

RUSK COUNTY PERSONNEL COMMITTEE MINUTES

June 3, 2021

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

Others Present: Andy Albarado, Kitzie Winters and Connie Meyer.

CALL TO ORDER: Meeting called to order by Chair Hanson at 8:33 a.m.

APPROVAL OF MINUTES

Motion by Hraban, seconded by Dobrowolski to approve May 6th, May 18th and May 27th 2021 Personnel Minutes. Motion carried.

HIRING/RECRUITMENT

Land Information /GIS Administrative Assistance – updated job description was reposted.

Forestry Technician – Brody Fisher was hired by Jeremy Koslowski, Forest Administrator and will start next week.

Highway - Worker Highway I – Job will be reposted.

Ambulance – EMT - 3 applicants applied, interviews to follow.

HHS – Public Health Nursing – 3 interviews with an acceptance pending a background check.

Sheriff – Jailer/Dispatcher – Only 1 person to interview

County Clerk Chief Deputy - posted

HEALTH AND HUMAN SERVICES

HHS Finance Accountant

Lora Weimer can assist in the training a new hire and HHS Finance Accountant position. Discussion on update job description.

Motion by Hraban, seconded by Stout to approve the job description of the HHS Finance Accountant. Motion carried.

MEDICAL EXAMINER

Resolution – Position and Compensation Changes

Jim Rassbach, Medical Examiner presented Medical Examiner Staffing and Compensation Adjustment Resolution. Discussion on budget and service provided.

Motion by Hraban, seconded by Stout to approve the Medical Examiner Staffing and Compensation Adjustment Resolution and forward to County Board. Motion carried.

CLERK OF COURT/HHS STAFFING

Update - No action was taken last month. Andy wanted to talk to the people who are doing the job and if there is room for improvement.

PERSONNEL RECORDS

Personnel Records – Policy & Procedure

Discussion on the Instruction for Release of Information Request update for Chapter 14 Personnel Handbook policy.

Motion by Hraban, seconded by Dobrowolski to accept the Request to View or Copy Personnel File form with suggested corrections. Motion carried.

Motion by Hraban, seconded by Willingham to accept Instructions for Release of Information Request form. Motion carried

ADMINISTRATIVE COORDINATOR - General Updates

Payroll Change and Comp-Time Reports – Andy reported on the Senior Service, Highway Shop, 2 people resigned, Dispatch pay, 3 interns hired and wage adjustment in Forestry, Building and grounds summer help, return intern for Tourism.

Lighthouse Hotline- no Reports Received

COVID-19 - HR/Employee Issues – Emergency sick leave has stopped as of May 31, 2021. Use of PTO and FMLA or work from home.

American Rescue Plan Act – Provisions and Funding – Receive first allocation of funds.

Employee recognition/awards, engagement – working on picnic plans for July with plans to hand out individual awards for years of service.

2022 Wage Process Discussion – Notify the insurance Company to open up Union Negotiations and Von Brison. Letter will be sent to notify to start the negotiation process. Discussed wage process within the Courthouse.

Personnel Handbook Updates – Discussion and changes

Highway Overtime and Call-in pay – problem resolved with Forman overtime.

Administrative Coordinator Job Description and Duties - will be discussed following the Personnel Handbook discussion.

CLOSED SESSION announced by Chair – Employee Complaint

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).

OPEN SESSION-possible motion on Topic of Closed Session

Motion by Hraban, seconded by Stout to enter closed session.

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

Closed session at 12:40 p.m.

Open session at 12:53 p.m.

NEXT MEETING: June 15, 2021 at 8:30 a.m.

ADJOURNMENT: Motion by Stout, seconded by Hraban to adjourn at 2:58 p.m. Motion carried

Minutes prepared by Connie Meyer, Rusk County Clerk