

# RUSK COUNTY PERSONNEL COMMITTEE MINUTES

March 27th, 2020

**Personnel Committee Present:** Tom Hanson, Dave Willingham, Bob Stout, Lisa Dobrowolski, Kathy Mai.

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

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

## APPROVAL OF MINUTES

Motion by Stout, second by Willingham to approve March 5th, 2020 Personnel Minutes. Motion carried

Motion by Dobrowolski, second by Willingham to amend minutes to state *"to match the Clerk of Courts wages in 2021"*. Motion carried.

## CORPORATION COUNSEL

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

## HIRING/RECRUITMENT

Jailer/Dispatcher-Male: Andy explained past hiring more female than male. No male applicant met full requirements. Sheriff is advertising for a male position. Discussion as to why did the individuals make it to the interviewing. Explained that the background checks are not done until after the interviews.

Trails End Camp Caretaker: Andy Explained the Job details. Advertising has started for the Trails End Camp Caretaker.

### H&HS:

Economic Support: Jeremy explained the changes that have been happening. He is looking to move Heather Anders to the now vacant spot were Brenda Lane was. Motion by Dobrowolski, second by Willingham to authorize Heather Anders to move into the County funded Income Maintenance position at a wage rate of \$18.54 and to allow the hiring of Katie Shimko to the Medicaid Enhance Income Maintenance position at the wage rate of \$17.55. Motion carried

Social Worker: Jeremy talked about interviews. Hoping to have Brittany Pasanen come in next week.

GIS Technician: Department is looking to advertising. Motion by Stout, second by Willingham to allow advertising. Motion carried.

## ADMINISTRATIVE COORDINATOR

### General Updates:

Payroll Change and Comp-Time Reports: No comp-time report. Motion by Willingham, second by Dobrowolski to approve the Personnel change forms. Motion carried.

Lighthouse Hotline-Reports Received: None reported.

Social Media Policy: Draft policy was gone through with committee inputs on some changes/additions.

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

- Current plans
- Implementation of work-from-home, Voluntary Temporary Telecommuting
- 2019 PTO Carryforward Flexibility-Motion by Stout, second by Dobrowolski to allow the usage of 2019 PTO in 2020 and that employees will need to inform Department Heads by April 30<sup>th</sup> if they intend to use it or if they would like it to go into their extended leave bank. Motion carried.
- Families First Coronavirus Response Act (FFCRA)
  - Emergency Paid Sick Leave
  - FMLA Expansion – Public Health Emergency Leave
  - Utilization of PTO/Extended Leave in conjunction with FFCRA
- Possible temporary layoffs/furlough considerations

Motion by Stout, second by Dobrowolski to approve the pay for deputy that was asked to stay home after traveling out of state. Motion carried.

Motion by Willingham, second by Stout to allow the usage of PTO in conjunction with the FFCRA. Motion carried.

Committee wants to thank all employees with their cooperation with the changes that have taken place at this time due to COVID-19.

Committee would like it noted in the minutes to express thanks and appreciation to Mai to all of her hard work she has provided to the county and the County Board.

Motion by Stout, second by Mai to adjourn. Adjourned at 11:00 a.m.

NOTE: Next regular committee meeting TBD

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