

RUSK COUNTY PERSONNEL COMMITTEE MINUTES

September 1, 2022

Personnel Committee Present: DuSell, Meyer, Stout, Rath sack, Unterschuetz.

Others Present: C. Meyer, A. Heath, E. Wyberg, J. Wilk, G. Shilts, N. Stadnik, C. Rudnick, N. Robinson, R. Summerfield, J. Bugbee.

CALL TO ORDER

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

APPROVAL OF MINUTES

Motion by Rath sack, seconded by Meyer to approve the August 4th and August 23rd, 2022 Personnel Minutes. Motion carried.

PUBLIC COMMENT – None

PRESENTATION

Carlson-Dettmann Presentation

The wage study project started in September 2021, Carlson-Dettmann requested additional documentation late February early March 2022 data was received but had missing documentation. The end of April 2022 documentation was received but was not submitted correct. Yesterday September 1st they requested additional clarification which will be given to them by September 2nd, tentative project completion is early October.

CORPORATION COUNSEL

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

Rich Summerfield Corporation Council reported on Open Records request for the November 2020 Elections, Health Insurance, Joint City and County Lease, Lease with Marshfield on parking lot, Mental Health, HHS subpoenas and Blue Source contract.

HUMAN RESOURCES

Hiring/Recruitment updates

Recruiting 4 vacancies, Animal Shelter part time and Animal Shelter Manager/Human Officer and two Cooks positions for Senior services.

Maintenance – Resignation was received, position will be vacant on September 9th and will be posted on the Rusk County website.

ADMINISTRATIVE COORDINATOR

Contract Updates – Blue Source, 340B Healthcare Services, Opioid Settlement

Ashley Heath, Administrative Coordinator reported on the following:

Blue Source document needed from GIS and Forestry as well as a Resolution for signatures to County Board, 340B Healthcare Services signature update, Opioid Settlement first payment has been received.

Update on Safety

Dustin Thompson should have the manual for Rusk County should be finished soon and Site assessment will be done in October. Discussed Joint Management buildings and if they should be part of the Safety inspection.

EMERGENCY MANAGEMENT – DISCUSSION AND POSSIBLE MOTION

WiSMAC Procedure/Agreement MOU

Discussed the WiSMAC Procedure/Agreement MOU yearly contract with is the Wisconsin state wide pack for help during an emergency situation for mutual aid.

Motion by Stout, seconded by Rath sack to approve the WiSMAC MOU. Motion carried.

DISCUSSION AND POSSIBLE MOTION

GIS Technician position wage adjustment.

Nick is request to change the GIS Technician to GIS Specialist with a wage adjustment of \$24.00 to \$32.00 per hour, current rate is \$17.00 to \$19.00 per hour. The current GIS Specialist wage range of \$20.70 to \$25.30 and the current wage is \$28.00. Discussion held.

Motion by Stout, seconded by J. Unterschuetz to approve the job title to GIS Specialist with a pay range of \$24.00 to \$28.00 and forward to County Board. Motion carried.

Economic Development and Tourism

Ashley requested to revisit the topic at the next Personnel meeting.

Part time Airport Assistant

Gary informed the Committee of the need for the Airport Assistant for 20 hours per week at \$16.20 per hour. No action taken

Maintenance job description update – Good

Part time to Full time Maintenance/Housekeeping position

The current position hourly rate is \$16.25 with fiscal impact would be \$17,235.18 to go from part-time to full-time. Discussion held.

Motion by Meyer, seconded by Stout to make Anita Sanderson full-time \$16.25 per hour effective September 26th and forward to County Board. Motion carried.

Clarification on Trails End Position/Job Description

Gary would like clarification on maintenance duties at Trails end. CeCe gave an update on what she does at Trails End Job. Her request from maintenance is mowing, water shut off before winter and turn on in spring and appliances replacement and removal.

IT Staffing

Jim gave an update on hiring a 3rd person and gave a list of projects with a timeframe.

Gary would like Neil's wage to increase and not close the door on hiring the 3rd person. Discussion held on a position for 2023. Resolutions with Neil's request for a wage increase was discussed and forward to Property and then County Board.

Wage Increase Maintenance/Housekeeping

Discussed a wage increase of .52 cents per hour that was promised to Rob Novak by the past Administrative Coordinator after 6 months.

Motion by Rathsack, seconded by J. Unterschuetz to approve the .52 cents wage increase retroactive as of July1, 2022. Motion carried.

Phone Stipend for Administrative Coordinator and Human Resource

Motion by J. Unterschuetz, seconded by Stout to approve the stipend for Administrative Coordinator and HR. Motion carried.

OUT OF COUNTY TRAVEL

WCA Conference September 18-20 Administrative Coordinator and Human Resource

Motion by Stout, seconded by J. Unterschuetz to approve the out of County Travel to the WCA Conference. Motion carried.

Motion by J Unterschuetz, seconded by Meyer seconded by to enter into closed session at 5:50 p.m. All responded yes.

CLOSED SESSION announced by Chair

Discussion of personnel issue and conferring with legal counsel regarding same pursuant to: Wis. Stat § 19.85(1)(f) for preliminary consideration of specific personnel problems which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person involved in such personnel problems; and, § 19.85(1)(g) for 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.

OPEN SESSION – at 6:35 p.m.

Motion by J. Unterschuetz, seconded Meyer to enter into closed session at 6:36 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 6:50 p.m.

The next meeting will be October 6, 2022 at 3:00 p.m.

ADJOURN

Motion by J. Unterschuetz, seconded by Rath sack to adjourn at 6:52 p.m. Motion carried.