

RUSK COUNTY PERSONNEL COMMITTEE MINUTES

October 5, 2023

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

Others Present: C. Meyer, A. Heath, J. Wilk, L. G. Shilts, D. Fleming, M. Kron, P. Grassmann, J. Jacobs, J. Kalepp, R. Tatur, D. Engel and E. Webster.

CALL TO ORDER

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

APPROVAL OF MINUTES

Motion by Stout, seconded by J. Unterschuetz to approve September 13, 2023 meeting minutes as amended. Motion carried. Under Administrative Coordinator 1% to 1 Step.

PUBLIC COMMENT – None

CORPORATION COUNSEL

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

Rich Summerfield, Rusk County Corporation Council gave a report on Guardianship, Commitments and Legal Action on Behalf of the County.

DISCUSSION AND POSSIBLE MOTION

FACILITIES MANAGER

Gary Shilts, Facility Manager is requesting a Stipend for taking care of the Hospital as Property Committee has suggested 10 hours per week retroactive from May of 2023. Discussion held.

Motion by Rathsack, seconded by Stout to pay Gary Shilts, Facility Manager up to 10 hours per week at his current rate of pay \$35.74 per hour retroactive May 1, 2023 until a Project Manager is hired or completion of the project. Motion carried.

SHERIFF

Phil Grassmann, Deputy is requesting Approval for Additional HSA Contribution for Employees Maxed on Sick Leave/Extended Leave Balance. Discussion held on covering all Rusk County Employees.

Motion by J. Unterschuetz, seconded by Stout to approve the Memorandum of Understanding Sick Leave between Rusk County & Rusk County Sheriffs Association WPPA/Leer to amend Article 10-Sick Leave for the purpose of creating an incentive to help eliminate the use of Sick Leave sticking paragraph #3 from 1. Section 10.06. Motion carried.

RECOVERY COURT

Recovery Court is requesting an LTE Data Entry Position to help with work for the TAD Grant.

Motion by J. Unterschuetz, seconded by Meyer approve the LTE Data Entry Position as requested funded by the TAD Grant until the project is done or December 31, 2023, whichever comes first overseen by HHS. Motion carried.

Recovery Court Coordinator Job Description

Jeremy Jacobs, HHS Director is requesting approval of the Recovery Court Coordinator Job Description.

Motion by Rathsack, seconded by J. Unterschuetz to approve the Recovery Court Coordinator Job Description and forward to County Board. Motion carried.

ADMINISTRATIVE COORDINATOR

Approve Cancellation of The Standard Basic Life Insurance for grandfathered Highway employees

Ashley Heath, Administrative Coordinator is requesting to Cancellation of The Standard Basic Life Insurance for grandfathered Highway employees.

Motion by Stout, seconded by J. Unterschuetz to approve cancellation of The Standard Basic Life Insurance for grandfathered Highway employees on 1/1/2024. Motion carried.

Approve CEP Work Experiences in Maintenance and IT Departments

A request from CEP for Work Experiences in Maintenance and IT Departments from D. Engel.

Motion by J. Unterschuetz, seconded by Meyer to approve CEP for Work Experiences in Maintenance and IT Departments. Motion carried.

Minutes by C. Meyer, Rusk County Clerk

Approve Personnel Committee Chair in conjunction with HR Manager and AC to place employee on paid administrative leave in emergency circumstances

Chair DuSell, AC or HR Manager is requesting to place an employee on paid administrative leave under emergency circumstances.

Motion by Rathbuck, seconded by Stout to approve Personnel Committee Chair in conjunction with HR Manager, AC or County Board Chairman to place employee on paid administrative leave in emergency circumstances. Motion carried.

ANIMAL SHELTER

Approve Creation of Full-Time Animal Shelter Worker position and Associated Job Description

Dawn Fleming is requesting the Creation of Full-Time Animal Shelter Worker position and Associated Job Description. Discussion held on the job description and working with the HR Manager.

Motion by Rathbuck, seconded by Meyer to enter into Closed Session at 4:27 p.m. All responded yes.

CLOSED SESSION announced by Chair

Employee job performance pursuant to Wi Stats 19.85(1)(c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility.

OPEN SESSION – at 6:12 p.m.

ADJOURN

Motion by J. Unterschuetz, seconded by Stout to adjourn at 6:13 p.m. Motion carried.