

# RUSK COUNTY PERSONNEL COMMITTEE MINUTES

September 30, 2020

**Personnel Committee Present:** Tom Hanson, Dave Willingham, Bob Stout, Lisa Dobrowolski, Mike Hraban at 9:13am.

**Others Present:** Andy Albarado, Kitzie Winters, Rich Summerfield, Jeremy Jacobs, Danielle Zimmer

Meeting called to order by Chair Hanson at 8:30 a.m.

## **APPROVAL OF MINUTES**

Motion by Dobrowolski, second by Willingham to approve September 3, 2020 Personnel Minutes – two sets & September 15, 2020 Personnel Minutes. Motion to amend minutes by correcting date from 6<sup>th</sup> to 3<sup>rd</sup> at the top by Dobrowolski, second by Willingham. Motion carried, minutes approved as amended.

## **CORPORATION COUNSEL**

Report of Guardianships, Commitments, and Legal Action on Behalf of the County: Summerfield provided updates on busy month: guardianship hearing following this meeting, other contested guardianships; mental commitment; corrected 1953 deed; researching Marcy's Law passed in April; Stiner will be sentenced November 4<sup>th</sup>. Discussion on restitution/payments.

## **HIRING/RECRUITMENT**

Update Clerk of Courts: Albarado stated there is no update; will be filling with a current employee.

Public Health Nurse: Anita Zimmer was hired to replace Nelson after resignation; LTE employee started two weeks ago – full time this week.

Animal Shelter On-Call: Albarado explained they would like to do the same thing that is done with Senior Meals, keep open as it is an “as needed” position.

Albarado explained the interest in Neo-Gov and the program benefits; all HR would be done online and gave a brief overview of the specific areas that would benefit Rusk County

Economic Support: Jacobs explained that Heather Anders accepted the position, Katie Shinko will move into the county position. Anticipating two retirements in the next year. Looking for permission to fill the Medicaid Enhanced position.

## **NEOGOV PRESENTATION**

Alex Oberheide, Account Executive, present by phone at 9:00 a.m. to give presentation on NeoGov and the modules provided. Discussion on capabilities.

Hraban present at 9:13 a.m.

Presentation continued – modules specific to Rusk County quote explained: Insight, Onboarding, E-Forms, Perform. Presentation/call ended at 9:52 a.m.

## **ADMINISTRATIVE COORDINATOR**

General Updates: No updates.

Payroll Change and Comp-Time Reports: Payroll and comp-time reports reviewed.

Lighthouse Hotline-Reports Received: No new reports.

2021 Wage Adjustments Processes: Albarado explained there is the list from the joint meeting; will be on hold until a budget is approved and addressed at that time.

COVID-19 Response-HR/Employee Issues Updates: No changes so far; some individuals were affected by children returning to school – FMLA, etc was used and worked with those situations.

Discussion on Complaint/Investigation Process: Albarado explained that limited information comes to committee as the committee decides on termination if it comes to a hearing. Discussion on process and possibility of having a different, independent hearing board for terminations.

County Labor Attorney: Mindy Dale starts with a new firm, discussed at County Board last night.

Administrative Coordinator Job Description: Albarado explained search for job description to see what duties/responsibilities apply in regards to discipline/monitoring of Department Heads and any performance issues brought forward. Discussion on policies and processes.

DME Autopsy/Transport: Albarado explained that the ME's office has been busy. Looking to deputize Sandy Rassbach, email read to committee. Discussion on request and background. Motion by Willingham, second by Dobrowolski to approve request subject to review by Summerfield.

## **HIRING/RECRUITMENT**

Economic Support: Jacobs returned to continue discussion regarding request to fill Medicaid position and begin recruitment. Motion by Hraban, second by Dobrowolski to allow recruitment through consortium for the Medicaid Enhanced position. Explanation of Anders promotion and exempt status. Motion carried.

## **DISCUSSION ON PUBLIC HEALTH**

COVID Related Issues: Update done previously.

Staffing Levels: No update.

Compensation: Jacobs will be talking to committee; request for PHO position to be changed from exempt.

## **ADMINISTRATIVE COORDINATOR**

Temporary layoffs/furlough considerations: Discussion on two furlough days for 2021 and possibilities.

Payroll Change & Comp-Time Reports: Motion by Dobrowolski, second by Willingham to approve payroll change forms and comp-time reports. Motion carried.

## **CLOSED SESSION** announced by Chair

- Discussion and Consideration of Employee Performance/Discipline Actions

For considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility, WI Stats 19.85(1)(c). 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 WI Stats 19.85(1)(f).

Motion by Stout, second by Hraban to enter closed session.

Roll call – Voting yes: Willingham, Stout, Hraban, Dobrowolski, Hanson.

Closed session at 11:48 a.m.

Open session at 12:43 p.m.

**CLOSED SESSION** announced by Chair

- FMLA & Other Medical Leave Request

For considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility, WI Stats 19.85(1)(c).

Motion by Stout, second by Hraban to enter closed session.

Roll call – Voting yes: Willingham, Stout, Hraban, Dobrowolski, Hanson.

Closed session at 12:43 p.m.

Open session at 12:44 p.m.

**Items to be placed on the next agenda**

- NeoGov
- Health Insurance Approval

Motion by Stout, second by Dobrowolski to adjourn. Adjourned at 12:46 p.m.

NOTE: Next regular committee meeting November 5, 2020.

DRAFT