

RUSK COUNTY PERSONNEL COMMITTEE MINUTES

November 6, 2025

Personnel Committee Present: Russell, Cudo, Meyer, and Halbur. Willingham – absent.

Others Present: A. Gudis, A. Heath, R. Green, C. Meyer, N. Stadnyk, A. Nelson, Deputy Wojcik, and Judge Barna.

Public: None

CALL TO ORDER

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

APPROVAL OF MINUTES

Motion by Cudo, seconded by Halbur, to approve the October 2, 2025, minutes with changes. Motion carried.

PUBLIC COMMENT – None

DISCUSSION AND POSSIBLE MOTION

Airport

Wildlife Management – APHIS will charge \$5,000.00 to manage the wildlife at the airport. Discussion held.

The Facility Manager and Admin Coordinator will investigate further what other counties are doing and consult with the Corporation Council to move forward with wildlife Management at the Rusk County Airport.

Maintenance

Request to fill vacancy – B. Ewer, Facility Manager, is requesting to fill a night maintenance position. Discussion held. The Request will be brought back to the Committee at the December meeting.

Zoning

Zoning Technician Promotion and Required Job Qualifications – N. Stadnyk is requesting to promote an employee within the Zoning office.

Motion by Halbur, seconded by Meyer, to approve the promotion from Administrative Assistant to Zoning Technician, waiving number one of the job description qualifications, and starting the 12-month initial employment period upon acceptance of the position.

Sheriff

Reclassification/Restructuring of Court Services Position – Deputy Wojcik is requesting the reclassification/restructuring of the Court Services Position from a vacant Jail position. Discussion held.

Motion by Meyer, seconded by Halbur, to approve the reclassification/restructuring of the Court Services Job Position and complete Jail School within one year, vacate the fifteenth Jail/Dispatch position, and send to Cottingham and Butler for grading.

Health and Human Services

Request to Fill Vacancy for Finance Accountant I

Motion by Meyer, seconded by Cudo, to approve the request to fill the vacancy for the Finance Accountant I in Health and Human Services. Motion carried.

Approve Creation of 2 Additional CLTS Positions

Motion by Cudo, seconded by Meyer, to approve the request to fill one additional CLTS Case Manager Position. Motion carried.

Approve Creation of CLTS Clerk Positions – No action was taken.

Request for I&A Specialist to Work Outside of Normal Working Hours

Motion by Halbur, seconded by Cudo, to approve the request for I&A Specialist to Work Outside of Normal Working Hours until the end of February 2026. Motion carried.

Highway

Request to Fill Vacancy for Highway Worker

Motion by Halbur, seconded by Meyer, to approve the request to fill the Vacancy for a Highway worker. Motion carried.

Emergency Management/Ambulance

Request to Fill Vacancy for Emergency Management & Ambulance Director

The job description will be brought back at the December meeting for approval.

Corporation Council

RFP – Discussion held.

County Clerk

Wage for Chief Deputy/Confidential Secretary

Motion by Cudo, seconded by Russell, to approve the wage for the Chief Deputy/ Confidential Secretary at a Grade 8 Step 9. Motion carried.

CLOSED SESSION – Not needed.

Administrator Coordinator

Monthly Budget Report Form – Administration and Corporate Counsel – The Administrative Coordinator presented the report for the Monthly Budget Report Form.

Motion by Cudo, seconded by Meyer, to approve the Administration and Corporate Counsel and forward to Finance. Motion carried.

Approval of Lighthouse Process and Procedure

Motion by Meyer, seconded by Cudo, to approve the Lighthouse Process and Procedure as presented. Motion carried.

Human Resources

Human Resources Report – HR Manager Gudis presented a report on the Rusk County Courthouse positions and compensation.

Discuss the Possible Implementation of a Satisfaction Survey – The Survey will be reintroduced in 2026 for further discussion.

Discussion on Potential Policies/Updates for Temporary Appointment Pay Placement and Hiring/Retention of Highly Qualified Individuals – Discussion held.

A meeting with Cottingham and Butler will be set with the Personnel Committee to discuss future wage increases.

Approve Amendment of Rusk County Handbook Chapter 7: Employee Corrective Action and Discipline Policy for Appointed Officials – Discussion held.

Motion by Halbur, seconded by Meyer, to approve the Amendment of Rusk County Handbook Chapter 7: Employee Corrective Action and Discipline Policy for Appointed Officials with corrections and forward to the County Board. Motion carried.

Amend Ordinance Sec. 2-192(d)(10)

Motion by Cudo, seconded by Meyer, to Amend Ordinance Sec. 2-192(d)(10) and forward to the County Board. Motion carried.

Amend Rusk County Handbook Chapter 4-Recruitment – Selection – Affirmative Action

Motion by Cudo, seconded by Meyer, to Amend Rusk County Handbook Chapter 4-Recruitment – Selection – Affirmative Action with the corrections and forward to the County Board. Motion carried.

ADJOURN

Motion by Meyer, seconded by Cudo, to adjourn at 6:45 p.m.