

RUSK COUNTY PERSONNEL COMMITTEE MINUTES

May 6, 2021

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

Others Present: Andy Albarado, Kitzie Winters, Lori Gorsegner, Jeremy Jacobs and Connie Meyer.

CALL TO ORDER: Meeting called to order by Chair Hanson at 8:44 a.m.

APPROVAL OF MINUTES

Motion by Willingham/Hraban to approve April 1st and April 20th, 2021 Personnel Minutes. Motion carried.

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).

Motion by Stout, seconded by Hraban to enter closed session.

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

Closed session at 8:44 a.m.

Open session at 8:47 a.m.

OPEN SESSION-possible motion on Topic of Closed Session

CORPORATION COUNSEL

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

DWD employee complaint, Land Conservation case, construction in flood plain, Hospital and CDBG Loan repayment.

HEALTH AND HUMAN SERVICES

HHS Financial Manager, Chris Kammerud submitted his resignation on June 1, 2021. Discussion on the position duties, cross training and options within the Courthouse. Mike requested a special meeting to approve the HHS Financial Manager job description.

CLERK OF COURT/HHS STAFFING

Discussion on shared position issues and short staff in the Clerk of Courts, HHS, County Clerk and Treasurers office. Lori Gorsegner, Clerk of Circuit Court and Jeremy Jacobs, HHS Administrator requested permission to advertise for a 15 hour per week position. Request was denied until further documentation was provided of office issues.

HIRING/RECRUITMENT

Land Information – GIS Administrative Assistance – Application deadline May 13th.

Forestry Technician – Application deadline May 14th.

Highway - Worker Highway 1 – Application deadline May 14th.

Ambulance – EMT – Application deadline May 31st.

HHS – Public Health Nursing – Application deadline May 21st.

Sheriff – Jailer/Dispatcher – Interviewed last week.

HIGHWAY – Scott Emch, Rusk County Highway Commissioner requested a wage increase for 4 Highway Foreman and an Operations Manager. The Highway Foreman wage rate would increase from \$22.79 to \$24.00 per hour and Operations Manager from \$29.07 to \$31.00 per hour. Both wage increase request are within Rusk County’s Point Factor and will not affect Highway’s current budget.

Motion by Stout, seconded by Hraban to approve the wage increase proposal for the Highway Foremen to \$24.00 per hour and Operations Manager to \$31.00 per hour effective June 1st and forward to the County Board. Motion carried.

A \$300.00 safety allowance for Highway worker Osha required safety equipment was requested by the Commissioner. They currently receive \$140.00 for boots and safety lenses. Discussion on the cost of safety PPE equipment.

Motion by Stout, seconded by Hraban to approve a safety allowance to \$300.00 effective immediately and renew January 1 of every year with a deduction of current safety equipment purchased for 2021. Motion carried.

REGISTER OF DEEDS

Mary Berg, Register of Deeds requested a wage increase for the Deputy Register of Deed position. The pay rate is currently at \$17.00 and is requesting to be brought up to the rest of the Deputy Clerks in the Courthouse by increasing her wage by \$1.00 per hour. No decision was made.

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).

Motion by Hraban, seconded by Dobrowolski to enter into Closed Session.

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

Closed session at 11:03 a.m.

Open session at 12:11 p.m.

PERSONNEL RECORDS

Dave received a phone call from WCA with concerns from Rusk County Board Members and would like to implement Board Training. Dave requested Council Philips Opinion on the personnel record’s files location. Mr. Philips Opinion was as follows:

In sum, the Wisconsin Statutes do not prescribe a specific location where personnel files must be maintained within a county; instead, Wis. Stat. § 59.52(2) delegates broad authority to county boards with regard to establishing the ability “to prescribe the form and manner of keeping the records in any county office and the accounts of county officers. The board may enact an ordinance designating legal custodians for the county.” (emphasis added). Not only can the Board dictate where and how records are maintained, but the Board can also dictate who within the County is responsible for maintaining them (i.e., who will serve as the legal custodian). The statute does not limit who can be appointed a legal custodian, nor does it limit where and how records can be maintained. While Chapter 59 does address particular records that must be kept in various County offices, such as the Clerk’s office, none of the records addressed under applicable Wisconsin Statutes encompass what one would typically consider “personnel records.”

COUNTY CLERK

Deputy Clerk Hours – Clerk Meyer informed the Committee that the Deputy Clerk has given her notice to separate employment from the County. The job will be advertised internal for a week and ran in the paper thereafter. 18.23-20.25

ADMINISTRATIVE COORDINATOR

General Updates – Training schedule updates.

Payroll Change and Comp-Time Reports – Sherrif, County Board, Youth Board, Senior Center and Comp Time.

Lighthouse Hotline-Reports Received – No report

COVID-19 - HR/Employee Issues – Update on COVID cases in Rusk County and staff within the courthouse.

American Rescue Plan Act – Provisions and Funding – Waiting on the guidelines.

Consider HRA issues and possible adjustments – Discussion on HRA and amending contract to include dental and vision and allowed usage of the HRA at first dollar and increase rollover maximum to \$2,000.00 single and \$4,500.00 single +1 and family effective January 1, 2021.

Motion by Dobrowolski to allow Finance to make the allowable change to the HRA contract. Motion carried.

PTO carryover request – Rebeca McEathron is requesting to carry over her 2020 PTO beyond March 31, 2021. No action.

Employee recognition/awards, engagement – Andy will send out a spreadsheet to all Dept Heads for Employee appreciation.

CLOSED SESSION announced by Chair – Employee Complaint

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. Wis.Stats19.85(1)(f).

OPEN SESSION-possible motion on Topic of Closed Session

Motion by Hraban, seconded by Stout to enter closed session.

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

Closed session at 12:40 p.m.

Open session at 12:53 p.m.

June 3rd at 8:30 a.m.

ADJOURNMENT: Motion by Stout, seconded by Hraban to adjourn at 2:58 p.m. Motion carried

Minutes prepared by Connie Meyer, Rusk County Clerk