

Buffalo County Minutes

Committee/Board: Human Resources Committee

Date of Meeting: Thursday, August 11, 2016

Electronic and Hard Copy Filing Date: Monday, August 22, 2016

Mr. Larry Grisen called the meeting to order at 10:00 a.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, Ms. Betty Sessions, and Ms. Diane Mikelson.

Review/Discussion/Action regarding previous meeting minutes: Ms. McMillan Urell made a motion to approve the minutes, seconded by Mr. Taylor. Carried.

Public Comments Regarding Posted Agenda Items: None.

The Committee May Go Into Closed Session to Discuss Unpaid Leave of Absence Request, the Building and Grounds Janitor, and the transfer of PTO to PSLB: Mr. Grisen made a motion to go into closed session, seconded by Mr. Taylor. Mr. Grisen – yes, Ms. McMillan Urell – yes, Ms. Rosenow – yes, Mr. Hillert – yes, and Mr. Taylor – yes. Carried.

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

Ms. McMillan Urell made a motion to deny the unpaid leave of absence request, seconded by Ms. Rosenow. Carried.

Ms. McMillan Urell made a motion to approve the transfer of PTO to PSLB of not more than 40 hours on an individual basis, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding Buildings and Grounds Janitor Position Description and the Building and Grounds Maintenance Position: Ms. Hansen reviewed the position descriptions for the Building and Grounds Janitor position and the Building and Grounds Maintenance Manager position. These positions would change so that they are equal positions that report to the Administrative Coordinator, not to each other. The individuals will still work with each other to coordinate work that needs to be accomplished and supplies that need to be ordered. Ms. McMillan Urell made a motion to approve the job descriptions, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding Highway Department Wage Scales: Ms. Hansen reviewed the work that has been done by Mr. Platteter and Ms. Sessions regarding wage scales for Highway employees. The wage scales as they are currently done for other positions would cost \$26,376.61 and the wage scales as proposed by Mr. Platteter would cost \$14,024.61. The Committee recommended having the Highway Department use Mr. Platteter's figures for their budget.

Review/Discussion/Action regarding Affirmative Action Plan: Ms. Hansen explained the work that Ms. Alison Eggelston has done in preparing the Affirmative Action Plan. This Plan is required for the TAD Grant. The Plan would appoint the EEO as the Personnel Advisor and it shows our strengths and weaknesses.

Review/Discussion/Action regarding Recommendation for Equal Employment Opportunity Manager: Ms. Hansen recommends appointing Ms. Betty Sessions as the EEO Manager. Ms. McMillan Urell made a motion to appoint Ms. Sessions as the EEO Manager, seconded by Mr. Hillert. Carried.

Review/Discussion/Action regarding Recruitment Process for Future Vacant Positions: This idea was brought forward by a Department Manager who would like to have an open pool of candidates for a possible vacant position. Ms. Hansen feels this would make the hiring and filling of positions faster. There would be separate pools for each category, for example a pool of candidates for accounting, clerical, highway, etc. Ms. McMillan Urell made a motion to approve this process, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding Preliminary Discussion of Human Resource Department Design: Ms. Hansen discussed forming an HR Department to better coordinate employees and requirements that follow each employee. The Committee reviewed a chart of things to work on over the next 12 months and 24 months. Staff has already been cross trained in certain areas, but this would make it more official. Mr. Hillert made a motion to approve the preliminary plan, seconded by Ms. McMillan Urell. Carried.

Review/Discussion/Action regarding Preliminary Discussion of Employee Handbook Revisions: Ms. Hansen reviewed some items that will need to be updated. The Communication Corrections portion will need to be updated as well as the overtime procedure for certain exempt employees.

Review/Discussion/Action regarding 2017 Budget Discussion & Recommendations: A discussion was held on health insurance, options on deductibles, employee's share of premiums, step increases in wages, and the CPI increase.

Mr. Grisen asked to continue this discussion following the closed session to prepare for LEER negotiations and the LEER negotiations meeting.

The Committee May Go Into Closed Session to discuss WPPA/LEER Contract Negotiations: Mr. Grisen made a motion to go into closed session, seconded by Ms. McMillan Urell. Mr. Grisen – yes, Ms. McMillan Urell – yes, Ms. Rosenow – yes, Mr. Hillert – yes, and Mr. Taylor – yes. Carried.

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

Mr. Taylor made a motion to recess the meeting and to reconvene following the 1:00 p.m. HR meeting with Law Enforcement, seconded by Ms. McMillan Urell.

The Committee reconvened at 1:50 p.m.

Review/Discussion/Action regarding 2017 Budget Discussion & Recommendations (continued): The Committee asked Ms. Hansen to check with the insurance company to see if there was any savings if there is a limit on providers, and what the premium would be for a \$2,000.00 deductible and a \$5,000.00 deductible. A discussion was also had on what the cost would be if the County gave each employee a set amount of money towards their health insurance and the employee could pick what their deductible would be, but they would have to pay for anything above what the County had allotted. Ms. Hansen will put some figures together for the next meeting.

Review/Discussion/Action regarding the Next Meeting Date: September 8th will be the next regular meeting at 11:00 a.m., with an 11:30 a.m. meeting with Highway employees and 1:00 p.m. with Law Enforcement.

Public Comments Not Regarding Posted Agenda Items: None.

Adjournment: Mr. Hillert made a motion to adjourn at 2:10 p.m., seconded by Mr. Taylor. Carried.

Respectfully Submitted,

Roxann M. Halverson
Buffalo County Clerk