

RUSK COUNTY PERSONNEL COMMITTEE MINUTES

May 7th, 2020

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

Others Present: Loren Beebe, Andy Albarado.

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

Election of Chair and Vice Chair: Nominations called for Chair: Stout nominated Hanson. Nominations called 3 times. Motion by Stout, second by Hraban to close nominations and cast a unanimous vote for Hanson as Chair. Motion carried. Nominations called for Vice Chair: Dobrowolski nominated Stout. Stout nominated Hraban. Nominations called 3 times. Nominations closed. Paper ballot results: Stout-3 Hraban-2. Stout elected as Vice Chair.

APPROVAL OF MINUTES

Motion by Willingham, second by Dobrowolski to approve March 27th, 2020 Personnel Minutes. Motion carried

Agenda Items Social Media Policy and PPE Policy & Guidelines were moved to address public that was on by phone.

Public comment-Erin Webster-Social Media policy item-she state that she may contribute to Facebook discussion-personal page post. Taking away a Facebook. She is hoping her comment did not make it to why there is not no Facebook page. PPE not in any highway truck, there is not proper PPE in the Highway Department. Webster thanks the committee for their time.

CORPORATION COUNSEL

Report of Guardianships, Commitments, and Legal Action on Behalf of the County: No updates.

HIRING/RECRUITMENT

Update Jailer/Dispatcher-Male: Wallace (present by phone) stated that the second round of interviews were done by video conference and that they are full staff now.

Update Trails End Camp Caretaker: Albarado stated that they extended deadline for applications. At this time, they are not hiring anyone since everything is/has been canceled. Waiting to see what the next order will be from the state. Will talk with Property Committee tomorrow.

Update H&HS:

Economic Support: Andy explained changes with moving workers around and filling positions.

Social Worker: Andy stated that the interviews were held last month. Individual was hired and everything is going well.

Update GIS Technician: Andy informed committee that the position is being advertised for. Looking at possibly just hiring an intern at this time.

Update DA Paralegal: Position is being advertised for.

ADMINISTRATIVE COORDINATOR

General Updates:

Payroll Change and Comp-Time Reports: Payroll and comp-time reports reviewed. Motion by Willingham, second by Stout to approve the Personnel change forms and comp-time reports. Motion carried.

Lighthouse Hotline-Reports Received: None reported.

Social Media Policy: Andy went over were the policy is at and informed committee that Mindy Dale is providing some additional guidance on what to include in the county policy. Was noted that this is not linked to what Ms. Webster stated in her public comment.

Fitness Policy Expansion: Request to have online subscriptions programs added to this policy. Motion by Willingham, second by Dobrowolski to allow expansion of subscription services. Motion carried.

Discussion on Wage Adjustments Process for 2021: Looking at having a joint meeting with Finance to see what options there will be due to losses with Covid-19.

COVID-19 Response-HR/Employee Issues: Andy provided updates and explanations on the below items to the committee.

- Current plans
- Implementation of work-from-home, Voluntary Temporary Telecommuting: Andy stated meetings with WCA and in district. Remote working discussion and meetings online/by phone.
- FFCRA/CARES ACT Provisions (Emergency Paid Sick Leave/Expanded FMLA) – Updates: Andy provided brief update that included employees that needed it for childcare or health reasons.
- Temporary layoffs/furlough considerations: Gone ahead with this. Almost 500 hours furlough so far.
- Reopening of Facilities Considerations: To consider-told Department heads on the 18th soft opening. May 26th court system is opening back up. Will still implement by appointment for public. Will look at maybe doing temp check with employees. Possible screening of public that comes in and if questionable take temp. Plexiglas guards are ordered for the departments that do not have a glass window already.
- Impact on 2020 and 2021 Budgets and Personnel Issues:
- PPE Policy and Guidelines: Hand sanitizer is not mandatory to all employees to use. It is available and always has been for all employees, if they chose not to take it and use it, it was their decision.

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 Stout second by Dobrowolski to enter closed session. Roll call. Voting yes: Stout, Willingham, Hraban, Dobrowolski, Hanson, Motion carried.

CLOSED SESSION at 10:33 a.m.

OPEN SESSION at 10:45 a.m.

Items to be placed on the next agenda

Administrative Coordinator Report-Social Media Policy

Motion by Dobrowolski, second by Hraban to adjourn. Adjourned at 10:47 a.m.

NOTE: Next regular committee meeting