

RUSK COUNTY PERSONNEL COMMITTEE

AGENDA

DATE: Thursday, May 6, 2021
TIME: 8:30am
PLACE: Rusk County Government Center – LEC ROOM

MEETING WILL BE ACCESSIBLE BY TELEPHONE OR VIDEO CONFERENCE

To link with your computer video and/or audio: <https://bluejeans.com/7155322188>
To join by phone dial 1-888-748-9073 OR 1-312-216-0325 and then enter meeting ID 7155322188 followed by #.

The toll-free number has had occasional issues, so two numbers are provided.

Supervisors and members of the public attending in person will be required to observe the social distancing guidelines and are encouraged to take any preventative measures that you deem necessary including wearing a mask and other personal protective items. Hand sanitizer will be made available.

*A quorum of the Finance Committee may be present during the meeting due to in common committee members.

At any time, a quorum of another County Committee or of the County Board may be present at the meeting to observe the proceedings, but no action will be taken except by those Committee Members for the stated Committee meeting and only on noticed agenda items. *

OPEN SESSION – CALL TO ORDER

APPROVAL OF MINUTES

- Personnel Committee Minutes of April 1st and April 20th, 2021.

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

CORPORATION COUNSEL

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

HIRING/RECRUITMENT

- Land Information – GIS Administrative Assistance
- Forestry Technician
- Highway - Worker Highway I
- Ambulance – EMT
- HHS – Public Health Nursing
- Sheriff – Jailer/Dispatcher

HEALTH AND HUMAN SERVICES

- HHS Financial Manager – Discussion/possible motion on position and options.

HIGHWAY

- Highway Foreman Job Description
- Consider wage adjustments
- Safety Equipment Allowance

CLERK OF COURT/HHS STAFFING

- Discussion and possible motion on position and options.

PERSONNEL RECORDS

- Council Philips Opinion
- Personnel Records – Policy & Procedure or Ordinance

REGISTER OF DEEDS

- Deputy Register of Deed Wage

COUNTY CLERK

- Deputy Clerk Hours

ADMINISTRATIVE COORDINATOR

- General Updates
- Payroll Change and Comp-Time Reports
- Lighthouse Hotline-Reports Received
- COVID-19 - HR/Employee Issues
- American Rescue Plan Act – Provisions and Funding
- Consider HRA issues and possible adjustments
- PTO carryover request
- Employee recognition/awards, engagement
- Personnel Handbook Updates
 1. Consider Alternatives on complaint/Investigation process
 2. 15 minutes increments for time tracking
- Administrative Coordinator Job Description and Duties

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

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).

OPEN SESSION – Possible Motion on Topic of Closed Session

ADJOURNMENT