

## **Buffalo County Minutes**

**Committee/Board:** Human Resources Committee

**Date of Meeting:** Thursday, January 14, 2016

**Electronic and Hard Copy Filing Date:** Monday, January 18, 2016

Chair Larry Grisen called the meeting to order at 4:00 p.m.

**Board Members Present:** Ms. Nettie Rosenow and Ms. Mary Anne McMillan Urell were excused. Mr. Larry Grisen, Mr. Allen Carothers and Mr. Don Hillert were present.

**Others Present for All or Parts of the Meeting:** Ms. Roxann Halverson, Ms. Sonya Hansen, Mr. Steve Schiffli, Ms. Danielle Schalinske, and Ms. Tori Bautch.

**Public Comments Regarding Posted Agenda Items:** None.

**Minutes:** Mr. Hillert made a motion to approve the minutes, seconded by Mr. Carothers. Carried.

**Review/Discussion/Action regarding Recycling/Emergency Management/Solid Waste Position Description:** Ms. Hansen indicated that this position description comes from the Finance Committee who would like to consolidate jobs. Mr. Carothers questioned why the position was split. Mr. Schiffli indicated it was his belief that prior Administration split the job duties when he asked for Solid Waste to have its own funding source and to not use Recycling Funds to run the program. Mr. Schiffli prepared the Resolution to split the Solid Waste duties off from his position to make it official as there were no minutes to show why this was being done. Mr. Schiffli indicated that he would like to have a joint meeting with the Recycling Committee to get their opinion in taking these duties back. Ms. Hansen indicated she had spoken with the Recycling Committee Chair and he was not in favor of the duties being placed back on the Recycling Director but understands that County Board has the right to change job duties as they see fit. He also indicated that he will be leaving the Recycling Committee and was not interested in coming in to discuss this with the HR Committee. Changes in how the City of Mondovi will handle their solid waste and recycling was discussed. Mr. Schiffli indicated that those changes will not lessen his work load but in fact add more work. Mr. Schiffli would like to know if there is an objective to adding these duties to his workload. He believes that if it is just to collect numbers that the Administration Office can handle that. If it is more than collecting numbers and enforcement is needed, then an ordinance needs to be put in place to enforce where solid waste is hauled. Mr. Hillert made a motion to forward this to County Board with no recommendation from the HR Committee, seconded by Mr. Carothers. Carried.

**Review/Discussion/Action regarding A Resolution to Consolidate Waste Management Duties with the Emergency Management and Recycling Director**

**Duties:** Mr. Carothers made a motion to forward this to County Board with no recommendation from the HR Committee, seconded by Mr. Hillert. Carried.

**Review/Discussion/Action regarding A Resolution Recognizing and Honoring the Retirement of LeAnne Loesel:** Ms. Hansen explained that Ms. Loesel has 19 years of service with Buffalo County and that she retired at the end of December. Mr. Carothers made a motion, seconded by Mr. Hillert. Carried.

**Review/Discussion/Action regarding A Resolution Recognizing and Honoring the Retirement of David Brevick:** Ms. Hansen indicated that Mr. Brevick has 29 years and 11 months of service to Buffalo County as the Buffalo County Highway Commissioner. Mr. Hillert made a motion, seconded by Mr. Carothers. Carried.

**Review/Discussion/Action regarding Salary Classification and Compensation Appeal Process:** Ms. Hansen explained that there will be 16 requests for appeals coming forward and those need to be heard within 6 weeks. The HR Committee will need to determine if the employee gets paid for attending the meeting, who needs to attend and if the meeting should be in closed session. The Committee decided that the meetings will be held on February 3<sup>rd</sup> and 4<sup>th</sup>, with classification appeals the first meeting and wage scale appeals the next meeting. The employee will not be paid if it is outside their regular work schedule and both the employee and supervisor can attend. The classification appeal will be held in open session and the wage scale appeal will be in closed session. Ms. Hansen will provide the Committee with job descriptions of the current position and where the individual would like to be moved to. She will also provide the seven county average and why the individual was placed in that scale.

**Review/Discussion regarding Veterans Service Office Staff updates:** Buffalo County is in a contract with Pepin County to provide Veterans Service Office staff. The contract can be terminated with a 90 day notice when there is staffing changes. Mr. James Goss, CVSO, reviewed costs and staffing needs when Ms. Loesel announced her retirement. Mr. Goss has determined that the sharing of staff with Pepin County is no longer feasible. The Health and Human Services and Veterans Committee recommended terminating the contract and will forward that to the County Board. Mr. Grisen asked Ms. Hansen to review the CVSO job description and see if anything needs to be addressed.

**Review/Discussion/Action regarding Exempt Employee Status Compensatory Time Off/Overtime Procedures:** Ms. Hansen explained that when the classification of job positions was created those positions were labeled either as exempt or non-exempt. Examples are exempt professional, exempt administrative, and exempt supervisor. Exempt professionals are able to earn comp time and carryover up to 60 hours per year. Some exempt employees are not allowed to carryover any comp time. Ms. Hansen believes this should be more uniform, but department heads and supervisors should remain as not being able to earn comp time. This will affect approximately 12-13 people and does not include Law Enforcement or Highway. It also affects an individual that moved from a position that could earn comp time to a position that cannot earn comp time. Mr. Hillert made a motion to approve paying an employee moving from a classification that can earn comp time to an exempt position that is not

entitled to comp time to be paid out at a rate the comp time was earned, seconded by Mr. Carothers. Carried. Mr. Hillert made a motion to allow exempt positions that are eligible to earn comp time on an hour to hour basis to carry over comp time to be in compliance with the Employee Handbook, seconded by Mr. Carothers. Carried.

**Review/Discussion/Action regarding Nationwide Voluntary Deferred**

**Compensation Roth Option:** Ms. Hansen explained that Nationwide has a Roth IRA option that employees can now use on a voluntary basis. Buffalo County has been in contract with Nationwide since 1991.

**Review/Discussion/Action regarding Employee Charges for Additional Copies of**

**Payroll Stubs:** Ms. Hansen indicated that there have been a few employees that are consistently requesting a copy of their paystub after being provided with one. To provide that copy is extra work for the Administration Office. Mr. Hillert made a motion to charge \$10 to reprint paystubs, seconded by Mr. Grisen. Carried.

**Review/Discussion regarding Administrative Coordinator's Report:** Ms. Hansen reported that there has been a delay in the Cadillac health insurance plan and there is work still being done to form a health insurance consortium. The Law Enforcement Union is asking for a change in how sick leave accrues and is used. The Communications/Corrections lawsuit decision was upheld with the conclusion that this should be an unprotected class. This still has to go through the appeals court before a final decision can be determined. The UW-Extension took a hit in the budget this year. They are looking at what is being called the Next Generation, where the Extension Offices will be restructured into regions. Buffalo County would be regionalized with Trempealeau County, Jackson County, La Crosse County, and Pepin County.

**Review/Discussion/Action regarding Next Meeting Date & Time:** The next meeting will be on February 3<sup>rd</sup> and 4<sup>th</sup> for the appeals process and the regular meeting will be February 11<sup>th</sup>, all at 4:00 p.m.

**Public Comments Not Regarding Agenda Items:** None.

**Adjournment:** Mr. Hillert made a motion to adjourn at 5:35 p.m., seconded by Mr. Carothers. Carried.

Respectfully Submitted,

Roxann M. Halverson  
Buffalo County Clerk