

RUSK COUNTY PERSONNEL COMMITTEE MINUTES

March 7, 2024

Personnel Committee Present: Unterschuetz, Stout, Meyer, Kalepp and DuSell.

Others Present: C. Meyer, A. Heath, A. Gudis, J. Jacobs, D. Chepil, R. Gauger, Sheriff Wallace, P. Grassmann, G. Murry, T. Cudo, T. Hauser, M. Kron, Z. Dickman, G. Olson, J. Olson, Z. Neal, J. Schmidt, K. Zebro, T. Galston, A. Kostka, T. Meyer, K. Read, M. Ohmstead, S. Smith, M. Buehler, A. Engel, C. Riddle, G. Shilts and D. Fenstermacher.

Public: E. Webster

CALL TO ORDER

Meeting called to order by Chair DuSell at 3:01 p.m.

APPROVAL OF MINUTES

Motion by J. Unterschuetz, seconded by Kalepp to approve February 1 and February 15, 2024 meeting minutes as presented. Motion carried.

PUBLIC COMMENT – The public spoke on agenda items.

Motion by Stout, seconded by Meyer to enter into closed session at 3:06 p.m. All responded yes.

CLOSED SESSION announced by Chair

Wis. Stat. s. 19.85(1)(g) “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,” to wit: to discuss the status of the records requests submitted to county board members, the discussions with counsel for the requester and strategy for additional responses.

OPEN SESSION – at 3:48 p.m.

DISCUSSION AND POSSIBLE MOTION

Jail Staff

Presentation on Act 4 – Kerry Reed gave a presentation on Act 4. Discussion held.

The Committee would like more information on the Act 4 for further future discussion.

Health and Human Services

ADRC – Information & Assistance Position Creation – J. Jacobs, HHS Director and the ADRC is requesting for information and assistance position creation.

Motion by Meyer, seconded by Stout to approve the ADRC – Information and Assistance Position Creation with General Purpose Revenue from the State funds and forward to Finance. Motion carried.

Extension

Fair Coordinator and Intern Pay Increase – Explanation given by Chair DuSell.

Motion by J. Unterschuetz, seconded by Kalepp to approve the Fair Coordinator (\$.50 Brittany Wiles) and Intern Pay Increase Request (\$1.00 Hannah Blackstock). Motion carried.

Recovery Court Report

Consider Filling Interim Recovery Court Coordinator Position – Discussion held on advertising or filling for the Recovery Court Coordinator Position. Sheriff Wallace, R. Gauger and D. Chepil will get together and figure how to get everyone on board to implement Recovery Court.

Motion by J. Unterschuetz, seconded by Kalepp to postpone until the April Personnel Meeting. Motion carried.

Approve Appointment of Interim Recovery Court Coordinator – No action taken.

Maintenance – Extension Support

Job Percentage for the following position: Support Staff for Building & Grounds, IT, Trail’s End Camp, Rusk County Fairgrounds, Rusk County Fair. – Discussion on Support Staff for Building & Grounds, IT, Trail’s End Camp, Rusk County Fairgrounds, Rusk County Fair. Discussion held.

Motion by J. Unterschuetz, seconded by Meyer to recommend HR look into Recycling going to Forestry, Clerk’s Office will retain the phone bills, IT billing will be handled by IT Staff. Motion carried.

The personnel committee may go into Closed Session to discuss the above: No Closed Session

Minutes by C. Meyer, Rusk County Clerk

Administrative Coordinator

Work from Home Policy – A. Heath gave an overview for the work from Home Policy. Discussion held.

Motion by J. Unterschuetz, seconded by Meyer to have the HR Manager look into a NO work from home policy, with appropriate exemptions and bring it back to the April Personnel meeting. Motion carried

Human Resource Manager

Consider Change to Discipline and Termination Process – A. Gudis gave an overview of the changes to the current discipline and termination process. Discussion held. It's the Committee consensus to add a contingency plan.

Amend Extended Leave Bank Time Policy – A. Gudis is requesting to amend the extended leave bank time policy.

Motion by J. Unterschuetz, seconded by Kalepp to approve the amended Extended Leave Bank Time Policy and forward to County Board. Motion carried.

Out of County Travel - *Motion by J. Unterschuetz, seconded by Kalepp to approve the 2024 W/ACPD Spring Conference for the HR Manager in May to Green Bay. Motion carried.*

Recess 6:56 p.m. to 6:59 p.m.

Motion by Kalepp, seconded by J. Unterschuetz to enter into closed session at 6:59 p.m. All responded yes.

CLOSED SESSION announced by Chair

Review of Performance Improvement Plan relating to employee job performance pursuant to Wi Stats 19.85(1)(c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility.

OPEN SESSION – at 7:35 p.m.

Motion by J. Unterschuetz, seconded by Kalepp to enter into closed session at 7:36 p.m. All responded yes.

CLOSED SESSION announced by Chair

Update Committee on Issuance of performance improvement plan relating to employee job performance pursuant to Wi Stats 19.85(1)(c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility.

OPEN SESSION – at 7:38 p.m.

Motion by J. Unterschuetz, seconded by Kalepp to enter into closed session at 7:39 p.m. All responded yes.

CLOSED SESSION announced by Chair

FMLA & Other Medical Leave Request pursuant to Wi Stats 19.85(1)(c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility.

OPEN SESSION – at 7:42 p.m.

Motion by J. Unterschuetz, seconded by Kalepp approve the extended leave bank request. Motion carried.

ADJOURN

Motion by Meyer, seconded by Kalepp to adjourn at 7:43 p.m. Motion carried.