

# RUSK COUNTY PERSONNEL COMMITTEE MINUTES

June 4th, 2020

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

**Others Present:** Loren Beebe, Andy Albarado.

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

## APPROVAL OF MINUTES

Motion by Hraban, second by Willingham to approve May 7th, 2020 Personnel Minutes. Motion carried

## CORPORATION COUNSEL

Report of Guardianships, Commitments, and Legal Action on Behalf of the County: No updates.

## HIRING/RECRUITMENT

Update Trails End Camp Caretaker: Andy explained cancellations due to Covid-19 and that being the reason for delay in hiring. John is still here helping. The only individual that applied made comment that they were happy it was not full time as they wanted to go to their cabin on weekends. Andy stated that this job will require many weekends working and that the County is going to re-advertise and emphasizes the weekend work that is needed.

Update GIS Technician: Looking at Inter to work for the summer and looking at hiring full-time in the fall.

Update DA Paralegal: Received 16 applications for this position. Going to be doing testing and then do interviews.

Update Intern/Summer Help: Forestry was able to get all 3 positions filled, maintenance summer help up and going this week, DNR intern possibly next week.

## ADMINISTRATIVE COORDINATOR

General Updates: Drug and alcohol policy being taken to the Highway Committee.

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

Lighthouse Hotline-Reports Received: None reported.

Social Media Policy: Andy went over new updates in the policy after attorney looked over it. Andy informed the committee that the County needs to have this policy in place to have one not that we have had any issues. This policy will be placed on each County Social media account so if there is any question the public will be able to see why their comment may have been removed.

Discussion on Wage Adjustments Process for 2021: Andy is working with Sawyer and Price Counties to have some comparable information. Special meeting on July 21<sup>st</sup> at 8:30 a.m. to go over this.

Willingham excused at 11:15 a.m.

COVID-19 Response-HR/Employee Issues: Andy provided updates and explanations on the below items to the committee.

- Current plans: Most of the shields are up. A few more going up today. Plexi boxes with disposable mask for public that are coming into the courthouse. Goal is to still keep most work being done by appointments and doing as much as they can online.
- Update on operations/work-from-home, Voluntary Temporary Telecommuting: Still a few employees working from home. Goal is to have everyone back by the end of the month.
- Temporary layoffs/furlough considerations: Andy gave update on departments that have workers on layoff or rotating in the departments.
- Impact on 2020 and 2021 Budgets and Personnel Issues: No update other than what was given in the topics above
- COVID-19 Protocols & Procedures: Andy went over policy that will be given out to all employees. Motion by Dobrowolski, second by Stout to have Andy share policy with employees under the understanding it will be further revised. Motion carried.

**Items to be placed on the next agenda**

Administrative Coordinator Report-

- Social Media Policy update on Section 8 #4 and #5
- 2021 Wage Adjustments Processes
- Covid-19 Policy

Motion by Dobrowolski, second by Hraban to adjourn. Adjourned at 11:52 a.m.

NOTE: Next regular committee meeting July 7<sup>th</sup>, 2020.

DRAFT