

# RUSK COUNTY PERSONNEL COMMITTEE MINUTES

JUNE 1, 2023

**Personnel Committee Present:** Rathsack, Stout and Meyer. DuSell – 3:04 p.m.

J. Unterschuetz absent

**Others Present:** C. Meyer, A. Heath, J. Wilk, G. Shilts, J. Bugbee, N. Stadnyk and S. Jones.

## **CALL TO ORDER**

Meeting called to order by Vice-Chair Stout at 3:01 p.m.

## **APPROVAL OF MINUTES**

*Motion by Rathsack, seconded by Meyer to approve May 4, May 11, May 23 and May 24, 2023 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**

### **Land Conservation and Development**

Nick Stadnyk is requesting modification of job duties for LCDD Administrative Assistant and presented suggested changes.

*Motion by Meyer, seconded by Stout to approve the LCDD Administrative Assistant job duties and submit to Carlson-Dettmann to review. Motion carried.*

### **Resolution – CJCC**

Ashley gave an overview of the proposed job description to Create a Criminal Justice Collaboration Council Coordinator. Discussion held.

*Motion by Rathsack, seconded by Meyer to send it to the over sight Committee for clarification. Motion carried.*

### **Highway**

Scott Jones, Rusk County Highway Commissioner is requesting to approve a Highway Worker II LTE Job Creation up to 1,200 hours per year.

*Motion by Meyer, seconded by Stout to approve the Highway Worker II LTE job description as presented. Motion carried.*

### **Building and Grounds**

Gary Shilts, Facility Manager is requesting to keep the Snow/Salt Shovel position and use remaining 87.75 to allocate for year-end 2023. It's the Committee consensus to let the position stay active until the end of 2023 as approved.

### **Administrative Coordinator**

County Sponsored Event Volunteer Policy – Discussion held on adding all County Sponsored Event to the Volunteer Policy and the hours.

*Motion by Rathsack, seconded by Stout to approve to add County Sponsored Event to the Volunteer Policy in the Rusk County Personnel Handbook. Motion carried.*

Updates to Personnel Handbook – Ashley presented the updates to the Personnel Handbook changes that were previously approved to present to County Board.

*Motion by Meyer, seconded by Stout to approve the updates to the Personnel Handbook and forward to the County Board. Motion carried.*

Temporary HR Consultant – Ashley gave a report on Temporary HR Consultant and would like to come back at the July meeting and present a HR generalist position. The Committee would like her to look into a hiring agency and also present the HR generalist position.

Recruitment Updates – Ashly gave an update on recruitment for all Departments.

### **OUT OF COUNTY TRAVEL**

Administrative Coordinator – Jail Tours in Green Lake, Brown & Oconto Counties, June 21 & 22. *Motion by Meyer, seconded by Rathsack to approve the out of County travel for the Administrative Coordinator in Green Lake, Brown & Oconto Counties, June 21 & 22. Motion carried.*

*Motion by Rathsack, seconded by Stout to enter into Closed session at 5:13p.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 5:23 p.m.

*Motion by Stout, seconded by Rathsack to approve FMLA & Other Medical Leave Request Wi Stats 19.85(1)(c) contingent upon paperwork. Motion carried.*

### **ADJOURN**

*Motion by Rathsack, seconded by Meyer to adjourn at 5:24 p.m. Motion carried.*