

RUSK COUNTY PERSONNEL COMMITTEE MINUTES

July 7th, 2020

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

Others Present: Loren Beebe, Andy Albarado, Kitzie Winters, Jeremy Jacobs, Sheriff Wallace, Pete Jones.

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

APPROVAL OF MINUTES

Motion by Stout, second by Dobrowolski to approve June 4th, 2020 Personnel Minutes with the correction of the “n” being placed for intern. Motion carried

CORPORATION COUNSEL

Report of Guardianships, Commitments, and Legal Action on Behalf of the County: Rich provided updates that included; Trempealeau client, half dozen or so mental commitments last month, 2 guardian ships, county took in 6 properties during the in-rem, all these properties have people living in them, CBDG block grant \$30,000 payoff.

SHERIFF

Court Security Officer Wage Rate: Sheriff Wallace is requesting back pay for employee as he did not get the resolution brought to the County Board in time to fulfill the start date of 1/1/2020 at \$20.00 that was originally the understanding from the employee. Back pay will be just less than \$1,200. Andy stated that this will have to go to County Board for amending the resolution that was passed back in March. Motion by Stout, second by Hraban to take the resolution back to the County Board and recommend to have the effective date be changed to January 1, 2020. Motion carried.

HIRING/RECRUITMENT

Update Trails End Camp Caretaker: Andy explained position was re-advertised and closes this week. Plan is to have maintenance to do the heavy maintenance and do the lawn mowing, Char and John will be helping more with the checking-in and checking-out.

Update GIS Technician: Interviews Monday of next week. Tom Hanson and Phil Schneider will sit in on interviews.

Update DA Paralegal: Testing done and then interviews done last week. Mark Platteter was offered the position and will start beginning of August.

Update Clerk of Court Deputy: Resignation of employee and posted position. Alternatives to filling it. Need someone just more for summer time as court is heavily scheduled and employees wanting to going on vacations. Current Fair Coordinator summer intern, Brooke Wiles, is going to be helping up in the Clerk of Courts office.

ADRC Elderly Benefits Specialist: Jeremy Jacobs, H&HS Director, notified committee of resignation of employee and is requesting to advertise for position. Position is 100% grant funded. Looking at advertising for wage range of \$18.49 to \$19.54 starting on 7/8/2020 and ending 7/24/2020. Motion by Dobrowolski, second by Willingham to allow Jeremy to start advertising for the ADRC Elderly Benefits Specialist position with wage rang of \$18.49 to \$19.54 starting 7/8/2020 and ending 7/24/2020. Motion carried.

ADMINISTRATIVE COORDINATOR

General Updates: No updates to be given at this time other that what is being discussed on the agenda.

Payroll Change and Comp-Time Reports: Payroll and comp-time reports reviewed. Motion by Willingham, second by Hraban to approve the Personnel change forms and comp-time reports. Motion carried.

Lighthouse Hotline-Reports Received: None reported.

Social Media Policy Update on Sections 8 #s 4 and 5: Andy provided the additional explanation that was requested as to why they were included in the policy.

2021 Wage Adjustments Processes: Andy has comparable information from other counties. Went over some of the items that will be looked at for wage considerations. Will go over more of this on the meeting set for the 21st.

COVID-19 Response-HR/Employee Issues: Andy stated that not much has changed from last month. Only issues are with the doors being used incorrectly for exits. Discussion on employees doing self-quarantine if traveling and being sick.

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).

OPEN SESSION – Possible Motion on Topic of Closed Session

Motion by Stout, second by Dobrowolski to enter closed.

Roll call-Voting yes: Willingham, Stout, Hraban, Dobrowolski, Hanson.

Closed at 11:15 a.m.

Open at 11:21 a.m.

Items to be placed on the next agenda

Motion by Hraban, second by Dobrowolski to adjourn. Adjourned at 11:23 a.m.

NOTE: Next regular committee meeting August 6th, 2020.

DRAFT