

Buffalo County Minutes

Committee/Board: Human Resources Committee

Date of Meeting: Monday, February 13, 2017

Electronic and Hard Copy Filing Date: Tuesday, February 14, 2017

Mr. Larry Grisen called the meeting to order at 2:00 p.m.

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

Others Present for All or Parts of the Meeting: Ms. Roxann Halverson, Ms. Sonya Hansen, Mr. Bob Platteter, Ms. Robin Schmidtknecht, Ms. April Loeffler, Mr. Dave Rynders, Mr. Stephen LaValla, Ms. Lori Miller, Mr. Jeremy Brantner, and Mr. Kim Newman.

Review/Discussion/Action regarding previous meeting minutes: Ms. Hansen noted the word “case” needs to be added to the discussion on the Social Services Manager Position, as it should be the Case Manager position. Mr. Hillert made a motion to approve the minutes with that correction, seconded by Ms. McMillan Urell. Carried.

Public Comments Regarding Posted Agenda Items: None.

Review/Discussion/Action regarding the Administrative Assistant Position

Description: Ms. Hansen explained that this position did not have a position description and she worked with the individual to create one. Ms. Rosenow suggested changing the title to read “Administrative Assistant (Confidential)”. Ms. Hansen suggested removing the 50% FTE from the description. Ms. McMillan Urell made a motion to approve the description with these changes, seconded by Ms. Rosenow. Carried.

Review/Discussion/Action regarding the Highway Position Descriptions (Class 1, Entry Level State/County Patrolman; Class II, Entry Level Mechanic; Class II, Patrolman/Operator; Class III, Experienced Mechanic; Class III, Patrolman/Operator; Class IV, Shop Foreman; Class IV, State/County Foreman; Class IV, Signman; Class IV, County General Foreman; Highway Office Account Clerk): Mr. Platteter reviewed the position descriptions, the differences between classes, and how the employee can reach the next class. He also explained the changes to the Account Clerk position description. This was updated to better reflect the duties that are being done and to update the experience required. Ms. McMillan Urell made a motion to approve the descriptions as drafts and send them to the Highway Committee for review, seconded by Ms. Rosenow. Carried.

Review/Discussion/Action regarding the Health and Human Services Case Manager I and Case Manager II Position Descriptions and Wage Scales: Mr. Rynders asked that this be tabled to a future meeting.

The Committee May Go into Closed Session to discuss a Request to Extend Unpaid Leave: Mr. Hillert made a motion to go into closed session, seconded by Ms. Rosenow. Mr. Grisen-yes, Ms. McMillan Urell-yes, Mr. Hillert-yes, and Ms. Rosenow- yes. Mr. Taylor excused. Carried.

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

Ms. McMillan Urell made a motion to approve extending the unpaid leave until March 6th, seconded by Ms. Rosenow. Carried.

Review/Discussion/Action regarding the Administrative Coordinator Report: Ms. Hansen reviewed the process that was used last year during the appeals.

The Committee recessed from 3:30 p.m. until the Appeals at 4:00 p.m.

Review/Discussion/Action regarding Job Category Classification Appeals, Wage Appeals and Step Appeals. The Committee May Go into Closed Session to discuss a Request to Extend Unpaid Leave: Mr. Hillert made a motion to go into closed session, seconded by Ms. McMillan Urell. Mr. Grisen-yes, Ms. McMillan Urell-yes, Mr. Hillert-yes, and Ms. Rosenow- yes. Mr. Taylor excused. Carried.

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

No action was taken at this time regarding the appeals.

Public Comments Not Regarding Posted Agenda Items: None.

Next meeting date and time will be: March 9th at 3:30 p.m.

Adjournment: Mr. Hillert made a motion to adjourn at 6:00 p.m., seconded by Ms. Rosenow. Carried.

Respectfully Submitted,

Roxann M. Halverson
Buffalo County Clerk