

RUSK COUNTY PERSONNEL COMMITTEE MINUTES

March 3, 2022

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

Others Present: A. Albarado, C. Meyer, J. Buchholz, K. Winters

CALL TO ORDER

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

APPROVAL OF MINUTES

Motion by Stout, seconded by Dobrowolski to approve February 18th and 23rd minutes with changes. Motion carried.

PUBLIC COMMENT - None

CORPORATION COUNSEL

Report of Guardianships, Commitment, and Legal Action on Behalf of the County.

Tax action, Public Records request, Zoning, Health and Human Services and Forestry property.

Nothing to report on Stiner charges.

FORESTRY

Forestry Hours/Lunch breaks - Lunch break discussion for exempt staff and unique work schedules.

Discussion held on the policy and contacting the Labor Attorney for clarification and policy to include in the Personnel Handbook.

Motion by Willingham, seconded by Hraban instruct Andy to look into the policy with the County's Labor Attorney and bring back to the April 7th Personnel meeting and allow Forestry field staff to continue to operate as in the past. Motion carried.

MEDICAL EXAMINER

Subpoena/Witness in a court proceeding-compensation for a 10-day trial was discussed and clarified between the ME and Andy.

HIRING/RECRUITMENT UPDATES

Dispatch/Jailer – Has been posted.

Highway Worker – The Highway Committee approved Summer help and 1 position to be posted.

Maintenance Housekeeping – Has been posted.

EMT – Has been posted.

HHS

Economic Support-Retirement/Recruitment – Andy has been notified of Sue Mansky's retirement. Sue has worked for 35 years at Rusk County and her last day will be on April 1, 2022. Discussed moving employees into the position and advertising for a new employment to replace the lateral position.

Motion by Stout, seconded by Dobrowolski to move Brenda Lane from the Medicaid Enhanced position to the County Funded Position and authorize the Department Head to post Medicaid Enhanced position as he chooses. Discussion held Motion carried.

ADMINISTRATIVE COORDINATOR

General Updates: None

COVID Updates: None

American Rescue Plan Act – Provisions and Funding: None

Classification and Wage Compensation Study Update: Feedback from Carlson Detman on forms and job descriptions.

Insurance Broker/Consultant Services RFP Update: Andy presented a questionnaire of additional communication for Insurance Brokers. Discussed the questions and processing insurance in the future. He

will send out questions and have then call in for the response to the questions on March 18th, 2022 at 1:00 p.m. in the LEC.

Personnel Handbook Updates: Employee's will sign off on County Board approved Personnel handbook update on NeoGov.

Administrative Coordinator Job Description: No report.

Administrative Coordinator Assistant position – Duties and Job Description: Andy read the Assistant Administrative Coordinator job position description to the Committee. Dave would like to forward to all County Board Supervisors and have then submit there suggestions to the Personnel Committee.

Employee Training: County Ordinance states the Property Committee is the oversight for the safety Committee. Dates have been set for employee training.

Safety Policy Training: Will be here on March 15, 2022 to speak to the Department Heads.

ADJOURN

Motion by Stout, seconded by Hraban to adjourn at 11:30 a.m.

Next meeting will be held on March 18, 2022 in the LEC at 1:00 p.m.