

RUSK COUNTY PERSONNEL COMMITTEE MINUTES

November 5th, 2020

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

Others Present: Andy Albarado, Kitzie Winters, Rich Summerfield, Jeremy Jacobs, Loren Beebe, George Murry, Tony Engel, Zack Dieckman.

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

APPROVAL OF MINUTES

Motion by Stout, second by Hraban to approve September 30th, 2020 Personnel Minutes.

CORPORATION COUNSEL

Report of Guardianships, Commitments, and Legal Action on Behalf of the County: Summerfield provided updates on busy month: 2 new mental commitment; open records requests are high; Forestry prescription easement; Stiner sentence happening tomorrow; 5R lawsuit updates; Spilmen program in the Sheriff's department is close to finalizing after 16 months.

HIRING/RECRUITMENT

Public Health: Jeremy Jacobs, H&HS Director, contract tracing hired 3 people. Two other applicates that came in later and 1 EMT worker that is helping at the moment. Money coming from the CARES funds and preventative control. ELC funding 289000 ...preparedness funds. Motion by Dobrowolski, second by Stout to approve the hiring of Lauren Zimmer, for the contract tracing position. Motion carried.

Animal Shelter On-Call: Albarado provided update on the hiring of one individual and then one employee quit so they are still shorthanded.

Deputy ME//Transport ME: Violation of County Nepotism police to have his wife be a deputy ME. Establishing a list of transport officers. Motion by Stout, second by Dobrowolski to approve the Deputy Medical Examiner position and to come back to the committee next month for the consideration of the transport Medical Examiner. Motion carried.

DISCUSSION ON PUBLIC HEALTH

COVID Related Issues: Jeremy Jacobs, H&HS Director, stated that one month ago the county had 12 active cases and as of yesterday the county is sitting at 173 active cases.

Staffing Levels: No update.

Compensation Registered Nurse-Wage Adjustment: Jacobs requesting that Amanda Weinert pay rate be placed at the top of the pay scale at \$28.60. She is currently making \$26.20. It will be increase of \$5,100 to the 2021 budget and continuing years. Jacobs provided job duties that Amanda has and stated how she is a great asset to the department and would like to retain her. Recommendation to hold on to make any adjustments until next months meeting.

Correspondence from Rusk County Sheriff's Association Union: Engel handed out documents to the committee and included concerns on the effects that employees feel it will have on their families. Engel read an email that was provided by a worker. Worried on losing staff. Being fully staffed saves the county money in overtime and the cost of hiring new employees. Consideration of doing it every six months instead of quarterly. Motion by Willingham, second by Hraban to have the HSA be distributed twice a year instead of quarterly next year. The first portion be distributed the first business day in January and the second portion be distributed on July 1. Motion carried.

ADMINISTRATIVE COORDINATOR

General Updates: No updates.

Payroll Change and Comp-Time Reports: Payroll and comp-time reports reviewed. Motion by Dobrowolski, second

by Hraban to approve Payroll and comp-time reports. Motion carried.

Lighthouse Hotline-Reports Received: No new reports.

COVID-19 Response-HR/Employee Issues Updates:

Current plans

- Update on operations/work-from-home, Voluntary Temporary Telecommuting: Andy stated that Covid-19 is spreading and there is starting to be an impact at the county with cases and quarantined workers. Looking at starting to having employees that are equipped to work at home. Motion by Willingham, second by Dobrowolski to send the NeoGov to the property committee. Motion carried.
- Update on Facilities Considerations: Albarado provided updates that included; going to go back to employees only, doing tasks by appointments only and to try and enforce doing business online. Andy will work on updating the policy with up-to-date changes and to implement safety protocols for employees to follow.
- Impact on 2020 and 2021 Budgets and Personnel Issues:
- Update on COVID-19 Protocols & Procedures:
 - **Resolution – Amend RESOLUTION #20-14 ADOPTING TEMPORARY POLICY FOR EMERGENCY PAID SICK LEAVE AND EXPANDED FMLA and DEFINING EMERGENCY RESPONDERS AND HEALTH CARE PROVIDERS:** Motion by Hraban, second by Dobrowolski to have Highway Department added for clarification. Motion carried

Consider Wage and Position Adjustments for 2021:

Consider County Calendar 2021- including Holidays and Furlough Days: Motion by Dobrowolski, second by Hraban to approve the calendar with adding the furlough days; first day be January 18th 2021 Columbus Day and the second one will be decided for the fourth quarter in 2021. Motion carried.

Update on Discussion on complaint/Investigation process: Andy will be looking closer at the handbook to improve the policy.

Update Administrative Coordinator Job Description: Andy emailed the job description out to the committee. Andy would like clarity on parts of the duties in the disciplinary portion. Andy will work on drawing a draft up.

CLOSED SESSION announced by Chair

-Updates- Discussion and Consideration of Employee Performance/Discipline Actions

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). 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 WI Stats 19.85(1)(f).

Motion by Willingham, second by Hraban to enter closed session.

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

Closed session at 12:43 p.m.

Open session at 1:59 p.m.

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 Willingham second by Hraban to enter closed session.

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

Closed session at 2:00 p.m.

Open session at 2:03 p.m.

Items to be placed on the next agenda

- Registered Nurse wage adjustment

Motion by Dobrowolski, second by Hraban to adjourn. Adjourned at 2:03 p.m.

NOTE: Next regular committee meeting December 3rd, 2020.

DRAFT