

Buffalo County Minutes

Committee/Board: Human Resources Committee

Date of Meeting: Thursday, March 10, 2016

Electronic and Hard Copy Filing Date: Friday, March 11, 2016

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

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

Others Present for All or Parts of the Meeting: Ms. Roxann Halverson, Ms. Sonya Hansen, Mr. Bob Platteter, Ms. Marilyn Sheahan, Ms. Carol Burmeister, Mr. Randy Brommer, and Mr. Bruce Ausetth.

Minutes: Ms. McMillan Urell made a motion to approve the minutes of the February 11, 2016 meeting, seconded by Mr. Hillert. Carried.

Public Comments Regarding Posted Agenda Items: Mr. Brommer and Mr. Ausetth spoke to the committee regarding the Highway Union. They were informed that the Union was no longer certified with the State, but is still a Union and the members still pay dues. They explained that the Union did not receive notice to pay the registration fee and the time has now lapsed. They can re-register with the State next year if they choose to. A letter from the Union Attorney was shared and indicated that if a Union is not registered with the State they are still a recognized Union, but are not held to ACT 10 standards and more negotiations can be done. The Committee thanked them for the information.

Review/Discussion/Action regarding the Final Decision on Classification and Step Appeals: The Highway Chairman would like the HR Committee to reconsider the Highway Administrative Assistant position. They will have a time study completed for the classification change, but would like a step increase for the employee. A step increase would be a \$959.70 wage increase for the year. Mr. Platteter indicated that at the time of the appeal a step increase was not reviewed as management felt with the reclassification there would be a slight wage increase and so that is what was focused on. This individual has approximately 20 years of service with Buffalo County. Ms. Rosenow made a motion to approve a step increase from Step 6 to Step 7 for the Highway Administrative Assistant, seconded by Ms. McMillan Urell. Carried.

The other appeals were discuss.

Krista DeWitt – Classification Appeal: Many times it is difficult to differentiate between professional and technical work based solely on the assigned duties and responsibilities. The Human Resource Committee recognizes your duties and

responsibilities to be very technical work in a highly specialized area which requires a high degree of practical knowledge and skill. You receive specific training courses related to your work and typically learn to do the work on the job through many years of experience. Your position does not state a specific professional degree required to perform the functions assigned. At this time, your appeal is **denied as the position does not meet the qualifications to be reclassified from a Paraprofessional to a Professional.**

Sally Larson - Classification Appeal: The position is properly classified based on the education and experience, supervisory level, level of supervision, communication requirements and duties and responsibilities identified in the position description. **Appeal is denied.** The Human Resource Committee also realizes that positions change from time to time and are open to reviewing them each year upon the recommendation of the Department Manager and the Administrative Coordinator.

Jan Priefert - Classification Appeal: Many times it is difficult to differentiate between professional and technical work based solely on the assigned duties and responsibilities. The Human Resource Committee recognizes your duties and responsibilities to be very technical work in a highly specialized area which requires a high degree of practical knowledge and skill. Based on your testimony, the work performed in many instances is overseen by a professional attorney. You receive specific training courses related to your work and typically learn to do the work on the job through many years of experience. Your position does not state a specific professional degree required to perform the functions assigned. At this time, your appeal is **denied as the position does not meet the qualifications to be reclassified from a Paraprofessional to a Professional.**

Teresa L. Odegard - Classification Appeal: Many times it is difficult to differentiate between professional and technical work based solely on the assigned duties and responsibilities. The Human Resource Committee recognizes your duties and responsibilities to be very technical work in a highly specialized area which requires a high degree of practical knowledge and skill. Based on your testimony, the work performed in many instances is overseen by a professional attorney. You receive specific training courses related to your work and typically learn to do the work on the job through many years of experience. At this time, your appeal is **denied as the position does not meet the qualifications to be reclassified from a Paraprofessional to a Professional.**

Ashley Henthorn - Classification Appeal: The position is properly classified based on the education and experience, supervisory level, level of supervision, communication requirements and duties and responsibilities identified in the position description. **Appeal is denied.** The Human Resource Committee also realizes that positions change from time to time and are open to reviewing them each year upon the recommendation of the Department Manager and the Administrative Coordinator.

Julie Vollmer - Classification Appeal: The position is properly classified based on the education and experience, supervisory level, level of supervision, communication requirements and duties and responsibilities identified in the position description.

Appeal is denied. The Human Resource Committee also realizes that positions change from time to time and are open to reviewing them each year upon the recommendation of the Department Manager and the Administrative Coordinator.

Amy Reggin & Jessica Zitun - Step Appeal: The Human Resource Committee has been informed that your Department Manager withdrew this request and is following department policy as to any warranted changes in your classification and steps.

Highway Office Assistant Position – Classification Appeal: The Committee lacks sufficient documentation to verify the amount of time spent on performing fiscal accounting duties associated with the position. It is recommended that a detailed time study of the duties be completed over the next year to document the amount of time devoted to the tasks assigned this position. The Administrative Coordinator's Office is to work with the Department Manager to develop such a time study. The Human Resource Committee will review any recommendation by the Department Manager and the Administrative Coordinator in December of 2016 for any reclassification of the position. **Appeal is denied with opportunity for reconsideration.**

UW Extension Administrative Assistant Position – Classification Appeal: The Committee lacks sufficient documentation to verify the amount of time spent on performing fiscal accounting duties associated with the position. It is recommended that a detailed time study of the duties be completed over the next year to document the amount of time devoted to the tasks assigned this position. The Administrative Coordinator's Office is to work with the Department Manager to develop such a time study. The Human Resource Committee will review any recommendation by the Department Manager and the Administrative Coordinator in December of 2016 for any reclassification of the position. **Appeal is denied with opportunity for reconsideration.**

Barb Kasper – Step Appeal: The Human Resource Committee wishes to recognize your dedication to serving the citizens of Buffalo County in the role as Senior Dining Manager for the Mondovi Senior Dining Center. The Committee has reviewed the policy developed for the implementation of the scales and has determined that you were placed appropriately in the steps based on your position description, years of service and your current wage. This policy was developed to be equitable and fair for all employees. **Appeal is denied.**

Victoria Bautch – Step Appeal: The Human Resource Committee wishes to recognize your dedication to serving the citizens of Buffalo County in the role as Social Worker. The Committee has reviewed the policy developed for the implementation of the scales and has determined that you were placed appropriately in the steps based on your position description, years of service and your current wage. This policy was developed to be equitable and fair for all employees. The County Board of Supervisors correctly

voted on the resolution to implement the steps incorporating a .73% increase in the scales. **Appeal is denied.**

Mr. Carothers made a motion to approve the denial of the appeals, seconded by Mr. Hillert. Carried.

Review/Discussion/Action regarding A Resolution to Amend the Established Job Category and Pay Grade for Salary Schedule for Non-Represented Employees: The Resolution was discussed. Ms. McMillan Urell made a motion, seconded by Mr. Hillert. Carried.

Review/Discussion/Action regarding A Resolution to Establish the Elected Officials Total Annual Compensation Level for 2017-2020 Terms of Office: Ms. Hansen reviewed the Resolution, comparables, and the recent salary increases for other Department Managers in Buffalo County. The Committee discussed different wage scenarios. Mr. Hillert made a motion to approve the following wages: 2017- \$54,250.00, 2018- \$54,750.00, 2019-\$55,250.00, and 2020-\$55,750.00, seconded by Ms. Rosenow. Carried

Review/Discussion/Action regarding the Administrative Coordinator's Report: Ms. Hansen indicated she has not yet met with Sheriff Schmidtknecht regarding the 12 hour shifts for the Deputies or a possible change in shifts for the Communications/Corrections Officer. She did indicate that overtime costs are down, but wages have increased. This is partially due to the extra ½ Deputy position. Ms. Hansen would like to review the policy and procedures and possibly take a holiday and turn it into an employee in-service training day. She is also reviewing new employee orientation procedures. Ms. Hansen gave an update on the Security meetings. The alert system is looking to be quite expensive at approximately \$10,000.00. The name badges are going to be provided and the rooms are going to be numbered on the outside of the building. Ms. Hansen reviewed some possible changes to timesheets. An area may be added to show what area an employee is spending their time. There is a program that HHS uses and Ms. Hansen will look into that program to see what the cost would be.

Next Meeting: The next meeting will be April 14th, if needed.

Public Comments Not Regarding Agenda Items: None.

Adjournment: Ms. McMillan Urell made a motion to adjourn at 5:35 p.m., seconded by Ms. Rosenow. Carried.