AND POSSIBLE MOTION

### Zoning

Zoning Administrator Exempt Status - Nick Stadnyk, Zoning Department Head has requested the Zoning Administrator to be Exempt Status and referred back to February 1, 2018 minutes. FLSA Federal Guidelines from the Department of Labor were read by the Chair. Discussion held. The Committee would like to review next month.

### Health and Human Services

Prevention Specialist Job Description - Jeremy Jacobs, HHS Department Head gave an overview of Prevention Specialist Job Description and funding sources for a position in the HHS department. He will continue working on the position and report back to the Committee.

Employee Certification/License Fees – Jeremy is requesting to pay the positions holding a license and/or certification and an educational stipend to support the staff in the HHS department. The Committee would like to have a policy for all Employees and discuss at the next meeting.

### IT – Jim Bugbee/Neil Robinson/Walt Combee

IT Work Hours - Adjust as Needed to Minimize Interruptions for Larger Projects – IT is requesting guidance to adjust the work hour for the upcoming server projects. Discussion held regarding pre-approval of flex time for work on weekend days.

*Motion by Rathsack, seconded by Stout to authorize until the end of 2023 flex time out of the normal business hours as defined in the Personnel Handbook for the server upgrades and larger projects with prior approval of the time by the Department Head with the understanding that the IT Department will be staffed during normal Courthouse hours. Motion carried.*

### Ambulance

Ambulance Service Wage Adjustments Resolution for 2024 – Tom Hall is requesting wage adjustment for the Ambulance Service employees to match what other Ambulance Service are paying.

*Motion by Stout, seconded by Rathsack to approve the Ambulance Service Wage Adjustments Resolution as presented and forward to Finance. Motion carried.*

Recess at 4:55 p.m. for 5 minutes.

### County Clerk

Change in Job Description for Chief Deputy/Confidential Secretary in County Clerk's Office Resolution

Discussed the job description for the Chief Deputy/Confidential Secretary presented to the Committee. Discussion held on the Wage Study parameters.

### Youth Representation on County Board

The County Clerk is requesting the Youth Representation on County Board to oversee the youth that are interested in being a County Board. Discussion held on a Resolution and presenting to the County Board for approval.

### Administrative Coordinator

Supervision of Drug Court Coordinator Position – Ashley gave an overview of the Supervision of Drug Court Coordinator and moving the supervision from the Court to HHS. Discussion held.

*Motion by Meyer, seconded by Stout to approve the Supervision of Drug Court Coordinator Position to HHS.*

*Motion carried.*

Human Resources – Ashley gave the Committee 3 different avenues to hire a Human Resource person. Recruitment would cost around \$20,000.00, hiring a consulting firm and a job description for Administrative Assistant/HR Coordinator. Discussed the difference between the current position and the job description of the Administrative Assistant/HR Coordinator. The Committee will look into updating the job description and repost the current job.

On Call Compensation – Jaimie Wilk - Finance Director, Jeremy Jacobs – HHS and Scott Jones – Highway Commissioner brought to the Committee and discussed departments on call hours to add additional hours to HHS as of 1/1/2024. The prospective departments should write a policy and bring it back to the Committee.

Standard Hours for Department Heads – Jaimie Wilk discussed the standard hours for Department Heads being on the same schedule. The Committee would like to know the fiscal impact before making a decision.

Benefits Survey Results – Ashley informed the Committee of the Benefits Survey Results.

Wage Grid Procedure – Paid for performance was talked about as well as the procedure to increase steps on the grid or HSA.

*Motion by J. Unterschuetz, seconded by Meyer to increase wages for all employees by 2 step and forward to Finance.*

*Motion carried.*

Recruitment Updates – Ashley gave a recruitment update for all departments.

*Motion by Rathsack, seconded by J. Unterschuetz at 7:30 p.m. All responded yes.*

**CLOSED SESSION** announced by Chair

Employee Job Performance Issues 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 7:58 p.m.

*Motion by Rathsack, seconded by J. Unterschuetz to enter into Closed Session at 7:59 p.m. All responded yes.*

**CLOSED SESSION** announced by Chair

Employee Compensation 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 8:14 p.m.

*Motion by Rathsack, seconded by J. Unterschuetz to enter into Closed Session at 8:14 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 8:34 p.m.

### **ADJOURN**

*Motion by Rathsack, seconded by J. Unterschuetz to adjourn at 8:34 p.m. Motion carried.*