

RUSK COUNTY PERSONNEL COMMITTEE AGENDA

DATE: April 4, 2024

TIME: 3:00 p.m.

PLACE: Rusk County Law Enforcement Center – Board Room

CALL TO ORDER

APPROVAL OF MINUTES – March 7, 2024 and March 14, 2024

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

DISCUSSION AND POSSIBLE MOTION

Recovery Court Report

1. Consider Filling Recovery Court Coordinator Position
2. E-mail Letter of Support from new Assistant DA

Human Resources

1. Approve Compensation for Acting Highway Commissioner
2. Maintenance – Extension Support Position: Discuss Removal of Recycling and Appoint to the Forestry Department.
3. Consider Change to Discipline and Termination Process
4. Work From Home Policy

Medical Examiner

1. Charging for ME Services

Forestry

1. Wage Increase for Parks & Forestry LTE

CLOSED SESSION announced by Chair

Review of Performance Improvement Plan relating to 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 – The committee will reconvene in open session immediately following the closed session and may take official action on matters discussed in closed session.

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 – The committee will reconvene in open session immediately following the closed session and may take official action on matters discussed in closed session.

CLOSED SESSION announced by Chair

The Personnel Committee may entertain a motion to go into closed session pursuant to Wis. Stats 19.85(1)(f). “Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations,” to wit: investigation of report received through Lighthouse Services.

OPEN SESSION – The committee will reconvene in open session immediately following the closed session and may take official action on matters discussed in closed session.

CLOSED SESSION announced by Chair

Agenda prepared by T. Larson, Deputy 1 under the direction of Chair DuSell.
Posted April 1, 2024 at 2:30 p.m.

The Personnel Committee may entertain a motion to go into closed session pursuant to Wis. Stats 19.85(1)(g). “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,” to wit: compensation considerations outside of established job duties.

OPEN SESSION – The committee will reconvene in open session immediately following the closed session and may take official action on matters discussed in closed session.

ADJOURN

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 PERSONNEL COMMITTEE MINUTES

March 7, 2024

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

Others Present: C. Meyer, A. Heath, A. Gudis, J. Jacobs, D. Chepil, R. Gauger, Sheriff Wallace, P. Grassmann, G. Murry, T. Cudo, T. Hauser, M. Kron, Z. Dickman, G. Olson, J. Olson, Z. Neal, J. Schmidt, K. Zebro, T. Galston, A. Kostka, T. Meyer, K. Read, M. Ohmstead, S. Smith, M. Buehler, A. Engel, C. Riddle, G. Shilts and D. Fenstermacher.

Public: E. Webster

CALL TO ORDER

Meeting called to order by Chair DuSell at 3:01 p.m.

APPROVAL OF MINUTES

Motion by J. Unterschuetz, seconded by Kalepp to approve February 1 and February 15, 2024 meeting minutes as presented. Motion carried.

PUBLIC COMMENT – The public spoke on agenda items.

Motion by Stout, seconded by Meyer to enter into closed session at 3:06 p.m. All responded yes.

CLOSED SESSION announced by Chair

Wis. Stat. s. 19.85(1)(g) “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,” to wit: to discuss the status of the records requests submitted to county board members, the discussions with counsel for the requester and strategy for additional responses.

OPEN SESSION – at 3:48 p.m.

DISCUSSION AND POSSIBLE MOTION

Jail Staff

Presentation on Act 4 – Kerry Reed gave a presentation on Act 4. Discussion held.
The Committee would like more information on the Act 4 for further future discussion.

Health and Human Services

ADRC – Information & Assistance Position Creation – J. Jacobs, HHS Director and the ADRC is requesting for information and assistance position creation.

Motion by Meyer, seconded by Stout to approve the ADRC – Information and Assistance Position Creation with General Purpose Revenue from the State funds and forward to Finance. Motion carried.

Extension

Fair Coordinator and Intern Pay Increase – Explanation given by Chair DuSell.

Motion by J. Unterschuetz, seconded by Kalepp to approve the Fair Coordinator (\$.50 Brittany Wiles) and Intern Pay Increase Request (\$1.00 Hannab Blackstock). Motion carried.

Recovery Court Report

Consider Filling Interim Recovery Court Coordinator Position – Discussion held on advertising or filling for the Recovery Court Coordinator Position. Sheriff Wallace, R. Gauger and D. Chepil will get together and figure how to get everyone on board to implement Recovery Court.

Motion by J. Unterschuetz, seconded by Kalepp to postpone until the April Personnel Meeting. Motion carried.

Approve Appointment of Interim Recovery Court Coordinator – No action taken.

Maintenance – Extension Support

Job Percentage for the following position: Support Staff for Building & Grounds, IT, Trail's End Camp, Rusk County Fairgrounds, Rusk County Fair. – Discussion on Support Staff for Building & Grounds, IT, Trail's End Camp, Rusk County Fairgrounds, Rusk County Fair. Discussion held.

Motion by J. Unterschuetz, seconded by Meyer to recommend HR look into Recycling going to Forestry, Clerk's Office will retain the phone bills, IT billing will be handled by IT Staff. Motion carried.

The personnel committee may go into Closed Session to discuss the above: No Closed Session
Minutes by C. Meyer, Rusk County Clerk

Administrative Coordinator

Work from Home Policy – A. Heath gave an overview for the work from Home Policy. Discussion held.

Motion by J. Unterschuetz, seconded by Meyer to have the HR Manager look into a NO work from home policy, with appropriate exemptions and bring it back to the April Personnel meeting. Motion carried

Human Resource Manager

Consider Change to Discipline and Termination Process – A. Gudis gave an overview of the changes to the current discipline and termination process. Discussion held. It's the Committee consensus to add a contingency plan.

Amend Extended Leave Bank Time Policy – A. Gudis is requesting to amend the extended leave bank time policy.

Motion by J. Unterschuetz, seconded by Kalepp to approve the amended Extended Leave Bank Time Policy and forward to County Board. Motion carried.

Out of County Travel - *Motion by J. Unterschuetz, seconded by Kalepp to approve the 2024 WACPD Spring Conference for the HR Manager in May to Green Bay. Motion carried.*

Recess 6:56 p.m. to 6:59 p.m.

Motion by Kalepp, seconded by J. Unterschuetz to enter into closed session at 6:59 p.m. All responded yes.

CLOSED SESSION announced by Chair

Review of Performance Improvement Plan relating to 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 7:35 p.m.

Motion by J. Unterschuetz, seconded by Kalepp to enter into closed session at 7:36 p.m. All responded yes.

CLOSED SESSION announced by Chair

Update Committee on Issuance of performance improvement plan relating to 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 7:38 p.m.

Motion by J. Unterschuetz, seconded by Kalepp to enter into closed session at 7:39 p.m. All responded yes.

CLOSED SESSION announced by Chair

FMLA & Other Medical Leave Request 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 7:42 p.m.

Motion by J. Unterschuetz, seconded by Kalepp approve the extended leave bank request. Motion carried.

ADJOURN

Motion by Meyer, seconded by Kalepp to adjourn at 7:43 p.m. Motion carried.

RUSK COUNTY PERSONNEL COMMITTEE MINUTES

March 14, 2024

Personnel Committee Present: Unterschuetz, Stout, Meyer, Kalepp and DuSell.
Others Present: C. Meyer, A. Heath, A. Gudis, T. Cudo and Sheriff Wallace.
Public: E. Webster

CALL TO ORDER

Meeting called to order by Chair DuSell at 12:00 p.m.

OPEN SESSION – Employment Hearing

Ashley Heath, Administrative Coordinator read the Disciplinary Process for an employee Disciplinary action.

Recess from 12:04 p.m. – 12:17p.m.

CLOSED SESSION announced by Chair – (Not needed)

The personnel committee may entertain a motion to go into closed session pursuant to Wis.Stats19.85(1)(f). Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations, to wit: to discuss the public employee.

OPEN SESSION Discussion/action as may be necessary or appropriate on matters discussed in closed session.

Motion by Stout, seconded by Meyer to enter into closed session at 12:19 p.m. All responded yes.

CLOSED SESSION announced by Chair

Motion to go into closed session pursuant to Wis. Stats. 19.85(1)(a) for deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before the governmental body; and under Wis. Stats. 19.85(1)(b) for 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, and the taking of formal action on any such matter; provided that the public employee 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.

1. Open session evidentiary hearing on the matter in above closed session if demanded by the public employee.
2. Discussion/Action as may be necessary or appropriate on matters discussed in closed session and/or to continue with remaining agenda items.

OPEN SESSION – at 12:39 p.m.

Motion by Stout, seconded by Kalepp to enter into closed session at 12:40 p.m. All responded yes.

CLOSED SESSION announced by Chair

Wis. Stat. s. 19.85(1)(g) “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,” to wit: to discuss the status of the records requests submitted to county board members, the discussions with counsel for the requester and strategy for additional responses.

OPEN SESSION – at 1:53 p.m.

ADJOURN

Motion by Meyer, seconded by J. Unterschuetz to adjourn at 1:53 p.m. Motion carried.

From: cabranes@cdllawoffices.com <cabranes@cdllawoffices.com>

Sent: Monday, March 18, 2024 1:53 PM

To: Rusk Restorative Youth Program <rryp@ruskcountywi.us>

Cc: Thomas Coaty <Thomas.Coaty@da.wi.gov>

Subject: Drug Court

Dear Mr. Gauger,

Thank you for reaching out to me regarding the drug court. I'm a big fan of treating the underlying problem rather than warehousing people in prison or jail. I am willing and able to lend any assistance that you require from the District Attorney's office to make the drug court a success. Of course, I'm just the Assistant and at some time in the future a District Attorney may be appointed and not share my views and head in a different direction but until that time you can count me in.

I don't start my position until May 6, but if you need anything before then please reach out. I may have no power before then but I may be able to help with the people that do. Let me know if you need a more formal notice of my intent to participate in the program. If you need anything signed before then let me know and I'll have Tom Coaty, the Special Prosecutor/Acting District Attorney sign off on it.

Lastly, legally my name is John but I prefer Jack.

Jack Cabranes

Proposed Change to Rusk County Personnel Handbook
Chapter 7, Section 3

Procedure for Progressive Corrective and Discipline Levels:

Level I:

Level I is an informal meeting between the employee and his/her supervisor. The supervisor clearly specifies the nature of the concern for the employee's performance/conduct and why the supervisor feels expectations have not been met and/or why corrective action by the employee is necessary. The supervisor also clearly states the specific expectation(s)/corrective action(s) required and the time frames in which the expectation(s)/corrective action(s) must occur. The supervisor documents the meeting in writing, identifying the specific employee conduct/performance issues and the specifically required expectation and/or corrective action plan. The supervisor maintains the documentation in his/her office and a copy is given to the employee.

Level II: Verbal Warning

Level II 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. The verbal warning is documented by the supervisor in writing which the employee ~~must~~ shall sign, acknowledging receipt of the written verbal warning.

Level III: Written Warning

Level III 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. They 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. ~~The employee must sign the written warning, acknowledging receipt.~~

Level IIII: Suspension

Level IIII 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

suspension and/or termination. The employee will sign the notice of suspension acknowledging receipt of the notice.

Level IV: Termination

The Department Head, Human Resources Manager, and Administrative Coordinator 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. Recommendations for discipline or termination of Appointed Officials will be referred to the Personnel Committee through the Human Resources Manager for disposition.

Option 1: If there is a vacancy of a Department Head, Human Resources Manager, and/or Administrative Coordinator, and an interim has not been named, the recommendation for discipline or termination shall be referred to the Personnel Committee.

Option 2: If there is a vacancy of a Department Head, Human Resources Manager, and/or Administrative Coordinator, 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 appropriate individual cannot be named, the recommendation for discipline or termination shall be referred to the Personnel Committee.

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.

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