

RUSK COUNTY PERSONNEL COMMITTEE MINUTES

March 4, 2021

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

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

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

APPROVAL OF MINUTES

Motion by Hraban/Dobrowolski to approve February 4th, 2021 Personnel Minutes. Motion carried.

CORPORATION COUNSEL

Report of Guardianships, Commitments, and Legal Action on Behalf of the County:

Rich Summerfield reported on the following:

- Dog euthanized
- Forestry approval of land swap.
- Health and human services.
- Guardianship – 2.
- Land information – BRP would like property data for Snowmobile and ATV Clubs.
- Corrected action on lease of Hospital document.
- Legal order was signed for Sandy Stiner restitution to the County.
- Personnel record location.

HIRING/RECRUITMENT

Deputy ME/Transport ME – Deputy Me and Transport ME positions have been filled and all County documents have been processed for employment.

Public Health Officer – Deadline for those applications is 3/5/2021.

DISCUSSION ON PUBLIC HEALTH

COVID Related Issues: No issues, clinics are going well.

HIGHWAY

Consider change to PTO rollover policy: Scott has requested to allow employees to transfer any portion the prior year's PTO to their Extended Leave Bank in early January by request. The current policy rolls over all unused PTO for redemption by the end of March.

Motion by Stout/Dobrowolski to allow employees to transfer and portion of unused PTO in January into their Extended Leave Bank, by request. Motion carried.

Consider adjusting work week and overtime structure: Monday through Friday would be regular pay until they exceed their regular 40 hours work week. The Finance Director will look at past Highway records to analyze the impact to the County. The Committee will have a special meeting March 18th at 9:00 a.m. with the Finance Committee for further discussion.

Land Information GIS Administrative Coordinator Position: Nick Stadnyk, Director of Land Conservation and Development would like approval of Resolution Authorizing the Creation of a Land Information/GIS Administrative Assistant funded entirely by grant money. Andy presented the wage rate \$14.85 - \$18.15 per hour.

Motion by Hraban/Stout to approve the Resolution Authorizing the Creation of a Land Information/GIS Administrative Assistant. Motion carried.

COUNTY CLERK OFFICE/STAFF

Shared duties: Discussion on the special challenges that have arisen on some Tuesdays when County Clerk's and Treasurer's offices each loan a staff person to the Courthouse for half the day. Since beginning this in January, there have been several times when that staff person couldn't be sent without leaving the Clerk or Treasurer office un-staffed (e.g. Election Day, daytime County Board meeting). Further, a great many calls ring into the County Clerk's office that are actually for the Clerk of Court's office. Among the solutions discussed: reprogramming the phone system to reduce misdials and to let calls follow staffer to their Tues. location (Andy will work on this with IT Dept.); limiting service desk hours in Clerk and Treasurer offices; reducing workload by requiring all Towns/Villages to handle dog licenses, tax reporting. Topic may be further discussed at later date.

ADMINISTRATIVE COORDINATOR

General Updates: Neo Gov is in the 2nd stage of instillation for Rusk County. The Leadership program and employee awareness online class has 22 people attending.

Payroll Change and Comp-Time Reports: Comp Time report was reviewed. Payroll changes include Forestry, ME and Sheriffs Dept.

Lighthouse Hotline-Reports Received: No report.

Review of policy on County employee vehicle use: Individual Departments discussed with Committee the use of vehicle. Everything is consistent with employee hand book and IRS guidelines.

COVID-19: HR/Employee Issues: Andy would like to extend FMLA 2 months longer, from March 31, 2021 to May 31, 2022.

Motion made by Willingham/Hraban to extend FMLA to May 31, 2021. Motion carried.

Personnel Handbook Updates: Andy reviewed Personnel Handbook changes he and Kitzie put together. He would like the Committee to look the changes over.

Consider Alternatives on complaint/Investigation process: No report.

CLOSED SESSION announced by Chair-DWD Claim

For conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. Wis. Stat. § 19.85(1)(g).

OPEN SESSION-possible motion on Topic of Closed Session

Motion by Stout/Hraban to enter closed session.

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

Closed session at 1:38 p.m.

Open session at 1:40 p.m.

CLOSED SESSION announced by Chair

- FMLA & Other Medical Leave Request

For considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility, WI Stats 19.85(1)(c).

Motion by Willingham/Stout to enter closed session.

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

Closed session at 1:40 p.m.

Open session at 1:41 p.m.

OPEN SESSION-possible motion on Topic of Closed Session

ADJOURNMENT: Motion by Stout/Dobrowolski to adjourn at 1:42 p.m. Motion carried