

# RUSK COUNTY PERSONNEL COMMITTEE MINUTES

October 6, 2022

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

**Others Present:** C. Meyer, A. Heath, E. Wyberg, J. Wilk, G. Shilts, J. Kalepp, M. Berg, V. Neilson, N. Stadnik, L. Gorsegrner, M. Kron, H. Anders, J. Jacobs, J. Bugbee, S. Emch, E. Anderson.

## CALL TO ORDER

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

## APPROVAL OF MINUTES

*Motion by Rathsack, seconded by J. Unterschuetz to approve the September 1<sup>st</sup> and September 20<sup>th</sup> minutes. Motion carried.*

## PUBLIC COMMENT – None

## CORPORATION COUNSEL

Report of Guardianships, Commitments, and Legal Action on Behalf of the County – No Report.

## DISCUSSION AND POSSIBLE MOTION

**PRESENTATION** Patrick Glynn from Carlson Dettmann presented the Rusk County Wage Study Project Update. Discussion held on the 25<sup>th</sup> – 50<sup>th</sup> percentile blend on the grid at the step that gives at least a 2% wage increase.

*Motion by Meyer, seconded by Stout to approve the 25<sup>th</sup> – 50<sup>th</sup> percentile blend on the grid at the step that give at least a 2% wage increase as presented through the wage study by Carlson Dettmann starting on January 1, 2023. Motion carried.*

*Motion by J. Unterschuetz, seconded by Rathsack to accept the Carlson Dettmann study as presented and move forward forgoing an appeals process. Motion carried.*

## HEALTH AND HUMAN SERVICES

Head Cook Ladysmith Center Wage Range – The position has been filled.

### Wage Adjustment-Finance Accountant I

Jeremy Jacobs, HHS Director has requested a wage adjustment for the Finance Accountant I. The current wage is \$18.00 per hour to \$20.28 per hour effective October 1, 2022 in Health and Human Service.

*Motion by Meyer, seconded by Stout to approve the wage increase from \$18.00 to \$20.28 effective October 1, 2022 for the Finance Accountant I position. Motion carried.*

### Comprehensive Community Services-Service Facilitation-Position Creation

The HHS Director gave a presentation and is requesting up to 6 positions for Comprehensive Community Services-Service Facilitation Position Creation in house.

*Motion by Stout, seconded by Meyer to approve the creation of six Comprehensive Community Service-Service Facilitation-Fulltime Positions starting January 1, 2023 at the current rate for Social Service work or Social worker and forward to the Health and Human Service Committee. Motion carried.*

## HUMAN RESOURCES

Hiring/Recruitment updates – Elly Wyberg, Human Resource Manager gave updates for current posted position and hired position.

Recording Policy – Elly Wyberg, Human Resource Manager presented a policy of Unauthorized Recording in the Workplace Policy subject to Open Records.

*Motion by Rathsack, seconded by Meyer to approve the Unauthorized Recording in the Workplace Policy with the following changes: change authorization from employee supervisor to Administrative Coordinator and/or Human Resource Manager and add County Employee to the title. Motion carried*

## **ADMINISTRATIVE COORDINATOR**

### Report on Insurance, Forest Administration Transition, WCA Board Training Courthouse Hours

Ashly Heath, Administrative Coordinator gave a report on Insurance Contract with JA Counter for 2% with a 1-year contract. She will bring forth a recommendation for Health Insurance.

*Motion by Stout, seconded by Meyer to approve the JA Counter Contract as presented and forward to County Board. Motion carried.*

Forest Administrator Transition Ashley will take on the Department Head duties.

WCA Board Training will be held October 25<sup>th</sup> at 6:00 p.m. in the LEC.

Courthouse Hours Administrative Coordinator brought up to Department Heads the Courthouse hours closing to the public Friday at 12:30 p.m.

### Reclassification compensation and Job Description for Economic Development Intern at Rusk

#### County Visitors Center to Economic Development/Tourism Specialist Position

Discussed the Resolution presented to the Committee to reclassification the Intern position at the Visitors Center.

*Motion by Meyer, seconded by Stout to approve the Reclassification compensation and Job Description for Economic Development Intern at Rusk County Visitors Center to Economic Development/Tourism Specialist Position Resolution. Motion carried.*

*Motion by Rathbuck, seconded by Meyer to enter into Closed Session at 6:41 p.m. All responding yes.*

**CLOSED SESSION** announced by Chair

Consideration: Wis. Stat § 19.85(1)(b) Considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person, or considering the grant or denial of tenure for a university faculty member, and the taking of formal action on any such matter; provided that the faculty member or other public employee or person licensed is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action may be taken. The notice shall contain a statement that the person has the right to demand that the evidentiary hearing or meeting be held in open session. This paragraph and par. (f) do not apply to any such evidentiary hearing or meeting where the employee or person licensed requests that an open session be held.

**OPEN SESSION** – at 8:02 p.m.

*Motion by Rathbuck, seconded by Meyer to enter into Closed Session at 8:03 p.m. All responded yes.*

**CLOSED SESSION** announced by Chair

Discussion of personnel issue and conferring with legal counsel regarding same pursuant to: Wis. Stat § 19.85(1)(f) for preliminary consideration of specific personnel problems which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person involved in such personnel problems; and, § 19.85(1)(g) for conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

**OPEN SESSION** at 8:21 p.m.

*Motion by Stout, seconded by Meyer to enter into Closed Session at 8:21 p.m. All responded yes*

**CLOSED SESSION** announced by Chair

FMLA & Other Medical Leave Request Wi Stats 19.85(1)(c). For considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility.

**OPEN SESSION** – at 8:24 p.m.

The next meeting will be November 3<sup>rd</sup> at 3:00 p.m.

## **ADJOURN**

*Motion by J. Unterschuetz, seconded by Meyer to adjourn at 8:27 p.m. Motion carried.*