

# **RUSK COUNTY PERSONNEL COMMITTEE AGENDA**

---

DATE: Tuesday August 10, 2021  
TIME: 1:00 pm  
PLACE: Rusk County Government Center – LEC ROOM

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

To link with your computer video and/or audio: <https://bluejeans.com/7155322188>

*To join by phone dial 1-888-748-9073 OR 1-312-216-0325 and then enter meeting ID 7155322188 followed by #. The toll-free number has had occasional issues, so two numbers are provided. Supervisors and members of the public attending in person will be required to observe the social distancing guidelines and are encouraged to take any preventative measures that you deem necessary including wearing a mask and other personal protective items. Hand sanitizer will be made available.*

*\*A quorum of the Finance Committee may be present during the meeting due to in common committee members.*

*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. \**

## **CALL TO ORDER**

### **HIRING/RECRUITMENT UPDATES**

Highway – Highway Worker I  
Sherriff – Jailer/Dispatch  
HHS – Finance Accountant II  
Medical Examiner – Deputy ME & Deputy ME Transport  
Finance – Accountant II

### **AMBULANCE**

Wage Adjustment Resolution

### **HR MANAGER**

Creating/Hiring a HR Manager

### **CLERK OF COURT/HHS STAFFING**

Update

### **ADMINISTRATIVE COORDINATOR**

General Updates  
Payroll Change and Comp-Time Reports  
Lighthouse Hotline – Reports Received  
COVID-19 – HR/Employee Issues  
American Rescue Plan Act – Provisions and Funding  
Personnel Handbook Updates  
Administrative Coordinator Job Description and Duties  
Exempt Salaried Employee – Time Sheet Requirements and Pay  
JR. Fair Coordinator Wage  
Wage Study RFP

## **DEPARTMENT REQUEST FOR WAGE INCREASE**

2022 Wage Adjustment Process Discussion and Consideration

Finance

LCDD

Forestry

Treasurer Deputy

HHS

Register of Deeds

Highway

IT

County Clerk

**CLOSED SESSION** announced by Chair

Department requests for 2022 wages

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** – Possible Motion on Topic of Closed Session

**CLOSED SESSION** announced by Chair

Preparing for negotiating employee contracts - notice from WPPA regarding contracts for Sheriff's Deputies and Jailer/Dispatcher.

Wi Stats 19.85 (1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

**OPEN SESSION** - Possible Motion on Topic of 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** – Possible Motion on Topic of Closed Session

**ADJOURNMENT**