

RUSK COUNTY PERSONNEL COMMITTEE AGENDA

DATE: June 5, 2025

TIME: 3:00 p.m.

PLACE: Rusk County Law Enforcement Center – Board Room

MEETING WILL BE ACCESSIBLE BY VIDEO CONFERENCE

To link with your computer video and/or audio: [Join the meeting now](#)

CALL TO ORDER

APPROVAL OF MINUTES – May 8, 2025

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

DISCUSSION AND POSSIBLE MOTION

Highway

1. Request to Fill Vacancy for (2) Highway Worker I Position

Administrator Coordinator

1. Monthly Budget Report Form – Administration and Corp. Counsel

Human Resources

1. Human Resources Report
2. Approve Changes to Chapter 4, Section 2 of the Rusk County Employee Handbook

ADJOURN

“Virtual attendees requesting public comment may submit their public comment in writing to the chair prior to the meeting and it will be read aloud by the chair in the meeting.”

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

May 8, 2025

Personnel Committee Present: Willingham, Cudo, Meyer, Halbur, and Russell

Others Present: A. Heath, A. Gudis, C. Meyer, Sheriff Grassmann, A. Nelson, N Stadnyk

Public: None

CALL TO ORDER

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

APPROVAL OF MINUTES

Motion by Cudo, seconded by Willingham to approve the April 10, 2025, and April 17, 2025 minutes as presented. Motion carried.

PUBLIC COMMENT – None

DISCUSSION AND POSSIBLE MOTION

Sheriff

Approve Compensation for Sheriff Chief Deputy – Sheriff Grassmann is requesting Step #5 of the Carson Dettman wage scale.

Motion by Cudo, seconded by Meyer to approve Step #5 to the Sheriff Chief Deputy with no side letter and forward to the County Board for Approval. Motion carried.

Health & Human Services

Request to Fill Vacancy for Elder Benefit Specialist – A. Nelson, HHS Administrator is requesting to fill the Elder Benefit Specialist.

Motion by Halbur, seconded by Willingham to approve filling the Vacancy for Elder Benefit Specialist in the Health and Human Services. Motion carried.

Land Conservation and Zoning

Request to Full Vacancy for LCDD Administrative Assistant – N. Stadnyk is requesting to fill the

Motion by Halbur, seconded by Cudo to approve filling the Vacancy for LCDD Administrative Assistant with the previous incumbent and post if the previous incumbent does not take the position. Motion carried.

Forestry

Request to Fill Vacancy for Forester – J. Macholl, Forest Administrator has requested to fill a Forester Vacancy.

Motion by Halbur, seconded by Willingham to approve filling the Vacancy for the Forester in the Forestry Department. Motion carried.

Administrator Coordinator

Update on Roles and Responsibilities Committee – A. Heath gave an update on the Roles and Responsibilities Committee. Discussion held.

Monthly Budget Report Form-Administration – A. Heath gave an overview of the Administration budget report.

Motion by Cudo, seconded by Meyer to forward the monthly budget report form to Finance. Motion carried.

Human Resources

Human Resources Report

HR Manager A.Gudis gave a Human Resource report and update on Comp hour, Sick hours and PTO hours report to the Committee.

Approve Changes to Rusk County Personnel Handbook Chapter 2: Employment Categories and Performance Evaluations – A. Heath, Administrative Coordinator gave an overview of the Rusk County Personnel Handbook Chapter 2: Employment Categories and Performance Evaluations.

Motion by Halbur, seconded by Cudo to approve the changes to the Rusk County Personnel Handbook Chapter 2: Employment Categories and Performance Evaluations and forward to County Board. Motion carried.

Status Update on Wage Grid in Rusk County – A. Gudis, HR Manager, and A. Heath, Administrative Coordinator gave an update on the wage grid in Rusk County. Discussion held. It's the Committee's consensus to fill out the request to fill vacancy forms and closed session on each agenda.

Resolution to Ratify a Collective Bargaining Agreement with Rusk County Jailers/Dispatchers

Motion by Meyer, seconded by Willingham to approve the Resolution to Ratify the Collective Bargaining Agreement with Rusk County Jailers/Dispatchers and forward to County Board. Motion carried.

Motion by Willingham, seconded by Meyer to enter into closed session at 5:39 p.m. All responded yes.

CLOSED SESSION – announced by Chair

Motion to go into closed session pursuant to Wis. Stats 19.85(1)(e) for 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; to wit: Update on Negotiating Rusk County Sheriff Deputy Union Contract

OPEN SESSION – at 5:55 p.m.

ADJOURN

Motion by Willingham, seconded by Russell to adjourn at 5:55 p.m. Motion carried.

DRAFT

REQUEST TO FILL VACANCY FORM



Fill out the below information and submit to Human Resources. Attach position description with this form. All positions shall go through this process with the exception of jailer/dispatchers and patrol deputies.

Position Title: 2 - HWY WOKRER I

Department: Highway

Reason for Vacancy: Employee Left

Date of Vacancy: 12/31/2024

Supervisor: Justin Livingston

Current/Last Incumbent: Steve Kirk/Dustin Laske

Status: Full-Time Part-Time Casual/LTE

Average Hours per Week: 40

VACANT POSITION RUBRIC

This serves as a tool for departments to think strategically and creatively about services and staffing requirements and should be used to analyze the relative priority of the position being requested. Prior to submitting this, the department shall ensure efforts are made to determine the criticality of the position within their department, cost and funding information, and an alternate plan of how they will operate if the position is not refilled. Please circle or highlight the applicable box in each row below.

	1	2	3	4
Funding Source	The position is fully levy funded.	The position is funded with both levy and grant/revenue, with majority being levy funding.	The position is funded with both levy and grant/revenue, with majority being non-levy funding.	The position is fully grant and/or revenue funded.
Statutory Requirement	The position is not statutorily required.	The position is not statutorily required but is part of a team that supports statutory or crucial programs and/or services.	The position is not statutorily required but is the only position that supports statutory or critical programs and/or services.	The position is statutorily required.
Efficiency	The position provides few, if any efficiencies.	The position provides the department with various efficiencies in that if the position is not filled, the department will be slightly negatively impacted.	The position provides the department with various efficiencies in that if the position is not filled, the department will be moderately negatively impacted.	The position provides the department with various efficiencies in that if the position is not filled, the department will be severely negatively impacted.

Overall Departmental Resources	The department has the capacity to absorb the duties of this role into other existing positions without negative impact.	The department has the capacity to absorb some of the duties of this role into other existing positions without negative impact.	The department has the capacity to absorb some of the duties of this role into other existing positions, but with some negative impact.	The department does not have the capacity to absorb any of the duties of this role into another existing position.
Safety	The position does not impact safety in any way.	The position has slight impact over safety.	This position has moderate impact over safety.	The position is critical to maintaining safety.
Cost Shifting	There will be no additional costs if the position is not filled.	If this position is unfilled, the department will have to consult/contract with outside agencies or vendors at a cost lower than the total cost to fill the position.	If this position is unfilled, the department will have to consult/contract with outside agencies or vendors at a cost equivalent to the total cost to fill the position.	If this position is unfilled, the department will have to consult/contract with outside agencies or vendors at a cost higher than the total cost to fill the position.
Delay of Hiring	Filling the vacancy of this position could be delayed to a later date without negative consequences.	Filling the vacancy of this position could be delayed to a later date with minor negative consequences.	Filling the vacancy of this position could be delayed to a later date with moderate negative consequences.	Filling the vacancy of this position cannot be delayed to a later date without negative consequences.

Total Points from Above: 22

What are the consequences or impacts of **not** filling this position?

The Highway Department will be under staffed for summer jobs and a plow driver winter storms. Projects for this year are dependent on this position being filled.

ESTIMATED ANNUAL FISCAL IMPACT

$$\begin{array}{r}
 \frac{\$ 21.06}{\text{Starting Hourly Rate}} \times \frac{2190}{\text{Estimated Annual Hours}} = \frac{\$ 46,121.40}{\text{Estimated Total Wages Impact}} \\
 \\
 \frac{\$ 46,121.4}{\text{Total Wages Impact}} + \frac{11,576.47}{\text{Fringe Benefits* (See below)}} + \frac{23,246.41}{\text{Health Insurance ** (See below)}} = \frac{\$ 80,944.28}{\text{Estimated Annual Fiscal Impact}}
 \end{array}$$

* Fringe % to Use Based on Hours: >1200 general EE: 17.1% >1200 & protected EE: 25.1% <1200: 10.2%

** Health Insurance Annual Premium: >1560 hours: \$23,246.41 >1560 hours: \$0

Note: Health Insurance is based off of a family buy-up plan with county HSA contribution.

FUNDING SOURCES

<input checked="" type="checkbox"/>	Federal/State (specify) <u>State RMA</u>	<u>10</u>	%	\$ <u>8,094.42</u>
<input checked="" type="checkbox"/>	County Tax Levy _____	<u>70</u>	%	\$ <u>56,661.00</u>
<input checked="" type="checkbox"/>	County Other (specify) <u>Bonds</u>	<u>20</u>	%	\$ <u>16,188.86</u>
<input type="checkbox"/>	Grant (specify) _____		%	\$ _____
<input type="checkbox"/>	Grant (specify) _____		%	\$ _____
<input type="checkbox"/>	Other (specify) _____		%	\$ _____
TOTAL		100%		\$ <u>80944.28</u> *

*Requesting two positions: cost is per position

*Must match at or above annual fiscal impact

Will any of the listed funding sources expire during the duration of the position? Yes No
 If yes, please indicate what sources will expire, with expiration dates:

The bond funds dependent upon approval of the board.

If yes, please indicate where the funding will come from after the sources of funding have expired:

Levy

RECOMMENDATIONS / APPROVALS

Department Head:	<u>Justin Livingston</u> <small>Signature</small>	<input checked="" type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended
Human Resources:	<u>Ashley Studis</u> <small>Signature</small>	<input checked="" type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended
Admin Coordinator:	<u>Ashley Deaton</u> <small>Signature</small>	<input checked="" type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended
Oversight Chair:	<u>Jerry Biller</u> <small>Signature</small>	<input checked="" type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended
Personnel Committee:	_____	Date: _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
	<small>Chair Signature</small>		

Comments:

BUDGET REPORT



THIS FORM IS TO BE COMPLETED MONTHLY BEGINNING IN MAY (OR SOONER IF BUDGET CONCERNS ARISE) BY EACH DEPARTMENT AND SUBMITTED FOR REVIEW TO THE OVERSIGHT COMMITTEE.

The Oversight Committee shall approve and forward the report to the Finance Committee for monthly review and final approval.

Department: Corporation Counsel

Month of Report: **June**

Budget Name: Corporate Counsel

Budget Number: **112**

Name & Title of Person Preparing This Report: Ashley Heath, Administrative Coordinator

HISTORICAL BUDGET INFORMATION:

2023 Actual Expenditures: **\$85,697.04**

2024 Actual Expenditures: **\$108,315.66**

2023 Actual Revenues: **\$1,000**

2024 Actual Revenues: **\$0**

BUDGET INFORMATION:

Budgeted Expenditures: **\$94,968**

Budgeted Revenues: **\$0**

YTD Expenditures: **\$25,307.66**

YTD Revenues: **\$0**

Projected Expenditures: **\$94,968**

Projected Revenues: **\$0**

GL ACCOUNTS OF CONCERN: Check if no concerns.

Account Number/Name:

Reason for Concern:

Plan of Action:

Account Number/Name:

Reason for Concern:

Plan of Action:

Account Number/Name:

Reason for Concern:

Plan of Action:

OTHER INFORMATION:

Please detail any other information relevant to departmental budget outlook. Attach additional sheets if needed.

BUDGET REPORT

Department Head's Signature: Ashley Heath

Date: 5-28-25

Oversight Chair's Signature: _____

Date: _____

Finance Chair's Signature: _____

Date: _____

This request form is to be sent to the Clerk's Office/Agenda Preparer for inclusion in the packet provided to the Oversight Committee and the Finance Committee.

Fully approved and executed form is to be kept filed with the Finance Director.

Please refer to the Financial Procedures Manual, Chapter 6 for the full policy regarding monthly departmental budget reports.

BUDGET REPORT



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The Oversight Committee shall approve and forward the report to the Finance Committee for monthly review and final approval.

Department: Administration

Month of Report: June

Budget Name: Administrative Coordinator/Human Resources

Budget Number: 140

Name & Title of Person Preparing This Report: Ashley Heath, Administrative Coordinator

HISTORICAL BUDGET INFORMATION:

2023 Actual Expenditures: \$198,523.06

2024 Actual Expenditures: \$266,314.80

2023 Actual Revenues: \$114.34

2024 Actual Revenues: \$12.00

BUDGET INFORMATION:

Budgeted Expenditures: \$266,705.00

Budgeted Revenues: \$0.00

YTD Expenditures: \$107,940.26

YTD Revenues: \$0.00

Projected Expenditures: \$269,705.00

Projected Revenues: \$0.00

GL ACCOUNTS OF CONCERN: Check if no concerns.

Account Number/Name: 100-38-51100-216/Contracted Services

Reason for Concern: Employee grievance.

Plan of Action: Lower advertising expenses in 2025 to cover overage.

Account Number/Name: 100-38-51100-212/Legal Fees & Labor Negotiations

Reason for Concern: Negotiations with Sheriff Deputies still ongoing.

Plan of Action: Will monitor for overages but less than half spent through 5-28-25.

Account Number/Name:

Reason for Concern:

Plan of Action:

OTHER INFORMATION:

Please detail any other information relevant to departmental budget outlook. Attach additional sheets if needed.

BUDGET REPORT

Department Head's Signature: Ashley Heath

Date: 5-28-25

Oversight Chair's Signature: _____

Date: _____

Finance Chair's Signature: _____

Date: _____

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CHAPTER 4
RECRUITMENT – SELECTION – AFFIRMATIVE ACTION

Section 2 Recruitment Process: With the approval of the Personnel Committee, the Human Resources Manager will be responsible for coordinating recruitment activities necessary to meet current and projected staffing needs of the affected department. The recruitment process shall be tailored to the number and type of positions to be filled and to meet labor market conditions.

A. Promotional Opportunities: Promotional recruitments may be conducted in an effort to encourage upward mobility. Applicants for promotion will have satisfactorily completed their introductory employment period and possess the qualifications as set forth in the job announcement(s). ~~All job promotions, transfers, reassignments, or lateral transfers are at the discretion of the Personnel Committee.~~ Promotional opportunities will follow the compensation plan outlined in Chapter 2.

B. Open Recruitment: The Personnel Committee may direct recruitment efforts to external sources if a position is not filled by an internal candidate or the Personnel Committee determines it is in the best interest of the County to consider a pool of both internal and external candidates. External sources may include, but are not limited to:

- Electronic job boards and/or social media sites
- Local or national newspapers
- Professional journals
- University placement services
- WI Job Center

Open recruitment will run two weeks for full-time and regular part-time vacancies, in general and one week for limited or short-term vacancies, in general.

C. Job Postings: Internal job postings and external job ads will be developed and placed by the Human Resources Manager. If necessary, the affected department may be asked to assist the Human Resources Manager in formulating the job announcement or ad or in determining special placement sources.

D. Applications: Applications for employment shall be submitted using the electronic County Employment Application. Applications are screened and may be used for interviewing purposes to fill openings in employment categories for 6 months