

RUSK COUNTY PERSONNEL COMMITTEE MINUTES

November 2, 2023

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

Others Present: C. Meyer, A. Heath, J. Wilk, D. Fleming, T. Cudo, T. Hauser, J. Spooner, J. Bugbee, J. Jacobs, J. Macholl and E. Webster.

CALL TO ORDER

Meeting called to order by Chair DuSell at 3:00 p.m.

APPROVAL OF MINUTES

Motion by Stout, seconded by J. Unterschuetz to approve October 5, 2023 meeting minutes as presented. Motion carried.

Motion by Meyer, seconded by J. Unterschuetz to approve October 19, 2023 meeting minutes as presented. Motion carried.

PUBLIC COMMENT – J. Spooner spoke on behalf of the Animal Shelter.

CORPORATION COUNSEL

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

DISCUSSION AND POSSIBLE MOTION

ANIMAL SHELTER

The Committee discussed the Resolution presented to approve full-time shelter worker job description and classification through Carlson Dettmann.

Motion by Stout, to approve the full-time shelter worker job description and classification through Carlson Dettmann and forward to County Board. Discussion held. Motion failed for lack of a second.

LCCD

Amend Resolution #39-23 to update funding sources – No Discussion

HIGHWAY

Highway Operations Manager Job Description

Discussion on the Highway Operations Manager Job Description Resolution presented by the Highway Commissioner.

Motion by Meyer, seconded by Stout to approve the Highway Operations Manager Job Description Resolution presented by the Highway Commissioner and forward to County Board for approval. Motion carried

Approve Shop Foreman Job Description

The Shop Foreman Resolution and Job Description was discussed and how the Commissioner will assess the crew.

Motion by Rathsack, seconded by Stout to approve the Highway Shop Foreman Job Description Resolution presented by the Highway Commissioner and forward to County Board for approval. Motion carried as amended.

Motion by J. Unterschuetz, seconded by Meyer to amend the motion to include WHEREAS, this position will not increase the Highway Department FTE. Motion carried

IT DEPARTMENT

Update on IT Projects & Use of Afterhours Server Project Work

Jim Bugbee gave an update on the afterhours server project as the Committee requested.

ADMINISTRATIVE COORDINATOR

Approve Handbook policy for options for maxed extended leave banks

Chapter 6, Section 2 – Employees may accumulate a maximum of 680 hours (85 days @ 8 hours per day) of extended leave. Any unused PTO from the previous calendar year remaining as of March 31 shall be compensated at \$50 per lost PTO day into the employee's HAS HSA if the employee has accumulated their maximum amount of extended leave. The HAS will be funded per this policy in April.

Motion by J. Unterschuetz, seconded by Meyer to approve the changes to Chapter 6, Section 2 – Employee Options for Unused PTO. Motion carried.

Health and Human Services

Prevention Specialist Job Description and Job Description Questionnaire.

Jeremy Jacobs presented a Prevention Specialist Job Description and Job Description Questionnaire and gave a budget source to pay for the position. He requested feedback from the Committee and will present the position at the December meeting.

Approve classification through Carlson Dettmann for RCTC Accountant. – Jeremy is requesting approval classification through Carlson Dettmann for RCTC Accountant at the cost of \$275.00.

Motion by J. Unterschuetz, seconded by Meyer to approve the classification through Carlson Dettmann for RCTC Accountant at the cost of \$275.00. Motion carried.

Motion by Stout, seconded by J. Unterschuetz to enter into Closed Session at 4:31p.m. All responded yes.

CLOSED SESSION announced by Chair

Consider employee compensation 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 4:58 p.m.

Motion by Rathsack, seconded by Meyer to enter into Closed Session at 4:59 p.m. All responded yes.

CLOSED SESSION announced by Chair

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 5:25 p.m.

Motion by Rathsack, seconded by Meyer to enter into Closed Session at 5:25 p.m. All responded yes.

CLOSED SESSION announced by Chair

FMLA & Other Medical Leave Request 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 5:28 p.m.

Motion by Stout, seconded by Rathsack to approve FMLA request as presented. Motion carried.

ADJOURN

Motion by Rathsack, seconded by Meyer to adjourn at 5:29 p.m. Motion carried.