

DRAFT Buffalo County Minutes

Committee/Board: Human Resources Committee

Date of Meeting: Thursday, February 11, 2016

Electronic and Hard Copy Filing Date: Friday, February 12, 2016

Meeting was called to order by Chair Larry Grisen at 3:45 p.m.

BOARD MEMBERS PRESENT: Roll call was taken. Members present were: Mr. Larry Grisen, Mr. Don Hillert, Ms. Nettie Rosenow, Mr. Allen Carothers and Ms. Mary Ann McMillan Urell.

OTHERS PRESENT FOR ALL OR PART OF THE MEETING: Ms. Sonya Hansen, Ms. Carol Burmeister, Ms. Tammy Huber, Deputy Ryan Howell and Sheriff Michael Schmidtknecht.

MINUTES: A motion was made by Ms. McMillan Urell seconded by Mr. Hillert to approve the minutes of the February 3, 2016 and February 4, 2016 meetings as presented and sent. Motion carried with all members voting yes.

PUBLIC COMMENT REGARDING POSTED AGENDA ITEMS:

No public comments were received.

REVIEW/DISCUSSION/ACTION – LAW ENFORCEMENT PERSONAL TIME OFF CLARIFICATION:

Deputy Ryan Howell requested clarification as to the definition of a “day” in the Buffalo County Sheriff’s Department, Local Leer Division of the WPPA contract. The contract contains the provision that an employee can use up to five (5) days at their discretion as personal time off. All parties are in agreement that the side letter reflects that sick leave shall accrue at a rate of eight (8) hours per month. Deputy Howell stated that since their shifts are now 12 hours, the Deputies would like clarification that these five (5) days cover a 12 hour shift or 60 hours. Sheriff Schmidtknecht advised the Committee that defining a day as 12 hours assists with the ability to schedule time off rather than paying overtime.

A motion was made by Ms. McMillan Urell seconded by Mr. Hillert to extend an offer by side agreement to the union to allow the use of four (4) days equal to 48 hours at their discretion as personal time off. Motion carried with all members voting yes.

Deputy Howell informed the Committee that he would extend the offer to the group.

REVIEW/DISCUSSION/ACTION – DECISION ON CLASSIFICATION/STEP APPEAL:

Mr. Hillert made a motion to go into closed session, seconded by Mr. Carothers. Ms. McMillan Urell-yes, Ms. Rosenow-yes, Mr. Grisen-yes, Mr. Hillert-yes, and Mr. Carothers-yes. Motion carried.

Ms. McMillan Urell made a motion to return to open session, seconded by Ms. Rosenow. Mr. Carothers-yes, Mr. Hillert-yes, Mr. Grisen-yes, Ms. Rosenow-yes and Ms. McMillan Urell-yes. Motion carried.

Ms. Hansen read a proposed resolution worksheet which included the decisions and recommendation and adoption of an amended job classification/pay grade for non-represented employees for 2016 to be effective April 3, 2016 as follows:

- E-911 Coordinator moved from Clerical Support to renamed classification of Skilled Craft Technicians, Step #2 for E-911 work up to 36 hours per pay period;
- Materials Recovery Facility Supervisor moved to renamed classification Skilled Craft Technicians, Step #6
- Register in Probate moved from Step #2 to Step #4
- Personnel Advisor moved from Step #2 to Step #4
- DHHS Account Clerk Lead moved from Step #1 to Step #4
- Deputy County Treasurer – Real Property Lister (2 positions) moved from Advanced Clerical Support to newly created classification of Advanced Technical Support, Step #7
- Administration Administrative Assistant (Floater) receive Advanced Clerical Support Step #3 pay for up to 14 hours Scheduled Time Per Week when Serving as Deputy Register in Probate
- GIS/Land Information Technician moved from Step #1 to Step #2 and referral of position description back to Standing Committee for further review and recommendation for any reclassification
- Zoning Technician moved from Step #1 to Step #2
- Zoning Administrator moved from Step #3 to Step #4
- Nelson Senior Dining Manager moved from Step #4 to Step #6
- Remove County Administrative Coordinator from Job Category and Pay Grades

A motion was made by Ms. McMillan Urell seconded by Mr. Hillert to authorize Ms. Hansen to prepare a final resolution for consideration at the next regularly scheduled meeting. Motion carried with all members voting yes.

REVIEW/DISCUSSION/ACTION – 2017-2020 BUFFALO COUNTY ELECTED OFFICIALS WAGES:

Ms. Hansen indicated that pursuant to Wisconsin State Statute 59.22(1), the annual compensation levels for elected officials must be established prior to the earliest time for

filing of nomination papers. The County Clerk, Register of Deeds and Treasurer terms are ending in 2016. She provided an update of comparable information from various counties and it was noted that many counties have not yet established their new wages. The Committee discussed salary increases to equalize the difference between the elected officials for the years 2017 and 2018, excluding the Sheriff and Coroner with an increase of 1% in 2019 and 1.03% in 2020. A motion was made by Ms. McMillan Urell seconded by Mr. Rosenow to authorize Ms. Hansen to draft a resolution with the discussed proposed increases for consideration at the next regularly scheduled meeting. Motion carried with all members voting yes.

REVIEW/DISCUSSION/ACTION – TIMELINE FOR REVIEWING POSITION DESCRIPTIONS:

Ms. Hansen stated that the Employee Handbook addresses revising a position description. Department Managers should work with their current Standing Committee for revisions but any changes would not need to be approved by the Human Resource Committee until annual evaluations are completed which is in December of each year. Ms. Hansen indicated that she will work with Department Managers and that we may need to look at how position descriptions are created. She also indicated that the Administrative Office will be working on gathering information to review current wages from the counties used in the seven-county average study.

NEXT MEETING:

The next meeting is scheduled for Thursday, March 10, 2016 at 4:00 p.m.

PUBLIC COMMENTS NOT REGARDING AGENDA ITEMS:

No comments were received.

ADJOURNMENT: A motion was made by Mr. Hillert seconded by Ms. McMillan Urell to adjourn the meeting at 4:37 p.m. Motion carried.

Respectfully Submitted,

Sonya J. Hansen, Recording Secretary