

Buffalo County Minutes

Committee/Board: Human Resources Committee

Date of Meeting: Thursday, January 12, 2017

Electronic and Hard Copy Filing Date: Tuesday, January 17, 2017

Mr. Larry Grisen called the meeting to order at 12:00 p.m.

Board Members Present: Mr. Larry Grisen, Ms. Mary Anne McMillan Urell, Mr. Michael Taylor, and Mr. Donald Hillert. Ms. Nettie Rosenow was excused.

Others Present for All or Parts of the Meeting: Ms. Roxann Halverson, Ms. Sonya Hansen, Mr. Dave Rynders, Ms. April Loeffler, and Mr. Bob Platteter.

Review/Discussion/Action regarding previous meeting minutes: Ms. McMillan Urell made a motion to approve the minutes, seconded by Mr. Taylor. Carried.

Public Comments Regarding Posted Agenda Items: None.

Review/Discussion/Action regarding the Part-Time WIC Technician Position

Description: Mr. Rynders explained the description was changed to better explain the importance of the position and to change the title to Part-time WIC Support Staff. Mr. Hillert made a motion, seconded by Ms. McMillan Urell. Carried.

Review/Discussion/Action regarding the Social Services Case Manager Position

Description: Mr. Rynders explained that the position description for Social Services Manager was created to define the duties of the position that was previously approved by the HR Committee. This position allows more flexibility in hiring and getting the work done. Ms. McMillan Urell made a motion, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding the Social Services Social Worker I, II, and III

Position Description: Mr. Rynders indicated the major change was to eliminate the requirement to get the Social Worker Certification within 2 years of being hired. The certification is only required to recoup expenses for services offered. If the individual does not get certification they will remain a Social Worker I. Concerns with this change were discussed. The Committee asked that the educational courses required to be certified be reviewed, explore what other counties use this type of model, and work on wording for Social Worker 1A and 1B positions. No action was taken at this time.

Review/Discussion/Action regarding the Account Clerk Lead Position Description:

Mr. Rynders reviewed the changes to the description and indicated these all were done to better clarify the responsibilities and work that is completed by this position. Ms. McMillan Urell made a motion, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding the Economic Support Specialist Lead Position

Description and Wage Scale: Mr. Rynders explained that there are 3 Economic Support Specialist positions and some of the duties have changed as a result of the consortium.

Mr. Rynders indicated that by having this position an individual could work up to it through advancement. Although we are a few years from having someone able to fill this position, Mr. Rynders recommends the approval and the wage be set at \$1.00 higher than the Economic Support Specialist. Ms. McMillan Urell made a motion to approve the position description, seconded by Mr. Taylor. Carried. There was no action on the wage scale at this time.

Review/Discussion/Action regarding the Benefit Specialist Position Description: Mr. Rynders explained the description was changed to show the responsibility this position has. This position focuses on elderly benefits. Ms. McMillan Urell made a motion to change the word “see” to “have obtained” and change the title to Elderly Benefit Specialist, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding A Resolution to Adjust Existing Public Health Nurse Position to a Range of .8-1.0 FTE: Mr. Rynders and Ms. Loeffler explained the change in this position would be similar to the change that was done to the Environmental Specialist. This would allow flexibility in the staffing and retaining workers. If this is not a full-time person the work not completed by the individual would then be completed on a contract basis. This would have no effect on the overall budget. Ms. McMillan Urell made a motion, seconded by Mr. Hillert. Carried.

Review/Discussion/Action regarding Step Increase/Reclassification Appeals: A discussion was held on the appeals process. All appeals will be heard on February 13th at 4:00 p.m.

Review/Discussion/Action regarding the Employee Handbook: Ms. Hansen reviewed the changes to the handbook. Ms. McMillan Urell made a motion to approve and have the handbook emailed out to all County Board members, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding A Resolution to Approve 2017 Compensation Wage Adjustments for Highway Skilled Craft Technicians: Mr. Grisen and Mr. Platteter explained the placement of Highway Skilled Craft Technicians in the wage scales has created some issues with employees. The CPI would help with this, but there would still be 5 employees not receiving much of an increase. Those 5 were talked to regarding a step increase. Mr. Hillert made a motion to approve the Resolution and make the compensation increase effective January 1st, seconded by Mr. Taylor. Carried.

The Committee May Go into Closed Session to discuss a Request to Extend Unpaid Leave: Mr. Grisen made a motion to go into closed session, seconded by Mr. Taylor. Mr. Grisen-yes, Mr. Taylor-yes, Ms. McMillan Urell-yes, and Mr. Hillert-yes. Ms. Rosenow excused. Carried.

The Committee May Return to Open Session: Mr. Grisen made a motion to return to open session, seconded by Mr. Taylor. Mr. Grisen-yes, Mr. Taylor-yes, Ms. McMillan Urell-yes, and Mr. Hillert-yes. Ms. Rosenow excused. Carried.

Mr. Taylor made a motion to approve the unpaid time off through February 6th, seconded by Mr. Hillert. Carried.

Review/Discussion/Action regarding the Administrative Coordinator Report: Ms. Hansen reported that work is continuing to move towards an HR Department. Goals of the HR Committee were reviewed.

- Communication with Employees
- Health Insurance (possible deductible choices and reducing % of premium paid by employee)
- Reimbursement Account

Public Comments Not Regarding Posted Agenda Items: None.

Next meeting date and time will be: February 13th at 2:00 p.m.

Adjournment: Mr. Taylor made a motion to adjourn at 2:10 p.m., seconded by Mr. Hillert. Carried.

Respectfully Submitted,

Roxann M. Halverson
Buffalo County Clerk