

Buffalo County Minutes

Committee/Board: Human Resources Committee

Date of Meeting: Thursday, June 9, 2016

Electronic and Hard Copy Filing Date: Monday, June 13, 2016

Mr. Larry Grisen called the meeting to order at 1:00 p.m.

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

Others Present for All or Parts of the Meeting: Ms. Sonya Hansen, Ms. Roxann Halverson, Mr. Jason Poser, Ms. Carrie Olson, Ms. Cecilia Novinski, Sherriff Mike Schmidtknecht, Mr. Casey Brownell.

Public Comments Regarding Posted Agenda Items: Ms. Novinski spoke regarding the benefits of switching the Communications/Corrections Officers to a 12-hour shift. She feels with the 12-hour shifts the mental and physical health of the employee will be much better and they will receive more applicants for the position when there are openings. Mr. Brownell spoke in favor of the 12-hours shifts. He believe this shift would reduce sick time, give the employee more family time, and help to reduce overtime.

Review/Discussion/Action regarding a Health Insurance: Ms. Hansen called Ms. Kim Hurtz so that she could join the meeting via phone conference. Ms. Hurtz explained the loss that Buffalo County has had for insurance claims and that Buffalo County is in a pool to help keep premiums low. She explained a new clinic located in La Crosse and Winona that employees can use free of charge for certain types of services. The insurance company pays the entire cost of the visit to the Neighborhood Family Clinics located in La Crosse and Winona. This cost does not apply towards the employee deductible. Ms. Hurtz will be working on costs for insurance for next year and hopes to have those to us by August, sooner if she can.

Review/Discussion/Action regarding the GIS Position Description: Ms. Hansen reviewed the history of the Land Information Office. During the appeals process this position was discussed to be moved in classification and in the pay scale. The HR Committee at that time had agreed to change the position on the pay scale, but wanted the position description reviewed for classification change. The Land Conservation Committee reviewed the description and updated it with job duties the position is actually performing. Four other counties were also consulted regarding the description to ensure the description captured the responsibilities and duties of the office. Mr. Hillert made a motion to approve the description, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding A Resolution to Modify GIS/Land Information Technician Position to Land Records Coordinator/Land Information Officer: A

discussion was held on where to place the position on the scales. Ms. McMillan Urell made a motion to amend the Resolution to add the effective date of January 1, 2017 and the classification would be placed in the Supervisory/Assistant Manager classification, seconded by Mr. Taylor. Carried. Ms. McMillan Urell made a motion to approve the amended Resolution, seconded by Mr. Taylor. Carried.

Mr. Grisen made a motion to take a 5-minute recess, seconded by Mr. Hillert Carried.

Review/Discussion/Action regarding a Highway Department Promotion and Wage Approval: The Highway Committee reviewed the development of scales due to the Highway Union not recertifying. Those scales are still being worked on and will be brought forward at a later time. A Patrolman was recently promoted to Foreman within the Highway Department. The wage this individual was at was \$20.52 and the Highway Commissioner and Highway Committee would like to set the wage at \$21.54 per hour. Mr. Hillert made a motion to approve the wage of \$21.54 per hour for this individual, with pay retroactive to April 4th, 2016, seconded by Ms. McMillan Urell. Carried.

Review/Discussion/Action regarding a Resolution to Restructure and Eliminate the County Assistant Patrol Superintendent Position: This position is an obsolete position and the Highway Committee would like to clear it from the records. Mr. Grisen made a motion to approve, seconded by Ms. McMillan Urell. Carried.

Review/Discussion/Action regarding Law Enforcement

Communications/Corrections 12 Hour Shift: Ms. Hansen reviewed the overtime costs with the current shift schedule versus the 12-hour shift schedule. Currently the cost for wages and overtime is \$801,269.83 and with the 12-hour shift the cost would be \$810,269.00. If changing to 12-hours shifts holiday and sick leave would only be accrued at 8 hour increments. Ms. Hansen will review the Employee Handbook for changes that will need to be addressed for moving Communications/Corrections Officers to a 12-hour shift. Mr. Hillert made a motion to approve the trial period of 1 year starting on January 1, 2017, seconded by Ms. McMillan Urell. Carried.

The Committee May Go Into Closed Session to Discuss Administrative Leave and FMLA: Mr. Grisen made a motion to go into closed session, seconded by Mr. Hillert. Mr. Grisen – yes, Ms. McMillan Urell – yes, Ms. Nettie Rosenow – yes, Mr. Hillert – yes, and Mr. Taylor – yes. Carried.

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

Ms. McMillan Urell made a motion to approve the FMLA leave, seconded by Ms. Rosenow. Carried.

Review/Discussion regarding the Seven County Average Wage Study: Ms. Hansen reviewed past work that had been done on the Seven County Average Wage Study, and a review that has been recently done. In the past position titles were used to compare wages and not job duties and it was questioned if this was a good way to compare wages. A discussion was held on having a centralized HR Department that would be in charge of hiring and firing employees, FMLA and other employee questions. Positions that are 10% or greater below the seven county wage average will be reviewed. The position descriptions will also be reviewed so that they better explain the job duties and are more uniform.

Review/Discussion/Action regarding the 2017 Budget Directive: Ms. Hansen will be meeting with Department Managers to review which employees will be receiving a step increase in 2017 so that the HR Committee can review the impact this will have on the budget. The Committee asked that a spreadsheet be put together that shows costs associated with changing the percentage paid by employees for health insurance.

Review/Discussion/Action regarding 2016-2017 Committee Goals: Goals the Committee would like to see is new employee orientation, hiring procedures policy, centralized and uniform advertising of open positions, a standardized employment offer letter, reference checks, and screening of applicants. Other items to work on would be a Centralized HR Department, reviewing the Employee Handbook, reviewing position descriptions and reviewing insurance costs, copays and deductibles.

Review/Discussion/Action regarding Administrative Coordinators Report: There will be Dementia Friendly Community training on June 14th. The elevator has been out of service, as soon as parts are in it will be repaired. Courthouse security was also discussed.

Public Comments Not Regarding Posted Agenda Items: None.

Next meeting would be July 14th at 1:00 p.m.

Adjournment: Ms. McMillan Urell made a motion to adjourn at 3:40 p.m., seconded by Mr. Taylor. Carried.

Respectfully Submitted,

Roxann M. Halverson
Buffalo County Clerk