

# RUSK COUNTY PERSONNEL COMMITTEE MINUTES

November 3, 2022

**Personnel Committee Present:** DuSell, Meyer, Rathsack, Unterschuetz

**Others Present:** C. Meyer, A. Heath, E. Wyberg, J. Wilk, N. Stadnyk, L. Prince, T. Hall, B. Clark, K. Kennedy, V. Nielsen, L. Strop, C. Cleveland, E. Webster, J. Jacobs, P. Schneider, T. Hansen, T. Wedwick, J. Bugbee, J. Wallace, C Korzenieski, J. Wallace

## CALL TO ORDER

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

## APPROVAL OF MINUTES

*Motion by Meyer, seconded by Rathsack to approve the October 6, 2022. Motion carried.*

## PUBLIC COMMENT

Nick Stadnyk, Jeremy Jacobs, Erin Webster, Phil Schneider, Verna Nielsen public spoke on behalf of the Implementation of the Wage assessment by Carlson Dettmann. Public comment closed at 3:19 p.m.

## PRESENTATION

### Carlson Dettmann presentation

Patrick Glynn from Carlson Dettmann gave a presentation on the Rusk County wage study.

Discussion on the step process implementation, insurance and how to get Rusk County Employees within the job market rate to be competitive. The Committee will further discussion during the December meeting.

## CORPORATION COUNSEL

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

Rich Summerfield gave a report on Guardianship, Open Records request and legal action on behalf of the County.

## DISCUSSION AND POSSIBLE MOTION

### CIRCUIT COURT/DRUG & ALCOHOL COURT

Judge Barna is requesting approval for 2 grant funded LTE's for 10 hours per week at the pay rate of \$18.00 per hour for Circuit Court/Drug & Alcohol Court. The Human Resource Manager presented the job description of the LTE for Circuit Court/Drug & Alcohol Court for approval.

*Motion by J. Unterschuetz, seconded by Meyer to approve the 2 grant funded LTE positions for Circuit Court/ Drug & Alcohol Court until grant funds expire. Motion carried.*

*Motion by Rathsack, seconded by Stout to approve the job description as presented and forward to County Board. Motion carried.*

## FINANCE

### Reclassification of HHS Finance Accountant I to HHS Finance Accountant II

Jaimie Wilk, Finance Director has requested to reclassify the HHS position from Accountant I to HHS Finance Account II a grant funded position with no Budget impact, reclassify Finance Accountant I to Finance Accountant II and Finance Accountant II to Finance Accountant III for 2023.

*Motion by Meyer, seconded by Rathsack to approve the Resolution to Reclass HHS Finance Account I to HHS Finance Account II. Motion carried.*

### Reclassification of Finance Accountant I to Finance Accountant II for 2023

*Motion by Stout, seconded by Rathsack to approve the reclassification of Finance Accountant I to Finance Accountant II for 2023. Motion carried.*

### Reclassification of Finance Accountant II to Finance Accountant III for 2023

*Motion by Stout, seconded by Meyer to approve the reclassification of Finance Accountant II to Finance Accountant III for 2023. Motion carried.*

Recess at 6:05 p.m. to 6:12 p.m.

## HUMAN RESOURCES

Engagement Letter between Rusk County and VonBriesen was presented to the Committee for approval. Discussion held.

*Motion by Meyer, seconded by J. Unterschuetz to approve the VonBriesen contract as presented. Motion carried.*

### Hiring update

Human Resource Manager Wyberg gave a hiring update for the County.

### On Call Policy

The on-call policy was presented and discussed. The Committee has instructed the Human Resource Manager to follow Hand Book procedures as presented in the current Rusk County Hand Book.

### Disciplinary Policy

Human Resource Manager presented a Disciplinary Policy step program to be implemented in the Personnel Handbook.

*Motion by Meyer, seconded by J. Unterschuetz to approve the On-Call Policy and Disciplinary Policy as presented and forward to County Board. Motion carried.*

## ADMINISTRATIVE COORDINATOR

### Health Insurance 2023

Presentation of overview of the 2023 Insurance.

*Motion by J. Unterschuetz, seconded by Rath sack to approve the 2023 Insurance renewal as presented. Motion carried.*

### HSA Contribution

The Committee's consensus is to wait until the wage study decision is made to discuss the HSA Contribution.

### Resolution – Ad Hoc Interviewing Committee Sec. 2-227

The Ad Hoc Interviewing Resolution was presented and discussed.

*Motion by Meyer, seconded by J. Unterschuetz to approve the Resolution with the changes to paragraph 3 line #20 changes. Motion carried.*

### Virtual Meeting Policy

Administrative Coordinator spoke about the Virtual Meeting Policy and is asking for guidance. Discussion held.

The Committee would like to make a recommendation to implement a policy and present at the next Personnel meeting.

### PTO Policy Update

Discussed the policy as presented.

FLMA Policy Update – Take out Administrative Coordinator and replace Human Resource Manager.

Vehicle Policy – Vehicle Policy was discussed and passed by Property to update handbook to specific Employees taking County Vehicles home.

### Courthouse Hours and Employee Flex Policy

The Administrative Coordinator presented Courthouse hours and Employee Flex Policy to be changed to the following; Normal Business Hours: The County's normal business hours are 8:00 am. to 4:30 p.m., Monday through Thursday and 8:00 a.m. to 12:30 p.m. on Friday.

*Motion by Stout, seconded by J. Unterschuetz to approve the changes to the Handbook and forward to County Board. Motion carried.*

### Approval to purchase clothing for County Staff

Discussed the Wellness benefit money used to purchase clothing for County Staff.

*Motion by J. Unterschuetz, seconded by Meyer to approve the purchase of clothing for County Employees from the Wellness Benefit. Motion carried.*

*Motion by Meyer, seconded by Rath sack to enter into Closed Session at 8:01 p.m. All responded yes.*

## **CLOSED SESSION** announced by Chair

Discussion of personnel issue and conferring with legal counsel regarding same pursuant to: Wis. Stat § 19.85(1)(f) for preliminary consideration of specific personnel problems which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person involved in such personnel problems; and, § 19.85(1)(g) 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.

**OPEN SESSION** – at 8:09 p.m.

*Motion by Meyer, seconded by Rathsack to go back into Closed Session at 8:10 p.m. All responded yes.*

**CLOSED SESSION** announced by Chair

Compensation Consideration 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 8:23 p.m.

**ADJOURN**

*Motion by Meyer, seconded by Rathsack to adjourn at 8:24 p.m. Motion carried.*