

Buffalo County Minutes

Committee/Board: Human Resources Committee

Date of Meeting: Monday, February 12, 2018

Electronic and Hard Copy Filing Date: Tuesday, February 13, 2018

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

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

Others Present for All or Parts of the Meeting: Ms. Sonya Hansen, Ms. Roxann Halverson, Mr. Dave Rynders, Sheriff Mike Schmidtknecht, Ms. Roselle Schlosser, Ms. Tina Anibas, and Ms. Carol Burmeister.

Public Comments Regarding Posted Agenda Items: Sheriff Schmidtknecht spoke regarding the Elected Officials salary. He asked the Committee to look at the comparable and come up with a fair and equitable wage.

Ms. Roselle Schlosser distributed comparable information she had received and asked the Committee to not only look at comparable counties but also department managers within the county to come up with a fair wage. She explained to the committee that while other department managers were getting 3% wage increases the elected officials were either frozen or getting a low increase.

Minutes: Ms. McMillan Urell made a motion to approve the minutes, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding DHHS Support Staff Specialist Position Description: Mr. Rynders explained the proposed changes to this position description. There are two Support Staff Specialist positions, but both have very distinct and different duties. This position works with the Social Workers as is shown on the job duties. The front receptionist area is run by the other Support Staff Specialist for two days a week, one day by the WHEAP Assistant, and two days by part-time office staff that was approved in the 2018 budget. The Committee suggested the title of the position be changed to differentiate between the two positions. Mr. Rynders recommended Support Staff Specialist – Social Work as a title. Mr. Hillert made a motion to approve the description with the title clarification, seconded by Ms. McMillan Urell. Carried.

Review/Discussion/Action regarding Establishing the Elected Officials Compensation Level for 2019 through 2022 for Clerk of Court, Coroner and Sheriff: Ms. Hansen explained that other counties are still establishing their Elected Officials wages and therefore the spreadsheet that she distributed has limited information. She reviewed what other Department Managers are being paid compared to Elected Officials. Ms. McMillan Urell has concerns with the Sheriff being so much lower than the comparable counties and the Chief Deputy. She explained that with the increased workload of the Sheriff this needs to be looked at. A

discussion was held on different percentage increases for the Clerk of Court to bring that position equal to the County Clerk, Register of Deeds, and Treasurer for 2019 and 2020 then catching the position up to the comparables. The Committee would like more information on what other counties are doing statewide for the Clerk of Court position. Mr. Grisen made a motion to table the Clerk of Court wage discussion until the next meeting, seconded by Mr. Hillert. Carried.

Further discussion was held on the Sheriff position and how to bring the wage up to other comparables like Pepin County. Ms. McMillan Urell made a motion to have a resolution drafted showing an 8% increase for 2019, 3% increase for 2020-2022, seconded by Mr. Taylor. Carried.

The Committee May Enter into Closed Session: Mr. Grisen made a motion to go into closed session, seconded by Mr. Taylor. Mr. Grisen – yes, Ms. McMillan Urell – yes, Mr. Hillert – yes, Mr. Taylor –yes, and Ms. Rosenow – yes. Carried.

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

Mr. Hillert made a motion to approve the following decisions for the 2018 appeals, seconded by Mr. Taylor.

- UW Extension Administrative Assistant to be reclassified to Administrative Financial category. This appeal would be denied pending a time to review the impact the restructuring has had on the department.
- Deputy Register of Deeds to be reclassified to Administrative Financial category. This appeal would be denied.
- Highway Office Manager to be reclassified to Supervisors/Assistant Managers category. This appeal would be denied.
- Highway Class II Skilled Craft Worker reclassified to Class III Skilled Craft Workers. This appeal is approved as employee has the work experience to be reclassified.
- Chief Deputy Clerk of Court to be reclassified to Administrative Support/Accounting Support. This appeal is denied.
- Deputy Clerk of Court to be reclassified to Administrative support/Accounting Support. This appeal is denied.
- Recycling Materials Recovery Facility Supervisor to be reclassified to Skilled Craft Workers equal to Class IV Foreman. This appeal is approved with a step increase.
- DHHS Child Support Specialist to be reclassified to Case Worker. This appeal is denied pending further review.
- DHHS Account Clerk Lead to be reclassified to Supervisors/Assistant Managers. This appeal is denied with the ability to review after a classification study has been completed.
- DHHS Support Staff Specialist to be reclassified to Accounting Support. This appeal is approved to be moved to Advanced Clerical Support.

Motion Carried.

Review/Discussion/Action regarding A Resolution Recognizing and Honoring the Retirement of Betty Sessions: Ms. Hansen explained that Ms. Sessions will retire February 23rd after more than 33 years of service to Buffalo County. There will be a small gathering on the 23rd from 2:30 p.m. – 4:00 p.m. in the 3rd floor County Board room. Mr. Taylor made a motion to approve the Resolution, seconded by Ms. Rosenow. Carried.

Review/Discussion/Action regarding A Resolution to Increase Buffalo County Coroner, Chief Deputy Coroner and Deputy Coroner Per Diem: Ms. Hansen presented the Resolution to change the per diem from \$100 to \$125. Ms. Halverson questioned the Resolution as she had checked with other counties and the per diem is part of the compensation package that cannot be changed during the term of office. Mr. Grisen made a motion to table this Resolution, seconded by Mr. Hillert. Carried.

Review/Discussion/Action regarding the Chair Report: None.

Review/Discussion/Action regarding the Administrative Coordinator Report: Ms. Hansen gave the Administrative Coordinator Report.

- An opening remains for a Communication Corrections Officer position
- The Chief Deputy Sheriff has given his resignation notice pending approval of employment with the City of Mondovi.
- Interviews have been scheduled for the two Sergeant positions on February 19th.
- The Administrative Assistant position in the Sheriff Department has been put on hold.
- The City of Alma is not interested in sharing an officer with the County, but Fountain City indicated that they may be interested.
- Three new employees have started recently.
 - Ms. Amber Leininger, Administrative Assistant
 - Ms. Brenda Creighton, Personnel Director
 - Ms. Maggie Halberslaben, LTE Social Worker

Review/Discussion/Action regarding the Next Meeting Date: March 12, 2018 at 1:00 p.m.

Public Comments: None.

Adjournment: Mr. Taylor made a motion to adjourn at 3:35 p.m., seconded by Ms. McMillan Urell. Carried.

Respectfully Submitted,

Roxann M. Halverson
Buffalo County Clerk