

# RUSK COUNTY PERSONNEL COMMITTEE MINUTES

September 13, 2023

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

**Others Present:** C. Meyer, A. Heath, J. Wilk, L. Rosemeyer, G. Shilts, J. Bugbee, M. Kron, P. Grassmann, J. Jacobs and E. Webster.

## CALL TO ORDER

Meeting called to order by Chair DuSell at 4:31 p.m.

## APPROVAL OF MINUTES

*Motion by J. Unterschuetz, seconded by Rathsack to approve August 1, August 3 and August 16 meeting minutes. Motion carried.*

## PUBLIC COMMENT – No Comment

## PRESENTATION – JA Counter – 2024 Benefits

Alicia Schwartz from JA Counter gave a presentation on 2024 Benefit Offering for Rusk County Employees. Discussion held.

## CORPORATION COUNSEL

Report of Guardianships, Commitments, and Legal Action on Behalf of the County

Rich Summerfield, Rusk County Corporation Council gave a report on Guardianship, Commitments and Legal Action on Behalf of the County.

## SHERIFF

Approve Reassignment of Temporary Jailer/Dispatcher to Part-time Reserve Jailer/Dispatcher

The Sheriff's Department is requesting to approve Temporary Jailer/Dispatcher to Part-time Reserve Jailer/Dispatcher.

*Motion by J. Unterschuetz, seconded by Stout to approve the Temporary Jailer/Dispatcher to Part-time Reserve Jailer/Dispatcher. Motion carried.*

Approve HSA Contribution/Wellness Day Incentive when Sick Leave Maximum is Reached

The request is to approve HSA Contribution/Wellness Day incentive when sick leave maximum is reached was presented by Chief Deputy Phil Grassmann gave a recruitment and retention crisis within scheduling and the cost of filling an Open Shift and give incentive to help eliminate use of sick leave.

*Motion by J. Unterschuetz, seconded by Rathsack to Approve HSA Contribution/Wellness Day Incentive when Sick Leave Maximum is Reached. Discussion held. Motion defeated*

*Motion by J. Unterschuetz, seconded by to approve amending the motion wellness days may only be used when they do not create overtime for the Department and to follow vacation policy. Fails for lack of support.*

Discussed taking out the first paragraph and implementing an incentive policy for all employees.

Hiring Patrol Deputy Pending Upcoming Retirements in 2024

Phil is requesting to hire two Patrol Deputies due to retirements.

*Motion by Stout, seconded by Rathsack to approve hiring a Patrol Deputy Pending upcoming retirements in 2024. Motion carried.*

## BUILDING & GROUNDS – Project Manager

The Committee discussed approving recruitment and hiring of LTE Decommissioning and Demolition Project Manager.

*Motion by Meyer, seconded by Rathsack to approve recruitment and hiring of LTE Decommissioning and Demolition Project Manager and forward onto Property. Motion carried.*

*Motion by J. Unterschuetz, seconded by Stout to postpone until the next Personnel meeting. Motion Failed.*

## DISCUSSION AND POSSIBLE MOTION

Minutes by C. Meyer, Rusk County Clerk

## **HEALTH AND HUMAN SERVICES**

### **Public Health Nurse Succession Planning**

Jeremy Jacobs, HHS Director is requesting to fulfill the Public Health Nurse due to Retirement.

*Motion by J. Unterschuetz, seconded by Rath sack to approve the hiring a Public Nurse and approve the Public Health Nurse Succession Plan and take extra funds of \$13,108.00 from the Reproductive Fund Balance Budget. Motion carried.*

### **Resolution for Changes to Public Health Nursing Job Description/JDQ –**

Jeremy gave an overview of the changes of the Public Health Nursing Job Description/JDQ.

*Motion by J. Unterschuetz, seconded by Meyer to approve the Resolution for Changes to Public Health Nursing Job Description/JDQ as presented and forward onto County Board. Motion carried.*

## **ECONOMIC DEVELOPMENT**

Approve Budgeting/Creating Economic Development Director Job Description – No action

*Motion by Stout, seconded by Rath sack to enter into Closed Session at 6:55 p.m. All responded yes.*

**CLOSED SESSION** announced by Chair

Employee promotion and compensation consideration 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 8:14 p.m.

## **ADMINISTRATIVE COORDINATOR**

### **Resolution to Appoint Human Resources Manager**

*Motion by J. Unterschuetz seconded by Stout to adopt the Resolution to appointment of HR Manager position as of November 1<sup>st</sup> 2023 and forward to County Board. Motion carried.*

### **Approve Temporary LTE for HR Position**

Ashley Heath is requesting to approve Lynn Rosemeyer for a temporary LTE for HR Position.

*Motion by Stout, seconded by Rath sack to approve Lynn Rosemeyer as an LTE for HR Position at \$45.00 an hour. Motion carried.*

### **Resolution to Modify HR Manager Job Description – No Discussion**

### **Resolution Approving 2024 General Employee Wage Adjustments**

The Resolution was presented for the 2024 General Employee Wage adjustment at a 1% step wage increase.

*Motion by J. Unterschuetz, seconded by Meyer to approve the Resolution approving 2024 General Employee Wage Adjustments. Motion carried.*

### **Approve 2024 Employee Benefit Package**

Ashley is requesting approval for 2024 Employee benefit package from Symetra and benefit enrollment through Clarity.

*Motion by Meyer, second by J. Unterschuetz to approve the 2024 Employee Benefit package as presented. Motion carried.*

*Motion by Stout, seconded by Meyer to enter into Closed Session at 8:55 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 9:02

*Motion by J. Unterschuetz, seconded by Stout to approve FMLA requests as presented. Motion carried.*

## **ADJOURN**

*Motion by J. Unterschuetz, seconded by Meyer to adjourn at 9:15 p.m. Motion carried.*