

# **RUSK COUNTY PERSONNEL COMMITTEE MINUTES**

**June 15, 2021**

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

Others Present: Andy Albarado, Connie Meyer.

**CALL TO ORDER:** Meeting called to order by Chair Hanson at 8:30 a.m.

**CLOSED SESSION** announced by Chair-DWD Claim

For conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. Wis. Stat. § 19.85(1)(g).

Motion by Stout, seconded by Hraban to enter into Closed Session at 10:02 a.m. Motion carried.

Voting yes: Hanson, Hraban, Stout, Willingham and Dobrowolski.

**OPEN SESSION**-possible motion on Topic of Closed Session entered at 10:30 a.m.

## **ADMINISTRATIVE COORDINATOR**

Personnel Handbook Updates – Discussed Changes and updates.

Administrative Coordinator Job Description and Duties – Discussion on an updated job description and duties.

**ADJOURNMENT:** Motion by Stout, seconded by Dobrowolski to adjourn at 1:22 p.m. Motion carried

**NEXT MEETING:** July 1, 2021 at 8:30 a.m.

Minutes prepared by Connie Meyer, Rusk County Clerk