

RUSK COUNTY PERSONNEL COMMITTEE MINUTES

March 25, 2022

Personnel Committee Present: Hanson, Hraban, Stout, Willingham and Dobrowolski.

Others Present: A. Albarado, C. Meyer, T. DuSell, V. Neilson, J. Wallace, K. Winters and Alan Rath sack.

CALL TO ORDER

Meeting called to order by Chair Hanson at 8:31 p.m.

PUBLIC COMMENT - None

Discussion possible motion items

Consider changing employment status of part-time patrol deputies: Sheriff Wallace in requesting that the 80% Deputy position (part-time) be changed to full-time Deputy with no change in the budget. He would offer only a full-time position in the future with no part-time deputies. Discussed held.

Motion by Hraban, seconded by Dobrowolski to take 2 part-time patrol officers to full-time status April 1, 2022. Motion carried.

HIRING/RECRUITMENT UPDATES

Jailer/Dispatcher – Interviewed 2 one was approved.

EMT - 4 people were interviewed and hired. Posted for 1 more EMT to hire.

Maintenance-Housekeeping – Interviews next week.

Highway Worker – Due April 4th.

Summer Help – No summer help applications for Maintenance or Highway.

Deputy Treasurer – Posted internally and will go in the paper next week.

- County Treasurer Neilson discussed the job pay rate and qualification/job description that is being posted. The Deputy 1 should have a knowledge of debits, credits and a preferred 2-year degree. The current position hourly rate is \$15.91-\$17.68. Discussed qualifications and pay range.

Motion by Stout, seconded by Hraban to include in the Deputy Treasurer job description, preferred 2-year degree and the wage range from \$16.00 to \$19.45 per hour. Motion carried.

Deputy ME – Posted.

Motion by Hraban, seconded by Dobrowolski to enter into Closed Session at 9:03 a.m. All responded yes.

Selection Insurance Consultant/Broker

CLOSED SESSION ANNOUNCED BY CHAIR

Review and Consider Responses - Benefit and Health Insurance Consultant Services RFP

Wis. Stats. 19.85 (1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

OPEN SESSION- Possible Motion on Topic of Closed Session at 9:29 a.m.

Motion by Dobrowolski, seconded by Hraban to go with JA Counter as a Benefit and Health Insurance Consultant for Rusk County starting April 1, 2022. Motion carried.

IT Technician II – Vacancy due to retirement –Recruitment / alternatives to filling position

Andy informed the Committee that Colleen is retiring and would like to fill the position. Andy gave an update of the alternatives and identified the needs in the IT Department.

Motion by Hraban, seconded by Dobrowolski to go into Closed session at 9:34 a.m. All responded yes.

CLOSED SESSION ANNOUNCED BY CHAIR at 9:34

IT Technician II – Vacancy due to retirement – Discuss recruitment / alternatives

Wis. Stats. 19.85 (1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.(1)(f) 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.

OPEN SESSION- Possible Motion on Topic of Closed Session at 9:52 a.m.

Administrative Coordination – Resignation – Transition plan / Recruitment

Discuss the Interim plan and help with decisions until the position is filled and what the County needs to fill the position if it is a HR Director/Administrative Coordinator with an assistant.

Motion by Hraban, seconded by Dobrowolski to enter into Closed Session at 10:44 a.m. All responded yes.

CLOSED SESSION ANNOUNCED BY CHAIR at 10:44 a.m.

Administrative Coordination – Resignation – Transition plan / Recruitment

Wis. Stats. 19.85 (1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. (1)(f) 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.

OPEN SESSION- Possible Motion on Topic of Closed Session at 11:04 a.m.

Motion by Hraban, seconded by Dobrowolski to speak with Jeremy Jacobs about shadowing the Administrative Coordinator until a person is hired for the position. Motion carried.

Motion by Hraban, seconded by Stout to have Andy draft an RFP for an Administrative Coordinator position and bring back to the Personnel Committee in April. Motion carried.

Andy has requested to roll over his 2020-2021 PTO.

Motion by Stout, seconded by Dobrowolski to approve the roll over 2020-2021 PTO indefinitely. Motion carried.

The next meeting will be April 7, 2022 at 8:30 a.m. in the LEC.

Adjourn

Motion by Hraban, second by Stout to adjourn at 11:19 a.m.