

# RUSK COUNTY PERSONNEL COMMITTEE AGENDA

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DATE: May 9, 2024

TIME: 3:00 p.m.

PLACE: Rusk County Law Enforcement Center – Board Room

## CALL TO ORDER

## ELECTION OF CHAIR

## ELECTION OF VICE-CHAIR

## APPROVAL OF MINUTES – April 4, 2024

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

## PRESENTATION

1. Update from JA Counter on Health and Ancillary Benefits

## DISCUSSION AND POSSIBLE MOTION

### Sheriff & Jail

1. Presentation and Discussion on Recruitment and Retention
2. Review of Jail Reserve Program and Wages
3. Amend Resolution 16-17 Rusk County Sheriff's Office Reserve Deputy (part-time) Wage Compensation.

### Highway

1. Wage for Highway Worker II moving to Mechanic

### Heath & Human Services

1. Temporary Approval for Information & Assistance Position to Work Outside Flex Schedule

### Human Resources

1. Human Resources Report
2. Work from Home Policy

## CLOSED SESSION announced by Chair

Review and Update 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** – Discussion/action as may be necessary or appropriate 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 (713)532-2100.*

Agenda prepared by C. Meyer, Clerk under the direction of A. Heath, Administrative Coordinator.  
Posted May 6, 2024 at 4:00 p.m.

# RUSK COUNTY PERSONNEL COMMITTEE MINUTES

April 4, 2024

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

**Others Present:** C. Meyer, A. Heath, A. Gudis, J. Jacobs, R. Gauger, T. Cudo, A. Barna and A. Grotzinger.

**Public:** E. Webster and T. Nussberger

## CALL TO ORDER

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

## APPROVAL OF MINUTES

*Motion by J. Unterschuetz, seconded by Meyer to approve March 7 and March 14, 2024 meeting minutes as presented. Motion carried.*

**PUBLIC COMMENT** – No Public Comment

## DISCUSSION AND POSSIBLE MOTION

### Recovery Court Report

Consider Filling Recovery Court Coordinator Position – A. Heath gave an overview to fill the Recovery Court Coordinator Position.

*Motion by Kalepp, seconded by Stout to approve filling the Recovery Court Coordinator position. Motion carried.*

E-Mail Letter of Support from New Assistant DA – The Committee was presented with the letter of Support from the New Assistant DA.

### Human Resource

Approve Compensation for Acting Highway Commissioner

*Motion by Meyer, seconded by Stout to approve compensation for Acting Highway Commissioner and forward onto Finance. Motion carried.*

Maintenance – Extension Support Position: Discuss Removal of Recycling and Appoint to the Forestry Department

Discussed to put the Recycling position in the Forestry Department or Land and Water.

*Motion by Meyer, seconded by Kalepp to approve speaking to Land and Water to remove recycling from the Extension Support Position and appoint the recycling to the Land and Water Department. Motion carried.*

Consider Change to Discipline and Termination Process – The HR Manager gave an update to the Discipline and Termination Process. Discussion held.

*Motion by Stout, seconded by Kalepp to approve the changes to the Discipline and Termination Process, Chapter 7, Section 3 – Option 2 and forward to County Board. Roll call vote was requested by J. Unterschuetz. Voting yes – Stout, Meyer, Kalepp and DuSell.*

*Voting No – J. Unterschuetz. Motion carried.*

Work from Home Policy - This will be presented at the May meeting.

### Medical Examiner

Charging for ME Services – The ME is requesting changing the charges for ME Services.

*Motion by Kalepp, seconded by J. Unterschuetz to approve the Resolution Medical Examiner Staffing and Compensation Adjustment with changes and forward to Finance and County Board. Motion carried.*

### Forestry

Wage Increase for Parks & Forestry LTE – HR Manager on behalf of the Forest Administrator is requesting a wage increase for returning LTE to \$14.50 (2<sup>nd</sup> year) and \$15.50 (3<sup>rd</sup> year) per hour in the Forestry Department.

*Motion by J. Unterschuetz, seconded by Kalepp to approve \$1.00 per hour Wage Increase for Parks & Forestry LTE's for returning summer employees. Motion carried.*

*Motion by J. Unterschuetz, seconded by Kalepp to enter into closed session at 4:12 p.m. All responded yes.*

**CLOSED SESSION** announced by Chair

Review of Performance Improvement Plan relating to employee job performance pursuant to Wis 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 4:20 p.m.

*Motion by Meyer, seconded by Kalepp to enter into closed session at 4:20 p.m. All responded yes.*

**CLOSED SESSION** announced by Chair

FMLA & Other Medical Leave Request Wis 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 4:24 p.m.

*Motion by Meyer, seconded by Stout to approve FMLA & Other Medical Leave Request Wis Stats 19.85(1)(c) unpaid time off. Motion carried.*

Kalepp was absent from the Personnel meeting from 4:25 p.m. to 4:57 p.m.

*Motion by Stout, seconded by J. Unterschuetz to enter into closed session at 4:27 p.m. All responded yes.*

**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** – at 4:56 p.m.

*Motion by Meyer, seconded by Stout that no action will be taken due to lack of evidence. Motion carried.*

*Motion by Meyer, seconded by Kalepp to enter into closed session at 4:57 p.m. All responded yes.*

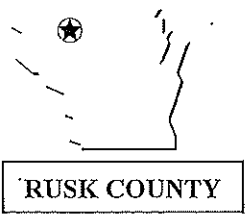
**CLOSED SESSION** announced by Chair

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** – at 5:42 p.m.

**ADJOURN**

*Motion by Meyer, seconded by Kalepp to adjourn at 5:43 p.m. Motion carried.*



RESOLUTION #

Amend Resolution #16-17

Amend Rusk County Sheriff's Office Reserve Deputy (Part-time) Wage Compensation

ROLL CALL Board Members	AYE (Yes)	NAY (No)	Abstain / Excused
1. ALEC HAMPTON			
2. JERRY BILLER			
3. STACY ZIMMER			
4. JOHN MOORE			
5. TERRY WEDWICK			
6. SHERRY WALLACE			
7. SUZANNE VOHS			
8. TOM CUDO			
9. PHIL UNTERSCHUETZ			
10. BRIAN COGGINS			
11. PHIL SCHNEIDER			
12. JIM MEYER			
13. KURT GORSEGNER			
14. JOHN KALEPP			
15. TOM HANSON			
16. LOIS GOODE			
17. DAVE WILLINGHAM			
18. MIKE RUSSELL			
19. VACANT			
TOTAL			

TO THE RUSK COUNTY BOARD OF SUPERVISORS

1 WHEREAS, the Rusk County Sheriff's Office utilizes part-time (Reserve)  
 2 Deputy Sheriff's to work assignments and fill shift vacancies within the  
 3 dispatch/jail and transport; and  
 4  
 5 WHEREAS, the last wage increase for these positions was approved in May of  
 6 2016; and  
 7  
 8 WHEREAS, the comparable fulltime positions are not on the established County  
 9 wage scale due to Union Contract; and  
 10  
 11 WHEREAS, open shifts within jail/dispatch and transport would need to be filled  
 12 by current employees at overtime rates; and  
 13  
 14 WHEREAS, the Emergency Services Committee recognizes and agrees to the  
 15 need of a wage increase for this position to fill open shifts; and  
 16  
 17 WHEREAS, the Personnel Committee met on May 9, 2024 and approved a  
 18 Reserve Wage increase to \$25.00 per hour; and  
 19  
 20 WHEREAS, it is recommended the following wage schedule for Reserve  
 21 Deputies be \$25.00 per hour and the positions will be considered casual  
 22 employees with no fringe benefits.  
 23  
 24 NOW, THEREFORE, BE IT RESOLVED, that the Rusk County Board of  
 25 Supervisors does hereby increase the wages of Reserve Deputies to \$25.00  
 26 effective June 1, 2024  
 27  
 28

**BOARD ACTION**

Vote Required: Majority Vote of a Quorum

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Motion to Approve      Adopted

1st \_\_\_\_\_ Defeated

2nd \_\_\_\_\_

No: \_\_\_\_\_ Yes: \_\_\_\_\_ Exc: \_\_\_\_\_

Reviewed by: \_\_\_\_\_, Corp. Counsel

Reviewed by: \_\_\_\_\_, Finance Director

**FISCAL IMPACT:** (Note if there is any fiscal impact or not)

**Certification:**

I, Connie Meyer, Clerk of Rusk County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the \_\_\_\_\_ day of \_\_\_\_\_, 2024 by the Rusk County Board of Supervisors.

**SUBMITTED BY:**

Rusk County Emergency Services Committee

\_\_\_\_\_  
 Connie Meyer  
 County Clerk, Rusk County

\_\_\_\_\_  
 Phil Schneider

\_\_\_\_\_  
 Terry Wedwick

\_\_\_\_\_  
 Kurt Gorsegner

\_\_\_\_\_  
 Tom Cudo

\_\_\_\_\_  
 Suzanne Vohs

**SUBMITTED BY:**

**Rusk County Personnel Committee**

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**Stacy Zimmer**

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**Sherry Wallace**

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**Mike Russell**

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**Jim Meyer**

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**Dave Willingham**

