

## Buffalo County Minutes

**Committee/Board:** Human Resources Committee

**Date of Meeting:** Thursday, May 12, 2016

**Electronic and Hard Copy Filing Date:** Friday, May 13, 2016

Ms. Hansen called the meeting to order at 4:02 p.m.

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

**Others Present for All or Parts of the Meeting:** Ms. Roxann Halverson, Ms. Sonya Hansen, Sheriff Mike Schmidtknecht, Mr. Casey Brownell, Mr. Dave Rynders, Ms. Danielle Schalinske, and Ms. Carrie Olson.

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

**Review/Discussion/Action Regarding Election of Chair:** Ms. McMillan Urell nominated Mr. Larry Grisen as Chair. Ms. McMillan Urell made a motion to close nominations and cast a unanimous ballot for Mr. Grisen, seconded by Mr. Taylor. Carried.

**Review/Discussion/Action Regarding Election of Vice Chair:** Ms. McMillan Urell nominated Mr. Donald Hillert as Vice Chair. Ms. McMillan Urell made a motion to close nominations and cast a unanimous ballot for Mr. Hillert, seconded by Mr. Taylor. Carried.

**Minutes:** Ms. McMillan Urell made a motion to approve the minutes of the March 10, 2016 meeting, seconded by Mr. Grisen. Carried.

**Review/Discussion/Action regarding a Highway Department Promotion and Wage Approval:** This item has been tabled with a request to have the proposed wage scales presented to the Highway Committee before forwarding onto the Human Resources Committee.

**Review/Discussion/Action regarding Law Enforcement Report on Overtime & Twelve-hour Shifts:** Sheriff Schmidtknecht reviewed the 12-hour shift the deputies are currently using. He feels it is working to reduce overtime. Sheriff Schmidtknecht and Mr. Brownell reviewed a proposal to change the Communications/Corrections Officers schedule to a 12-hour shift with 2 shifts a month being an 8 hour shift. The Committee asked them to return with budget figures and the pros and cons of moving to this type of shift.

**Review/Discussion/Action regarding the Public Health Officer/Supervisor Position**

**Description:** Mr. Rynders reviewed the description. There currently is a vacancy in this position and the HHS Committee approved to fill it. The position description notes the Department is a Level I facility when it is actually a Level II facility. The Committee approved the description with a correction to delete the second ( ) in the qualification section on page 3. Mr. Taylor made a motion to approve with the changes, seconded by Ms. McMillan Urell. Carried.

**Review/Discussion/Action regarding New Employee Orientation:** Ms. Hansen reviewed a proposed procedure for new employee orientation. Ms. McMillan Urell made a motion to approve the procedure with a modification to clarify that participation in the employee fund is voluntary, seconded by Mr. Taylor. Carried. Mr. Grisen requested a copy of this procedure be emailed to all County Board Members.

**Review/Discussion/Action regarding a Resolution to Honor the Retirement of ADRC Director Lola Longyhore:** Ms. McMillan Urell made a motion to approve, seconded by Mr. Taylor. Carried.

**Review/Discussion/Action regarding the Seven County Average Wage Study:** This item is tabled for next meeting.

**Review/Discussion/Action regarding A Resolution to Modify GIS/Land Information Technician Position to Land Records Coordinator/Land Information Officer:** Ms. Hansen gave an overview of the scales and position categories that were set up by County Board and the appeals process that had taken place. This Resolution looks at the position not the employee. Ms. Olson reviewed the work she had done in researching the position description and indicated that the Land Conservation Committee approved the Resolution. During the appeals process the appeal was returned to the Land Conservation Committee for changes and that those changes would be reviewed by the HR Committee in December of 2016 and would take effect in 2017. Ms. Olson explained that this Resolution incorporates all the duties the employee currently has and does not remove any duties. It also makes the position more of a supervisory role. This item will be postponed to a future meeting.

**Review/Discussion/Action regarding Modification of GIS/Land Information Technician Position Description:** Tabled to future meeting.

**Review/Discussion regarding the Administrative Coordinators Report:** Ms. Hansen updated the Committee on employee vacancies. The Public Health Officer position is vacant and two individuals were chosen to be Interim Public Health Officer, April Loeffler and Cali Heike. Interviews for the Highway Patrolman position were held. There will be interviews for the Sheriff's Department. Ms. Hansen reported that the Letter of Agreement between Buffalo County and the Law Enforcement Union, which clarifies sick time, has not been signed by the Law Enforcement Union yet. ADRC did appoint Mr. Paul Hoch as the Interim Director to serve when Ms. Longyhore retires.

Dementia training is scheduled for employees on June 14<sup>th</sup>. The Health Insurance Company will also be coming in to present information to employees.

**Review/Discussion/Action regarding a Resolution to Expand the Scope of Social Services On-Call System:** Mr. Rynders explained the Resolution, services offered and how grants helped cover costs in the past, but the grant is ending. Costs were reviewed for providing mobile crisis service for 16 hours per day, \$9,450.00. HHS reviewed covering these services for the mandated 8 hours per day and the cost would be \$2,290.00. Mr. Rynders also reviewed how costs are billed out for the services. Ms. McMillan Urell made a motion, seconded by Mr. Taylor. Carried.

**Review/Discussion/Action regarding going into Closed Session for the purpose of discussing FMLA, Appeal Status of Communication/Corrections Officers Classification Status, and Social Worker Classification of I, II, or III:** Ms. McMillan Urell made a motion to go into closed session, seconded by Mr. Taylor. Mr. Grisen – yes, Mr. Taylor – yes and Ms. McMillan Urell – yes. Carried.

**Review/Discussion/Action regarding returning to Open Session:** Mr. Taylor made a motion to return to open session, seconded by Ms. McMillan Urell. Mr. Taylor – yes, Mr. Grisen- yes, and Ms. McMillan Urell-yes. Carried.

A motion was made by Ms. McMillan Urell seconded by Mr. Taylor to approve the extension of unpaid leave until June 1, 2016 as requested. Carried.

Mr. Taylor made a motion seconded by Ms. McMillan Urell to approve the Social Worker II status of Ms. Amy Reggin and Ms. Jessica Zitur based on department criteria effective the first payroll of January 2016.

A motion was made by Ms. McMillan Urell and seconded by Mr. Taylor to refer the resolution to restore protective status as approved by Law Enforcement Committee back to them to consider restructuring shifts to 12 hours. Carried.

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

Next meeting would be June 9<sup>th</sup> at 1:00 p.m.

**Adjournment:** Mr. Grisen made a motion to adjourn at 5:55 p.m., seconded by Ms. McMillan Urell. Carried.

Respectfully Submitted,

Roxann M. Halverson  
Buffalo County Clerk