

# RUSK COUNTY PERSONNEL COMMITTEE AGENDA

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DATE: October 2, 2025

TIME: 3:00 p.m.

PLACE: Rusk County Law Enforcement Center – Board Room

## **MEETING WILL BE ACCESSIBLE BY VIDEO CONFERENCE**

To link with your computer video and/or audio: [Join the meeting now](#)

### **CALL TO ORDER**

**APPROVAL OF MINUTES** – September 4, 2025 Special Minutes, September 4, 2025 Regular Committee Minutes and September 24, 2025 Minutes

**PUBLIC COMMENT** – limit of 3 minutes per person, with a maximum public comment of 30 minutes on agenda items only.

### **DISCUSSION AND POSSIBLE MOTION**

1. Discussion with vonBriesen of Employee Corrective Action and Discipline Policy and Process for Department Heads/Appointed Officials
2. Health Insurance Review, Renewal and Update with Alera Group
3. **Sheriff**
  - a. Resolution – Rusk County Sheriff's Office Reserve Deputy for the Patrol Division
4. **Land Info/Zoning**
  - a. Re-consider Wage and Approve Interim Zoning Administrator
  - b. Request to Fill Vacancy for Zoning Technician
5. **Health and Human Services**
  - a. Request to Fill Vacancy for Environmental Health Specialist
  - b. Request to Fill Vacancy for Information and Assistance Specialist
6. **Highway**
  - a. Request to Fill Vacancy for Highway Worker
7. **Finance**
  - a. Re-consider Wage and Approve Interim Finance Director
8. **Administrator Coordinator**
  - a. Monthly Budget Report Form – Administration and Corp. Counsel
9. **Human Resources**
  - a. Human Resources Report
  - b. Discuss Possible Implementation of Satisfaction Survey
  - c. Discussion on Potential Policies/Updates for Temporary Appointment Pay Placement and Hiring/Retention of Highly Qualified Individuals

### **ADJOURN**

*“Virtual attendees requesting public comment may submit their public comment in writing to the chair prior to the meeting and it will be read aloud by the chair in the meeting.”*

*At any time, a quorum of another County Committee or of the County Board may be present at the meeting to observe the proceedings, but no action will be taken except by those Committee Members for the stated Committee meeting and only on noticed agenda items.*

*Please Note: Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information, or to request this service, contact the Rusk County Clerk's Office; phone (715)532-2100.*

# RUSK COUNTY SPECIAL PERSONNEL COMMITTEE MINUTES

September 4, 2025

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

**Others Present:** A. Gudis, C. Meyer, and A. Heath.

**Public:** None

Chair Russell called the meeting to order at 3:02 p.m.

*Motion by Meyer, seconded by Cudo, to enter into closed session at 3:02 p.m. All responded yes.*

**CLOSED SESSION** - announced by Chair

Discussion of personnel investigation and possible disciplinary action of an appointed official 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)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. The committee shall reconvene in open session.

**OPEN SESSION** at 4:13 p.m.

*Motion by Cudo, seconded by Russell, to have the HR Manager, after review from Personnel Chair and Zoning Chair, give the LCDD Department Head a written warning – Level 2 for policy violation and enter into a Performance Improvement Plan (PIP) to include training in Fiscal Management and Department Management Training. Motion carried.*

*Motion by Meyer, seconded by Halbur to adjourn at 4:14 p.m. Motion carried*

# RUSK COUNTY PERSONNEL COMMITTEE MINUTES

September 4, 2025

**Personnel Committee Present:** Willingham, Cudo, Meyer, and Halbur.

**Others Present:** A. Gudis, C. Meyer and A. Heath.

**Public:** None

## CALL TO ORDER

Meeting called to order by Chair Russell at 4:16 p.m.

## APPROVAL OF MINUTES

*Motion by Willingham, seconded by Cudo to approve the August 19, 2025 Special Minutes and August 19, 2025 Regular Committee minutes as presented. Motion carried to approve the minutes as amended.*

## PUBLIC COMMENT – None

## ELECTION OF VICE-CHAIRMAN – Chair Russell asked for nominations for Vice-Chairman.

Meyer nominated Willingham as Vice-Chairman of the Personnel Committee.

*Motion by Meyer, seconded by Cudo, to close nominations for Dave Willingham as Vice-Chairman of the Personnel Committee and cast a unanimous ballot. Motion carried.*

## DISCUSSION ONLY

Lighthouse Process and Procedures – A discussion was held, and feedback was provided to the HR Manager. This item will be put on the next Personnel meeting as an actionable item.

Corporation Counsel Contract RFP – Discussion held on Corporation Counsel Contract RFP. This item will be put on the next Personnel meeting as an actionable item.

## DISCUSSION AND POSSIBLE MOTION

### Emergency Management

Resolution – Ambulance Services Wage Adjustment for 2026 – Discussed the wage adjustment for 2026.

*Motion by Halbur, seconded by Cudo, to recommend to Finance approving a 2026 cost of living adjustment (COLA) up to 3% for the Ambulance Service Wage Adjustment. Motion carried.*

### Finance

Approve Interim Finance Director – Discussed approval Skye Schuelke as the Interim Finance Director.

*Motion by Meyer, seconded by Cudo, to approve Skye Schuelke as Interim Finance Director at step one, effective July 1, 2025, until December 1, 2025, or upon the hire of a permanent Finance Director, whichever comes first. Motion carried.*

### Administrator Coordinator

Monthly Budget Report Form – Administration and Corp. Counsel

Administrative Coordinator Heath gave the monthly budget report form.

*Motion by Meyer, seconded by Willingham, to approve the Monthly Budget Report Form for Administration and Corp Counsel and forward to Finance. Motion carried.*

### Human Resources

Human Resources Report – A. Gudis presented a Human Resources Report informing the filled County positions and relevant policies.

*Motion by Meyer, seconded by Cudo, to put on the October meeting Agenda for discussion of the hiring policy. Motion carried.*

Discuss Possible Implementation of Satisfaction Survey – Discuss Implementation of a Satisfaction Survey.

The Committee agreed by consensus to have the HR Manager put together a Survey with questions and a 3<sup>rd</sup> party quote for the October meeting.

*Motion by Meyer, seconded by Cudo, to enter into closed session at 5:45 p.m. All responded yes.*

**CLOSED SESSION** announced by Chair

Negotiation of Finance Director employment offer: 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

**OPEN SESSION** – at 6:08 p.m.

T. Cudo requested to meet in 2 weeks to discuss the Agenda Items (Hiring Policy, Lighthouse, and Corporation Council RFP on September 24, 2025, at 3:00 p.m.

**ADJOURN**

*Motion by Meyer, seconded by Cudo, to adjourn at 6:11 p.m.*

DRAFT

# RUSK COUNTY SPECIAL PERSONNEL COMMITTEE MINUTES

September 24, 2025

**Personnel Committee Present:** Russell, Willingham, Cudo. Meyer arrived at 3:22 p.m. Halbur was absent.

**Others Present:** A. Gudis, C. Meyer, Sheriff Grassmann, and A. Heath.

**Public:** None

Chair Russell called the meeting to order at 3:00 p.m.

## **DISCUSSION AND POSSIBLE MOTION**

Lighthouse Process and Procedures – Administrative Coordinator provided an overview of the current Lighthouse Process and Procedures. Discussion held.

*Motion by Willingham, seconded by Cudo, to postpone approval of the Lighthouse Process and Procedures, send it to the Board Members for comments to review/incorporate suggestions at the November Personnel meeting. Motion carried.*

Corporation Counsel Contract RFP – Corporation Counsel Summerfield has suggestions for the RFP for the Council for Rusk County. He suggested putting out three separate proposals – HHS, Employment Law, and General Government.

*Motion by Willingham, seconded by Meyer, to bring an amended Contract for the Council to the September County Board. Motion carried.*

Hiring Policies – Discussion held on the Hiring Policies, HR standards, and the process, to include a procedure to audit the hiring process. The changes requested will be brought back to the November meeting.

*Motion by Cudo, seconded by Meyer, to enter into closed session at 5:16 p.m. All responded yes.*

**CLOSED SESSION** - announced by Chair

Discussion of specific candidates to interview for the highway worker vacancy 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)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. The Committee may convene into open session and thereafter consider possible action on items discussed in closed, if appropriate.

**OPEN SESSION** at 5:44 p.m.

**ADJOURN** *Chair Adjourned at 5:44 p.m.*

## CHAPTER 7 – EMPLOYEE CORRECTIVE ACTION AND DISCIPLINE POLICY

### 1. OBJECTIVE

The purpose of the Employee Corrective Action and Discipline Policy is to establish a clear, uniform, and consistent approach to situations requiring employee corrective or disciplinary actions. Corrective and disciplinary steps are intended to correct employee behavior or performance issues.

### 2. POLICY

Rusk County may utilize corrective and progressive disciplinary principles when confronted with employee behaviors or performances requiring interventions. [Corrective and disciplinary interventions](#) will typically begin at the first level and progress through each level if performance expectation(s) and/or corrective action requirements have not been met. However, dependent upon the seriousness of employee conduct being reviewed, corrective and/or disciplinary intervention may be initiated at any level. This policy is not intended to displace the day-to-day interactions between management and staff relating to job performance. Rusk County encourages its management staff to be proactive in identifying problem areas and addressing those areas as issues arise.

### 3. PROCEDURE FOR PROGRESSIVE CORRECTIVE AND DISCIPLINE LEVELS

#### A. Level I: Verbal Warning

Level I is a verbal warning. In consult with the Human Resources Manager, the supervisor clearly informs the employee that he/she is being verbally warned. Verbally, the supervisor informs the employee of specifically what has been done wrong and the corrective action or expectation(s) required. The employee is also verbally informed that if corrective action is not taken or expectations are not met, further corrective and/or disciplinary steps up to and including suspension and/or termination may occur.

#### B. Level II: Written Warning

Level II is a written warning. In conjunction with the Human Resources Manager, a written warning can be provided to an employee for whom there is a performance deficiency or conduct issue that needs to be corrected. The written warning must state specifically the conduct or performance deficiency that must be corrected. If applicable, a specific corrective action plan shall be outlined and a time frame at the end of which the corrective action plan must be completed. The employee is informed that if the corrective action plan is not completed or adhered to, expectations are not met, or additional violations occur, further corrective and/or disciplinary steps may be taken up to and including suspension and/or termination.

#### C. Level III: Suspension

Level III is a suspension with or without pay. A suspension is a serious step since the next step may be dismissal if corrective action does not occur, expectations are not met or additional violations occur. The supervisor, in conjunction with the Human Resources Manager, will issue the notice of suspension. The suspension notice will specifically identify the date the suspension begins and ends and the conduct or performance deficiency for which the suspension is being given. If applicable, the notice will also specifically describe the corrective action that is required of the employee to perform and the time frames for doing so. The employee must also be informed that if corrective action does not occur, or expectations are not met, further corrective and/or disciplinary action may be taken up to and including termination.

#### D. Level IV: Termination

The Department Head and Human Resources Manager will determine if termination of employment is necessary for all staff with the exception of Appointed Officials as described in Rusk County Ordinance Section 2-119. If a termination does occur, the Human Resources Manager will notify the Administrative Coordinator, Personnel Chair and the County Board Chair.

If there is a vacancy of a Department Head or Human Resources Manager and an interim has not been named, the Personnel committee shall appoint another department head, manager, or supervisor to be involved in the termination decision. In the event an appointed individual cannot be named, the recommendation for discipline or termination shall be referred to the Personnel Committee.

Recommendations for discipline or termination of Appointed Officials will be referred to the Personnel Committee through the Human Resources Manager for disposition.

#### E. Documentation

All steps taken under this procedure shall be documented with a copy provided to the employee and a copy placed in the employee's personnel file. The employee shall sign written warnings and notices of suspension acknowledging receipt of the notice.

Whether disciplinary actions against employees are taken or not taken by County management, it shall in no way abrogate the right of Rusk County to discharge an employee from employment at any time, for any reason or no reason, with or without prior notice. It is impossible to categorically state when or if disciplinary measures or termination of the employment relationship will be the appropriate action. The degree of discipline administered will depend on the nature and severity of the infraction, and the employee's prior record and shall be in accordance with County policies and procedures as well as local, state, or federal laws and regulations.

At the sole discretion of the County, various types of employee discipline may be imposed which include but are not limited to the following: verbal warning, written warning, and/or suspension. None of these disciplinary measures are required to be used before discharge from employment occurs nor are the listed disciplinary actions required to be used in any specific order. Employees who violate policies and procedures, whether expressed or implied or who have unsatisfactory work performance are subject to disciplinary action, up to and including discharge from employment. It is the responsibility of each Supervisor and/or Department Head with the assistance of the Human Resources Manager to evaluate thoroughly the circumstances and facts as objectively as possible and then apply the most suitable form of discipline. The employer may repeat disciplinary action.

*(Updated and approved by County Board on August 19, 2024)*



# REQUEST TO FILL VACANCY FORM



Fill out the below information and submit to Human Resources. Attach position description with this form. All positions shall go through this process with the exception of jailer/dispatchers and patrol deputies.

Position Title: Zoning Technician

Department: Land Conservation & Development

Reason for Vacancy: Retirement

Date of Vacancy: 1 August, 2025

Supervisor: Yvonne Johnson

Current/Last Incumbent: Colleen Schott

Status:  Full-Time  Part-Time  Casual/LTE

Average Hours per Week: 38.75

## VACANT POSITION RUBRIC

This serves as a tool for departments to think strategically and creatively about services and staffing requirements and should be used to analyze the relative priority of the position being requested. Prior to submitting this, the department shall ensure efforts are made to determine the criticality of the position within their department, cost and funding information, and an alternate plan of how they will operate if the position is not refilled. Please circle or highlight the applicable box in each row below.

	1	2	3	4
<b>Funding Source</b>	The position is fully levy funded.	The position is funded with both levy and grant/revenue, with majority being levy funding.	The position is funded with both levy and grant/revenue, with majority being non-levy funding.	The position is fully grant and/or revenue funded.
<b>Statutory Requirement</b>	The position is not statutorily required.	The position is not statutorily required but is part of a team that supports statutory or crucial programs and/or services.	The position is not statutorily required but is the only position that supports statutory or critical programs and/or services.	The position is statutorily required.
<b>Efficiency</b>	The position provides few, if any efficiencies.	The position provides the department with various efficiencies in that if the position is not filled, the department will be slightly negatively impacted.	The position provides the department with various efficiencies in that if the position is not filled, the department will be moderately negatively impacted.	The position provides the department with various efficiencies in that if the position is not filled, the department will be severely negatively impacted.

<b>Overall Departmental Resources</b>	The department has the capacity to absorb the duties of this role into other existing positions without negative impact.	The department has the capacity to absorb some of the duties of this role into other existing positions without negative impact.	The department has the capacity to absorb some of the duties of this role into other existing positions, but with some negative impact.	The department does not have the capacity to absorb any of the duties of this role into another existing position.
<b>Safety</b>	The position does not impact safety in any way.	The position has slight impact over safety.	This position has moderate impact over safety.	The position is critical to maintaining safety.
<b>Cost Shifting</b>	There will be no additional costs if the position is not filled.	If this position is unfilled, the department will have to consult/contract with outside agencies or vendors at a cost lower than the total cost to fill the position.	If this position is unfilled, the department will have to consult/contract with outside agencies or vendors at a cost equivalent to the total cost to fill the position.	If this position is unfilled, the department will have to consult/contract with outside agencies or vendors at a cost higher than the total cost to fill the position.
<b>Delay of Hiring</b>	Filling the vacancy of this position could be delayed to a later date without negative consequences.	Filling the vacancy of this position could be delayed to a later date with minor negative consequences.	Filling the vacancy of this position could be delayed to a later date with moderate negative consequences.	Filling the vacancy of this position cannot be delayed to a later date without negative consequences.

Total Points from Above: 20

What are the consequences or impacts of **not** filling this position?

Not filling this position will seriously impact delivery of services to the public related to land use and sanitary permit applications and delay enforcement of zoning ordinances within the county

### ESTIMATED ANNUAL FISCAL IMPACT

$$\begin{array}{r}
 \frac{\$ 21.06}{\text{Starting Hourly Rate}} \times \frac{2022.75}{\text{Estimated Annual Hours}} = \frac{\$ 42,599.12}{\text{Estimated Total Wages Impact}} \\
 \\
 \frac{\$ 42,599.12}{\text{Total Wages Impact}} + \frac{7,284.45}{\text{Fringe Benefits* (See below)}} + \frac{23,246.41}{\text{Health Insurance ** (See below)}} = \frac{\$ 73,129.98}{\text{Estimated Annual Fiscal Impact}}
 \end{array}$$

\* Fringe % to Use Based on Hours: >1200 general EE: 17.1% >1200 & protected EE: 25.1% <1200: 10.2%

\*\* Health Insurance Annual Premium: >1560 hours: \$23,246.41 >1560 hours: \$0

Note: Health Insurance is based off of a family buy-up plan with county HSA contribution.

## FUNDING SOURCES

<input type="checkbox"/> Federal/State (specify) _____	_____ %	\$ _____
<input checked="" type="checkbox"/> County Tax Levy _____	100 %	\$ 73,129.98
<input type="checkbox"/> County Other (specify) _____	_____ %	\$ _____
<input type="checkbox"/> Grant (specify) _____	_____ %	\$ _____
<input type="checkbox"/> Grant (specify) _____	_____ %	\$ _____
<input type="checkbox"/> Other (specify) _____	_____ %	\$ _____
<b>TOTAL</b>	<b>100%</b>	<b>\$ 73,129.98 *</b>

\*Must match at or above annual fiscal impact

Will any of the listed funding sources expire during the duration of the position?  Yes  No  
 If yes, please indicate what sources will expire, with expiration dates:

If yes, please indicate where the funding will come from after the sources of funding have expired:

## RECOMMENDATIONS / APPROVALS

Department Head:	 _____ <small>Signature</small>	<input checked="" type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended
Human Resources:	 _____ <small>Signature</small>	<input checked="" type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended
Admin Coordinator:	 _____ <small>Signature</small>	<input checked="" type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended
Oversight Chair:	 _____ <small>Signature</small>	<input checked="" type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended
Personnel Committee:	_____	Date: <u>8/19/25</u> <input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Comments:	<p style="font-size: large; margin: 0;">postpone until October 2025</p>		

Chair Signature



Position Description

Position Title	Zoning Technician
Department	Land Conservation and Development – Zoning Division
Classification	Full-Time
FLSA Status	Non-Exempt
Reports To	Zoning Administrator
Direct Reports	N/A
Last Updated	July 2025

**Purpose of Position**

The Zoning Technician is responsible for reviewing permit applications related to building, land use, and sanitary requirements and performs inspections of land use and sanitary permits to ensure compliance. Regularly interacts with the general public and contractors to advise applicants of necessary permits, setbacks, and other requirements and directs individuals to the proper agency for other determinations. Also responsible for maintaining the POWTS maintenance tracking system, entering and reviewing data for permit issuance, preparing public information, maintaining accurate and complete records, and preparing clear, detailed, and accurate reports. Zoning technician must have the ability to communicate and deal with the public in a positive and professional manner while enforcing the current codes and ordinances.

**Essential Duties and Responsibilities**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Reviews land use permit applications to assure that zoning and land development code requirements are met
- Prepare written comments regarding necessary changes to building permit site plans
- Explain permit review procedures and comments to the applicants and the general public
- Provide technical assistance and information to the public related to zoning, allowable use, application requirements, and related topics
- Responds to inquiries related to previously filed permit applications
- Maintain division records related to all zoning related programs
- Gather, research, and prepare information for reports
- Prepare and process legal notices
- Receive and respond to code enforcement reports, complaints, and requests
- Perform septic system installation inspections
- Assist with code enforcement issues
- Assist with Land Information Division addressing as needed
- Prepare and submit deposits
- Perform general bookkeeping

**Education, Experience, and Skills**

1. Two-year degree in land use planning, natural resource management, engineering, or related field with up to one year of experience in zoning code enforcement; or high school diploma and at least 3-4 years of experience and training covering the required skills and knowledge listed below.

2. Must be able to work with the public in a positive and professional manner.
3. Thorough knowledge of current zoning and sanitation codes, laws, ordinances, and regulations.
4. Ability to review and interpret soil and site evaluation reports.
5. Current POWTS inspector certificate or the ability to obtain certificate within 6 months of employment.
6. Current Soil Tester certificate or the ability to obtain certificate within one year of employment.
7. Ability to read and correctly interpret topographic, wetland, floodplain, soils, and zoning maps.
8. Thorough knowledge of common computer software (word, excel, outlook, etc.).
9. Familiar with field grade level and transit operation.
10. Must possess a valid motor vehicle operator's license.

**Physical Requirements**

This job entails minimal physical demands, typically found in an office environment, with limited exposure to workplace hazards. Some lifting, moving, bending, and twisting.

**Work Environment**

Work will generally be conducted under normal office conditions with moderate field work related to inspection and data collection. Will occasionally require travel to attend meetings/trainings or obtain supplies. Office setting includes sitting, standing, and walking. Field conditions vary and generally involve conditions which could impact physical comfort. May have contact with irate public and abusive language due to the disgruntled nature of public exposure to zoning, land use, and sanitation code requirements.

**EOE / ADA Statement**

Rusk County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Rusk County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**Selection Guidelines**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# REQUEST TO FILL VACANCY FORM



Fill out the below information and submit to Human Resources. Attach position description with this form. All positions shall go through this process with the exception of jailer/dispatchers and patrol deputies.

Position Title: Environmental Health Specialist Department: HHS- Public Health  
 Reason for Vacancy: current staff leaving Date of Vacancy: 10/18/25  
 Supervisor: Kaylee Bugbee Current/Last Incumbent: Maggie Huettl  
 Status:  Full-Time  Part-Time  Casual/LTE Average Hours per Week: 38.75

## VACANT POSITION RUBRIC

This serves as a tool for departments to think strategically and creatively about services and staffing requirements and should be used to analyze the relative priority of the position being requested. Prior to submitting this, the department shall ensure efforts are made to determine the criticality of the position within their department, cost and funding information, and an alternate plan of how they will operate if the position is not refilled. Please circle or highlight the applicable box in each row below.

	1	2	3	4
<b>Funding Source</b>	The position is fully levy funded.	The position is funded with both levy and grant/revenue, with majority being levy funding.	<b>The position is funded with both levy and grant/revenue, with majority being non-levy funding.</b>	The position is fully grant and/or revenue funded.
<b>Statutory Requirement</b>	The position is not statutorily required.	The position is not statutorily required but is part of a team that supports statutory or crucial programs and/or services.	<b>The position is not statutorily required but is the only position that supports statutory or critical programs and/or services.</b>	The position is statutorily required.
<b>Efficiency</b>	The position provides few, if any efficiencies.	The position provides the department with various efficiencies in that if the position is not filled, the department will be slightly negatively impacted.	The position provides the department with various efficiencies in that if the position is not filled, the department will be moderately negatively impacted.	<b>The position provides the department with various efficiencies in that if the position is not filled, the department will be severely negatively impacted.</b>

<b>Overall Departmental Resources</b>	The department has the capacity to absorb the duties of this role into other existing positions without negative impact.	The department has the capacity to absorb some of the duties of this role into other existing positions without negative impact.	The department has the capacity to absorb some of the duties of this role into other existing positions, but with some negative impact.	The department does not have the capacity to absorb any of the duties of this role into another existing position.
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Total Points from Above: 26

What are the consequences or impacts of **not** filling this position?

see attached

### ESTIMATED ANNUAL FISCAL IMPACT

$$\begin{array}{r}
 \frac{\$ 26.68}{\text{Starting Hourly Rate}} \times \frac{2022.75}{\text{Estimated Annual Hours}} = \frac{\$ 53,966.97}{\text{Estimated Total Wages Impact}} \\
 \frac{\$ 53,966.97}{\text{Total Wages Impact}} + \frac{9,228.35}{\text{Fringe Benefits* (See below)}} + \frac{23,246.41}{\text{Health Insurance ** (See below)}} = \frac{\$ 86,441.73}{\text{Estimated Annual Fiscal Impact}}
 \end{array}$$

\* Fringe % to Use Based on Hours: >1200 general EE: 17.1% >1200 & protected EE: 25.1% <1200: 10.2%  
 \*\* Health Insurance Annual Premium: >1560 hours: \$23,246.41 >1560 hours: \$0  
 Note: Health Insurance is based off of a family buy-up plan with county HSA contribution.

## FUNDING SOURCES

<input checked="" type="checkbox"/> Federal/State (specify) <u>DNR TNC Program</u>	<u>6</u> %	\$ <u>5,186.50</u>
<input checked="" type="checkbox"/> County Tax Levy _____	<u>27</u> %	\$ <u>23,339.27</u>
<input type="checkbox"/> County Other (specify) _____	_____ %	\$ _____
<input type="checkbox"/> Grant (specify) _____	_____ %	\$ _____
<input type="checkbox"/> Grant (specify) _____	_____ %	\$ _____
<input checked="" type="checkbox"/> Other (specify) <u>license fees/ revenue</u>	<u>67</u> %	\$ <u>57,915.96</u>
<b>TOTAL</b>	<b>100%</b>	<b>\$ <u>86,441.73</u> *</b>

\*Must match at or above annual fiscal impact

Will any of the listed funding sources expire during the duration of the position?  Yes  No  
 If yes, please indicate what sources will expire, with expiration dates:

If yes, please indicate where the funding will come from after the sources of funding have expired:

## RECOMMENDATIONS / APPROVALS

Department Head: Ashley Nelson  Recommended  Not Recommended  
Signature

Human Resources: Ashley Judis  Recommended  Not Recommended  
Signature

Admin Coordinator: Ashley Deaton  Recommended  Not Recommended  
Signature

Oversight Chair: [Signature]  Recommended  Not Recommended  
Signature

Personnel Committee: \_\_\_\_\_ Date: \_\_\_\_\_  Approved  Denied  
Chair Signature

Comments:



## Position Description

Position Title	Environmental Health Specialist
Department	Health and Human Services – Public Health
Classification	Full-Time
FLSA Status	Non-Exempt
Reports To	Public Health Director
Direct Reports	N/A
Last Updated	September 2025

### Purpose of Position

The Environmental Health Specialist is to provide environmental health services for the residents of Rusk County as outlined by Federal regulations, State Statutes and local ordinances. This position is responsible for inspecting and licensing hotels, restaurants, campgrounds, swimming pools, and other facilities regulated by the State of WI under Limited Agent Health Department status. In addition, this position is responsible for professional work in environmental health prevention programs including performing specialized inspections under county Human Health Hazard Ordinance, investigations and enforcement of public health laws and local ordinances, as well as the promotion of accepted principles in environmental health.

### Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Inspects facilities that are considered to be at a lower risk of having a food or water-borne outbreak occur.
- Performs an annual inspection of facilities and all necessary follow-ups and reinspection's to gain compliance with the rules.
- Immediately contact the Health Officer and the Regional Director if a facility inspection reveals an immediate hazard to public health.
- Documents activity accurately and concisely through required reports and records in order to comply with federal, state, and local laws and grant requirements.
- Performs inspections and provides consultation on a variety of environmental health issues including, but not limited to, lead, radon, water testing at county-owned beaches, rabies control, and vector control.
- Works with Corporation Counsel in securing special inspection warrants, and compliance orders as necessary.
- Initiates court action, including citations when enforcement actions have proven ineffective.
- Collects samples of air, food, water, and other materials from the environment which may impose a negative effect on the public's health, for laboratory analysis.
- Performs physical and chemical tests as indicated and interprets results.
- Completes any tasks related to Public Health Preparedness Environmental Health planning.
- Assists the Health Officer/Public Health Supervisor in the formulation of policies and procedures for the Environmental Health program.
- Provides consultation to Public Health staff, and other Health & Human Services staff on environmental issues and complaints.
- Responds to environmental health referrals.
- Coordinates activities with appropriate county and state agencies.

- Investigates human health hazard complaints under the Human Health Hazard Ordinance, submits recommendations for corrective actions, and re-inspects to ensure that corrections have been made.
- Coordinate with HHS Support Staff Manager in oversight of HHS Clerk III position, which provides direct support to the environmental health office.

**Education, Experience, and Skills**

1. Bachelor degree in environmental or public health sanitation, or a bachelor degree with a science emphasis, from an accredited college or university with academic credits in physical, biological, and environmental health areas.
2. Certified as a Registered Environmental Health Sanitarian (REHS) or Registered Sanitarian (RS) in Wisconsin or ability to successfully obtain State of WI Registered Sanitarian or Registered Environmental Health Sanitarian status within two years of hire date.
3. Valid Driver's License.
- 2-4. Certification as an REHS or RS or previous working experience in environmental health is preferred.

**Physical Requirements**

This job entails some physical demands such as lifting, moving, bending twisting, etc. as required to perform complete and accurate inspections and investigations.

**Work Environment**

This position will be exposed to environmental conditions that will impact physical comfort. You may be required to use specialized clothing at times and/or the use of personal protective equipment.

**EOE / ADA Statement**

Rusk County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Rusk County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**Selection Guidelines**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The consequences of not filling the environmental health sanitarian are multifold as this position really oversees three programs as well as works in Public Health in general:

#### The DATCP (Full Agent) Program

- Routine, yearly, Inspections of all hotels, motels, campgrounds, tourist rooming houses (short term rentals like AirBNBs), pool, and establishments that serve food or drink- everything from bars that serve frozen pizza, to grocery stores, to coffee shops and restaurants will be on hold until a replacement is found and trained.
- Follow up on all complaints from the general public regarding food concerns or lodging to determine if there is a safety issue will be delegated to Chippewa County, whom we will be required to reimburse per our MOU. Without an agent in house, these complaints would also not be addressed as timely as they currently are. Having an inhouse agent means complaints are typically addressed in 24 hours or less, often the same day.
- There will not be a local person to assist with licensing questions for new business owners, and for new businesses, there could be delays in initial inspections to grant licenses because we would have to wait for an agent from Chippewa County to be available to do the inspection.

#### DNR TNC Program

- We receive reimbursement from DNR to monitor community wells not on a public system. Without an EHS, the only other person trained in the operation of the program is an HHS Clerk.

#### Water Lab

- Management of the water lab is done by the EHS. PH nurses, Health Officer, and HHS clerk would have to handle day to day operations in the meantime.

The EHS also helps with rabies case management, human health hazard investigations, and other environmental health concerns as needed. All this work shifts to the Health Officer until an EHS is hired and trained.



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**FW: License Holders and DNR TNC Wells**

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**From** Kaylee Bugbee <kbugbee@ruskcountywi.us>

**Date** Wed 9/10/2025 7:55 AM

**To** Ashley Nelson <anelson@ruskcountywi.us>

Hey Ashley,

Here's the numbers for how many license holders we have and how many wells are on the DNR TN program. That can at least help give somewhat of an idea of what all the full agent program and DNR TN program covers.

Let me know if you need more information or have questions.

Thanks!

Kaylee

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**From:** Maggie Huettl <mhuettl@ruskcountywi.us>

**Sent:** Wednesday, September 10, 2025 7:41 AM

**To:** Kaylee Bugbee <kbugbee@ruskcountywi.us>

**Subject:** RE: License Holders and DNR TNC Wells

I can have Dani export a list from HealthSpace if you want the exact list. If you just want the numbers, we have 85 retail food serving meals, 90 lodging, 2 rec ed cams, 43 campgrounds, 35 retail food not serving meals, and 6 pools (total 261 facilities). We also have 74 DNR TN facilities.

**Maggie Huettl, MPH, REHS**

Environmental Health Specialist

Rusk County Public Health

311 E Miner Ave

Ladysmith, WI 54848

715-532-2208 (office)

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**From:** Kaylee Bugbee <kbugbee@ruskcountywi.us>

**Sent:** Monday, September 8, 2025 5:09 PM

**To:** Maggie Huettl <mhuettl@ruskcountywi.us>

**Subject:** License Holders and DNR TNC Wells

Hey Maggie,

Can you get together a list of all the license holders we have in Rusk County for DATCP? Like do we have a spreadsheet or something? The DNR contract has a list in there contract for that program. Ashley is wanting to be able to tell the board exactly how many of each license holder we have for when we request to fill your position.

Thanks!

Kaylee

# REQUEST TO FILL VACANCY FORM



Fill out the below information and submit to Human Resources. Attach position description with this form. All positions shall go through this process with the exception of jailer/dispatchers and patrol deputies.

Position Title: Information and Assistance Specialist (I&A) Department: HHS-ADRC  
 Reason for Vacancy: leaving county Date of Vacancy: 10/1/2025  
 Supervisor: Kathy Walthers- ADRC Current/Last Incumbent: Michelle Niles  
 Status:  Full-Time  Part-Time  Casual/LTE Average Hours per Week: 38.75

## VACANT POSITION RUBRIC

This serves as a tool for departments to think strategically and creatively about services and staffing requirements and should be used to analyze the relative priority of the position being requested. Prior to submitting this, the department shall ensure efforts are made to determine the criticality of the position within their department, cost and funding information, and an alternate plan of how they will operate if the position is not refilled. Please circle or highlight the applicable box in each row below.

	1	2	3	4
<b>Funding Source</b>	The position is fully levy funded.	The position is funded with both levy and grant/revenue, with majority being levy funding.	<b>The position is funded with both levy and grant/revenue, with majority being non-levy funding.</b>	The position is fully grant and/or revenue funded.
<b>Statutory Requirement</b>	The position is not statutorily required.	<b>The position is not statutorily required but is part of a team that supports statutory or crucial programs and/or services.</b>	The position is not statutorily required but is the only position that supports statutory or critical programs and/or services.	The position is statutorily required.
<b>Efficiency</b>	The position provides few, if any efficiencies.	The position provides the department with various efficiencies in that if the position is not filled, the department will be slightly negatively impacted.	The position provides the department with various efficiencies in that if the position is not filled, the department will be moderately negatively impacted.	<b>The position provides the department with various efficiencies in that if the position is not filled, the department will be severely negatively impacted.</b>

<b>Overall Departmental Resources</b>	The department has the capacity to absorb the duties of this role into other existing positions without negative impact.	The department has the capacity to absorb some of the duties of this role into other existing positions without negative impact.	The department has the capacity to absorb some of the duties of this role into other existing positions, but with some negative impact.	The department does not have the capacity to absorb any of the duties of this role into another existing position.
<b>Safety</b>	The position does not impact safety in any way.	The position has slight impact over safety.	This position has moderate impact over safety.	The position is critical to maintaining safety.
<b>Cost Shifting</b>	There will be no additional costs if the position is not filled.	If this position is unfilled, the department will have to consult/contract with outside agencies or vendors at a cost lower than the total cost to fill the position.	If this position is unfilled, the department will have to consult/contract with outside agencies or vendors at a cost equivalent to the total cost to fill the position.	If this position is unfilled, the department will have to consult/contract with outside agencies or vendors at a cost higher than the total cost to fill the position.
<b>Delay of Hiring</b>	Filling the vacancy of this position could be delayed to a later date without negative consequences.	Filling the vacancy of this position could be delayed to a later date with minor negative consequences.	Filling the vacancy of this position could be delayed to a later date with moderate negative consequences.	Filling the vacancy of this position cannot be delayed to a later date without negative consequences.

Total Points from Above: 21

What are the consequences or impacts of **not** filling this position?

Vulnerable populations will not be served timely, any staff that would assist are already at full capacity, putting a burden on Barron County and other ADRC staff. The last time we were down to 1 I&A, there was approval for that worker to work several hours of over-time to stay afloat and there was still a long wait for service.

### ESTIMATED ANNUAL FISCAL IMPACT

$$\begin{array}{r}
 \$ 23.30 \\
 \text{Starting Hourly Rate}
 \end{array}
 \times
 \begin{array}{r}
 2022.75 \\
 \text{Estimated Annual Hours}
 \end{array}
 =
 \begin{array}{r}
 \$ 47,130.07 \\
 \text{Estimated Total Wages Impact}
 \end{array}$$
  

$$\begin{array}{r}
 \$ 47130.07 \\
 \text{Total Wages Impact}
 \end{array}
 +
 \begin{array}{r}
 8,059.24 \\
 \text{Fringe Benefits* (See below)}
 \end{array}
 +
 \begin{array}{r}
 23,246.41 \\
 \text{Health Insurance ** (See below)}
 \end{array}
 =
 \begin{array}{r}
 \$ 78435.72 \\
 \text{Estimated Annual Fiscal Impact}
 \end{array}$$

\* Fringe % to Use Based on Hours: >1200 general EE: 17.1% >1200 & protected EE: 25.1% <1200: 10.2%

\*\* Health Insurance Annual Premium: >1560 hours: \$23,246.41 >1560 hours: \$0

Note: Health Insurance is based off of a family buy-up plan with county HSA contribution.

## FUNDING SOURCES

<input checked="" type="checkbox"/> Federal/State (specify) <u>MA reimb</u>	<u>35</u> %	\$ <u>27,452.50</u>
<input checked="" type="checkbox"/> County Tax Levy <u>levy</u>	<u>15</u> %	\$ <u>11,765.36</u>
<input type="checkbox"/> County Other (specify) _____	_____ %	\$ _____
<input checked="" type="checkbox"/> Grant (specify) <u>ADRC</u>	<u>50</u> %	\$ <u>39,217.86</u>
<input type="checkbox"/> Grant (specify) _____	_____ %	\$ _____
<input type="checkbox"/> Other (specify) _____	_____ %	\$ _____
<b>TOTAL</b>	<b>100%</b>	<b>\$ <u>78435.72</u> *</b>

\*Must match at or above annual fiscal impact

Will any of the listed funding sources expire during the duration of the position?  Yes  No  
 If yes, please indicate what sources will expire, with expiration dates:

If yes, please indicate where the funding will come from after the sources of funding have expired:

## RECOMMENDATIONS / APPROVALS

Department Head:	<u>Ashley Nelson</u> <small>Signature</small>	<input checked="" type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended
Human Resources:	<u>Ashley Judis</u> <small>Signature</small>	<input checked="" type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended
Admin Coordinator:	<u>Ashley Deard</u> <small>Signature</small>	<input checked="" type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended
Oversight Chair:	<u>[Signature]</u> <small>Signature</small>	<input checked="" type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended
Personnel Committee:	_____	Date: _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied

Chair Signature

Comments:

Position Title	Information & Assistance Specialist
Department	Health & Human Services/ADRC
Classification	Full-Time
FLSA Status	Non-Exempt
Reports To	ADRC Manager
Direct Reports	N/A
Last Updated	January 2024

#### **Purpose of Position**

The I&A Specialist should have knowledge of the physical, psychological and economic needs and provide Rusk County residents with information, linkage to resources, and assistance with access to services for the elderly, adults with physical, intellectual/ developmental disabilities, mental illness, and or substance use disorders, youth who are transitioning into the adult long-term care system, and family caregivers. This position works under the general supervision of the ADRC Program Manager.

#### **Essential Duties and Responsibilities**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

1. Provides information to customers about services, programs and resources (public and private) that assist them to experience daily life with dignity and security, maximizing their opportunities for self-sufficiency and choice.
2. Provides counseling on long term care options, with a focus on personal goals, strengths and preferences.
3. Provides follow-up as needed to determine outcomes and to offer additional assistance as necessary.
4. Assists individuals in determining their eligibility for long-term care services available through the State. This includes administering the Long-Term Care Functional Screen (LTCFS) and providing appropriate counseling.
5. Provides outreach and information to young persons, age 17.5 and older, with disabilities as well as their families/caregivers as they transition into the adult long-term care system.
6. Supports persons facing a crisis by connecting them to emergency services and/or by providing short term care coordination. This includes referrals for elder abuse and adult protective services.
7. Links at-risk individuals with prevention and early intervention services provided by public health and other service providers.
8. Advocates on behalf of customers and their caregivers. Empowers individuals to advocate on their own behalf.
9. May meet with a customer in the office, in the customer's home or in a public or community setting.
10. Collects and records customer demographic information and actions taken using the ADRC database and reporting system as well as document accurately in the state/federal time reporting system.
11. Maintains paper filing and record systems to provide easy access to records and information; maintain/destroy records and reports as required per County policies.

12. Provides regional coverage when needed.
13. Attends educational trainings and conferences as required or relates to the position.
14. Other duties as assigned.

#### **Education, Experience, and Skills**

- Knowledge of physical, psychological and economic needs of older persons and persons with physical and/or developmental disabilities, and mental illness.
- Counseling and motivational interviewing skills, with the ability to assess and reframe as the conversation progresses.
- Ability to conduct comprehensive assessments for individuals with long term care needs.
- Knowledge of community resources and services available to elderly and disabled persons.
- Knowledge of federal and state laws that regulate long term support programs.
- Knowledge of administrative policies and procedures of the County.
- Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
- Ability to establish and maintain accurate records of assigned activities and operations.
- Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
- Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
- Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Knowledge of computer software including word processing, spreadsheet and database applications consistent for this position.
- Ability to perform mathematical calculations required of this position.
- Ability to understand and effectively carry out verbal and written instructions.
- Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.
- Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
- Ability to handle sensitive interpersonal situations calmly and tactfully.
- Ability to maintain effective working relationships with individuals within and outside the organization.
- Ability to maintain confidentiality and discretion regarding business-related files, reports and conversations, within the provision of open records laws.
- Ability to work the allocated hours of the position and respond after hours as needed.

#### **Required Education, Experience, Licensing, and Certifications**

- Bachelor's degree in a health or human services related field or licensed to practice as a Registered Nurse in Wisconsin pursuant to §441.06.
- Must have a minimum of one (1) year of relevant professional work experience with the aging, elderly, or persons with disabilities.
- Must obtain and maintain certification for administering the Wisconsin Long Term Care Functional Screen.
- Must become certified by the Inform USA within one (1) year from date of hire and meet requirements to maintain certification.

- Must successfully pass caregiver and criminal background check.

**Physical Requirements/Work Environment**

- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Frequent travel may involve exposure to inclement weather conditions, unsanitary conditions in homes, communicable illnesses and diseases and unsafe environments.
- May require dealing with persons who are hostile, aggressive, abusive or violent, posing threatening conditions.

This position description has been prepared to assist in defining job responsibilities, physical demands, and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The County retains and reserves any or all rights to change, modify, amend, add to or delete, from any section of this document as it deems, in its judgment, to be proper.

County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# REQUEST TO FILL VACANCY FORM



Fill out the below information and submit to Human Resources. Attach position description with this form. All positions shall go through this process with the exception of jailer/dispatchers and patrol deputies.

Position Title: HWY Worker I Department: Highway  
 Reason for Vacancy: Employee Left Date of Vacancy: 10/09/2025  
 Supervisor: Justin Livingston Current/Last Incumbent: Dennis Ring  
 Status:  Full-Time  Part-Time  Casual/LTE Average Hours per Week: 40

## VACANT POSITION RUBRIC

This serves as a tool for departments to think strategically and creatively about services and staffing requirements and should be used to analyze the relative priority of the position being requested. Prior to submitting this, the department shall ensure efforts are made to determine the criticality of the position within their department, cost and funding information, and an alternate plan of how they will operate if the position is not refilled. Please circle or highlight the applicable box in each row below.

	1	2	3	4
<b>Funding Source</b>	The position is fully levy funded.	The position is funded with both levy and grant/revenue, with majority being levy funding.	The position is funded with both levy and grant/revenue, with majority being non-levy funding.	The position is fully grant and/or revenue funded.
<b>Statutory Requirement</b>	The position is not statutorily required.	The position is not statutorily required but is part of a team that supports statutory or crucial programs and/or services.	The position is not statutorily required but is the only position that supports statutory or critical programs and/or services.	The position is statutorily required.
<b>Efficiency</b>	The position provides few, if any efficiencies.	The position provides the department with various efficiencies in that if the position is not filled, the department will be slightly negatively impacted.	The position provides the department with various efficiencies in that if the position is not filled, the department will be moderately negatively impacted.	The position provides the department with various efficiencies in that if the position is not filled, the department will be severely negatively impacted.

<b>Overall Departmental Resources</b>	The department has the capacity to absorb the duties of this role into other existing positions without negative impact.	The department has the capacity to absorb some of the duties of this role into other existing positions without negative impact.	The department has the capacity to absorb some of the duties of this role into other existing positions, but with some negative impact.	The department does not have the capacity to absorb any of the duties of this role into another existing position.
<b>Safety</b>	The position does not impact safety in any way.	The position has slight impact over safety.	This position has moderate impact over safety.	The position is critical to maintaining safety.
<b>Cost Shifting</b>	There will be no additional costs if the position is not filled.	If this position is unfilled, the department will have to consult/contract with outside agencies or vendors at a cost lower than the total cost to fill the position.	If this position is unfilled, the department will have to consult/contract with outside agencies or vendors at a cost equivalent to the total cost to fill the position.	If this position is unfilled, the department will have to consult/contract with outside agencies or vendors at a cost higher than the total cost to fill the position.
<b>Delay of Hiring</b>	Filling the vacancy of this position could be delayed to a later date without negative consequences.	Filling the vacancy of this position could be delayed to a later date with minor negative consequences.	Filling the vacancy of this position could be delayed to a later date with moderate negative consequences.	Filling the vacancy of this position cannot be delayed to a later date without negative consequences.

Total Points from Above: 22

What are the consequences or impacts of **not** filling this position?

The Highway Department will be under staffed for summer jobs and a plow driver winter storms. Proj



### ESTIMATED ANNUAL FISCAL IMPACT

$$\begin{array}{r}
 \$ 21.06 \\
 \text{Starting Hourly Rate}
 \end{array}
 \times
 \begin{array}{r}
 2190 \\
 \text{Estimated Annual Hours}
 \end{array}
 =
 \begin{array}{r}
 \$ 46,121.40 \\
 \text{Estimated Total Wages Impact}
 \end{array}$$
  

$$\begin{array}{r}
 \$ 46,121.40 \\
 \text{Total Wages Impact}
 \end{array}
 +
 \begin{array}{r}
 11,576.47 \\
 \text{Fringe Benefits* (See below)}
 \end{array}
 +
 \begin{array}{r}
 23,246.40 \\
 \text{Health Insurance ** (See below)}
 \end{array}
 =
 \begin{array}{r}
 \$ 80,944.28 \\
 \text{Estimated Annual Fiscal Impact}
 \end{array}$$

\* Fringe % to Use Based on Hours: >1200 general EE: 17.1% >1200 & protected EE: 25.1% <1200: 10.2%  
 \*\* Health Insurance Annual Premium: >1560 hours: \$23,246.41 >1560 hours: \$0  
 Note: Health Insurance is based off of a family buy-up plan with county HSA contribution.

## FUNDING SOURCES

<input checked="" type="checkbox"/> Federal/State (specify) <u>State RMA</u>	<u>10</u>	%	\$ <u>8,094.42</u>
<input checked="" type="checkbox"/> County Tax Levy _____	<u>70</u>	%	\$ <u>56,661.00</u>
<input checked="" type="checkbox"/> County Other (specify) <u>Bonds</u>	<u>20</u>	%	\$ <u>16,188.86</u>
<input type="checkbox"/> Grant (specify) _____		%	\$ _____
<input type="checkbox"/> Grant (specify) _____		%	\$ _____
<input type="checkbox"/> Other (specify) _____		%	\$ _____
<b>TOTAL</b>	<b>100%</b>		<b>\$ <u>80,944.28</u> *</b>

\*Must match at or above annual fiscal impact

Will any of the listed funding sources expire during the duration of the position?  Yes  No  
 If yes, please indicate what sources will expire, with expiration dates:

The bond funds dependent upon approval of the board.

If yes, please indicate where the funding will come from after the sources of funding have expired:

Levy

## RECOMMENDATIONS / APPROVALS

Department Head:	<u>Justin Livingston</u> <small>Signature</small>	<input checked="" type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended
Human Resources:	<u>Ashley Judis</u> <small>Signature</small>	<input checked="" type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended
Admin Coordinator:	<u>Ashley Judis</u> <small>Signature</small>	<input checked="" type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended
Oversight Chair:	<u>Jim Bell</u> <small>Signature</small>	<input checked="" type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended
Personnel Committee:	_____	Date: _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
	Chair Signature		

Comments:



Position Description

Position Title	Highway Worker I
Department	Highway
Classification	Full Time
FLSA Status	Non-Exempt
Reports To	Highway Commissioner, Operations Manager, Foremen
Direct Reports	N/A
Last Updated	January 2025

**Purpose of Position**

The purpose of this position is to ensure the safe, efficient, and effective maintenance and construction of state and county trunk highways in Rusk County. This role is vital to preserving and improving the county’s transportation infrastructure through skilled operation of heavy equipment, physical labor, and facility maintenance. The position supports highway safety and accessibility for the community by performing diverse tasks such as snow removal, roadway repairs, culvert and ditch cleaning, and facility upkeep. Additionally, the role requires adherence to safety protocols and maintaining equipment to ensure optimal functionality in all seasons.

**Essential Duties and Responsibilities**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Perform physical labor tasks such as hand shoveling material, placing and repairing culverts, raking topsoil, and cutting trees and brush.
- Operate heavy equipment or various highway construction and maintenance activities.
- Erect signs, shovel snow, and perform trash pickup, ditch cleaning, and culvert maintenance.
- Perform winter road maintenance by driving dump trucks equipped with snow plows, wings, and spreaders to ensure safe highway conditions.
- Operate and maintain heavy equipment, ensuring functionality during construction and maintenance projects.
- Perform minor repairs and preventative maintenance on equipment operated.
- Maintain detailed logs of equipment usage, labor, and materials.
- Complete daily project timesheets and fuel/oil log reports.
- Drive heavy dump trucks to haul materials for highway construction and maintenance projects.
- Assist with maintenance, repair, construction, remodeling, and cleaning of departmental facilities, including shops, pits, and storage yards.
- Adhere to all safety protocols and procedures to ensure personal and public safety.
- Maintain and utilize a valid Class A Wisconsin Commercial Driver’s License (CDL) – preferably with Tanker Endorsements.
- Read and interpret survey grade stakes to ensure accurate construction and maintenance outcomes.
- Responsible for personal safety at work and common-sense application of safety standards.

**Education, Experience, and Skills**

1. Minimum formal education required is high school graduation.
2. Must possess a valid Wisconsin Driver’s License and must obtain a Class A Wisconsin Commercial Driver’s License (CDL), preferably with Tanker Endorsements, within the introductory period.

3. Vocational training in heavy equipment operations and mechanics or 2 to 3 years of experience in the same.
4. Must be able to apply understanding of rules, regulations, and guidelines in performance of job duties.
5. Requires the ability to understand and follow instructions.
6. High to very high physical strength in order to perform heavy manual labor.

**Physical Requirements**

This job entails significant physical demands typically found in heavy industry or construction work, and with significant exposure to workplace hazards. Very frequent lifting, moving, bending, twisting, etc...

**Work Environment**

Position will require use of specialized clothing or use of common personal protective equipment. Environmental conditions will frequently impact physical comfort.

**EOE / ADA Statement**

Rusk County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Rusk County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**Selection Guidelines**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# BUDGET REPORT



THIS FORM IS TO BE COMPLETED MONTHLY BEGINNING IN MAY (OR SOONER IF BUDGET CONCERNS ARISE) BY EACH DEPARTMENT AND SUBMITTED FOR REVIEW TO THE OVERSIGHT COMMITTEE.

*The Oversight Committee shall approve and forward the report to the Finance Committee for monthly review and final approval.*

Department: Administration Month of Report: October

Budget Name: Administrative Coordinator Budget Number: 140

Name & Title of Person Preparing This Report: Ashley Heath, Administrative Coordinator

## HISTORICAL BUDGET INFORMATION:

2023 Actual Expenditures: 198,523.06 2024 Actual Expenditures: 266,314.80

2023 Actual Revenues: 114.34 2024 Actual Revenues: 12.00

## BUDGET INFORMATION:

Budgeted Expenditures: 266,705.00 Budgeted Revenues: 0.00

YTD Expenditures: 193,964.98 YTD Revenues: 2,173.83

Projected Expenditures: 269,705.00 Projected Revenues: 2,173.83

GL ACCOUNTS OF CONCERN:  Check if no concerns.

Account Number/Name: 100-38-51100-216/Contracted Services

Reason for Concern: Employee grievance - over by \$4,715.28

Plan of Action: Lower advertising expenses in 2025 to cover overage.

Account Number/Name: 100-38-51100-212/Legal Fees & Labor Negotiations

Reason for Concern: Negotiations with Sheriff Deputies still ongoing.

Plan of Action: Will monitor for overages but less than half spent through 7-25-25.

Account Number/Name:

Reason for Concern:

Plan of Action:

## OTHER INFORMATION:

*Please detail any other information relevant to departmental budget outlook. Attach additional sheets if needed.*

28% of budget remaining as of 9-25-25

# BUDGET REPORT

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Department Head's Signature: Ashley Heath

Date: 9-29-25

*This budget report form is to be sent to the Clerk's Office/Agenda Preparer for inclusion in the packet provided to the Oversight Committee.*

*Oversight Committees shall approve budget report forms and forward to the Finance Committee. Departments shall email approved budget report forms and Oversight meeting minutes to the Finance Director, or in their absence the Administrative Coordinator, to compile final monthly report for the Finance Committee.*

*Fully approved final monthly report, which includes all departmentally submitted budget report forms, will be filed with the Finance Director, or in their absence the Administrative Coordinator.*

*Please refer to the Financial Procedures Manual, Chapter 6 for the full policy regarding monthly departmental budget reports.*

# BUDGET REPORT



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*The Oversight Committee shall approve and forward the report to the Finance Committee for monthly review and final approval.*

Department: Corporation Counsel

Month of Report: October

Budget Name: Corporate Counsel

Budget Number: 112

Name & Title of Person Preparing This Report: Ashley Heath, Administrative Coordinator

## HISTORICAL BUDGET INFORMATION:

2023 Actual Expenditures: 85,697.04

2024 Actual Expenditures: 108,315.66

2023 Actual Revenues: 1,000.00

2024 Actual Revenues: 0.00

## BUDGET INFORMATION:

Budgeted Expenditures: 94,968.00

Budgeted Revenues: 0.00

YTD Expenditures: 54,798.07

YTD Revenues: 0.00

Projected Expenditures: 94,968.00

Projected Revenues: 0.00

GL ACCOUNTS OF CONCERN:  Check if no concerns.

Account Number/Name:

Reason for Concern:

Plan of Action:

Account Number/Name:

Reason for Concern:

Plan of Action:

Account Number/Name:

Reason for Concern:

Plan of Action:

## OTHER INFORMATION:

*Please detail any other information relevant to departmental budget outlook. Attach additional sheets if needed.*

# BUDGET REPORT

---

Department Head's Signature: Ashley Heath

Date: 9-29-25

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Sec. 2-192. - Rules.

- (a) All standing committees and other committees, boards, etc. on which the county has representation, will generally have to meet certain legal standards (i.e., open meeting requirements), oversee operational necessities (i.e., budget responsibilities), and deal with personnel or other issues. To these ends, the following list of obligations is established.
- (b) The following shall be the responsibility of all standing committees unless legally exempted therefrom. The following shall be the responsibility of all joint committees, the board of adjustment, and other boards and committees unless legally exempted therefrom or when the organization involved fulfills those duties separately from the county (i.e., Northwest Regional Planning Commission).
- (c) It shall be the responsibility of the committee chairperson, in the case of standing committees and the board of adjustment, the responsibility of the county supervisors who are members of any joint committee, and the responsibility of the county board chair in all other cases, to assure that the county's obligations in these areas are being met.
- (d) Accordingly, all committees:
  - (1) Shall hold their meetings in compliance with the state's open meetings laws.
  - (2) Shall furnish the county clerk's office with an agenda of their meetings posting.
  - (3) If a quorum is not present for a particular standing or joint committee meeting, the members may request the county board chair (or the vice-chair if the chair is not available) complete the quorum and serve as a substitute for any county board member on any standing or joint committee and exercise voting rights if necessary to transact business at that meeting. If a quorum cannot be obtained, the members present shall adjourn but shall be entitled to travel expenses only.
  - (4) Shall keep a record (written, typed or electronic) of its meetings, including dates, attendance, matters considered and the action thereon, in the committee file in the office of the county clerk.
  - (5) Shall meet on a regular schedule.
  - (6) Shall review all claims and accounts referred to it by the respective department administrator and send signed payment approval report with notation of approval or disapproval to the finance department who shall submit them and any other known claims to the finance committee.
  - (7) Shall submit all requests for transfer of county appropriations between budgeted line items to the finance committee for approval.
  - (8) Reserved.
  - (9)

Shall, upon approval of a request from its county department or otherwise, submit to the personnel committee for its approval any proposed change in the hours of any county position, adding any new county position (full- or part-time), and the reclassification of any county employee. The personnel committee shall, upon its approval, submit the request to the county board for its approval.

- (10) Shall, when the county hiring, promotion, change of status, disciplinary action, termination, or other county personnel actions may be anticipated, be responsible to consult the county's personnel handbook, follow established county procedures, and involve the personnel committee as appropriate or required.
- (11) Shall, upon approval of a request from any county department or office over which it has oversight authority, forward to the property committee requests for furniture, equipment, or vehicles with a purchase cost over \$250.00.
- (12) Shall review and approve annual county budgets for offices or departments over which it has oversight responsibility and forward same to the county finance committee as required.
- (13) Shall monitor grants for which the county has any responsibility received by the department over which it has oversight authority. This responsibility includes assuring that expenses are monitored, that claims are timely filed, and expenses are recovered. The committee shall assure that the county finance director is aware of the grant so it may be accounted for properly on the county's books. Also, the committee shall submit information to the finance committee so that it is aware of the grant and can fulfill its duties with respect thereto.

(Code 1987, § 2.01.15; Res. of 11-16-1972; Res. No. 84-9, 4-17-1984; Res. No. 85-80, 11-13-1985; Res. No. 85-83, 11-13-1985; Res. No. 88-48, 8-29-1989; Res. of 9-30-1997; Res. of 11-12-1997; Res. of 12-16-1997; Res. No. 98-64A, 11-10-1998; Res. No. 98-64A, 8-31-1999; Res. No. 99-79, 11-9-1999; Res. No. 98-64A, 12-28-1999; Res. No. 98-64A, 4-16-2002; Res. No. 03-28, 6-24-2003; Res. No. 04-47, 10-26-2004; Res. No. 05-09, 1-25-2005; Res. No. 05-27, 6-31-2005; Res. No. 09-11, 4-28-2009; Res. No. 09-16, 5-26-2009; Res. of 6-29-2010; Amend. of 12-17-2013; Amend. of 2-25-2014)