

Buffalo County Minutes

Committee/Board: Human Resources Committee

Date of Meeting: Monday, March 12, 2018

Electronic and Hard Copy Filing Date: Wednesday, March 14, 2018

Chair Larry Grisen called the meeting to order at 1:08 p.m.

Board Members Present: Mr. Larry Grisen, Ms. Mary Anne McMillan Urell, and Mr. Mike Taylor. Ms. Nettie Rosenow joined the meeting at 2:00 p.m. Mr. Hillert was excused.

Others Present for All or Parts of the Meeting: Ms. Sonya Hansen, Ms. Roxann Halverson, Mr. Dave Rynders, Ms. Roselle Schlosser, Ms. Brenda Creighton, Ms. Amber Leininger, Sheriff Mike Schmidtknecht, and Ms. April Loeffler.

Public Comments Regarding Posted Agenda Items: None.

Minutes: Ms. McMillan Urell made a motion to amend the minutes to add an additional bullet showing that a Highway reclassification appeal was denied due to the employee not meeting the requirements, seconded by Ms. Rosenow. Carried. Ms. McMillan Urell made a motion to approve the minutes as amended, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding A Resolution to Establish Elected Officials Annual Compensation Level for 2019 through 2022 Terms of Office for Clerk of Court, Coroner, and Sheriff: A discussion was held on the seven county average, keeping the elected officials at the same salary level, and comparing the salary to other department managers. Ms. McMillan Urell made a motion to set the Clerk of Court salary at \$55,250.00 for 2019, \$55,750.00 for 2020, \$58,537.50 for 2021 and \$60,293.63 for 2022, seconded by Mr. Taylor. Carried.

Ms. McMillan Urell indicated she would like to revisit the Sheriff's wages that were set at the last meeting as she feels the wage is still low. She discussed the wages being below what Pepin County pays and the number of years Mr. Schmidtknecht has been Sheriff. Ms. McMillan Urell made a motion to set the Sheriff's wages at \$74,100.00 for 2019, \$75,582.00 for 2020, \$77,093.64 for 2021, and \$78,635.51 for 2022, seconded by Mr. Taylor. Carried.

Ms. McMillan Urell made a motion to set the Coroner wage at \$3,899.09 for 2019, \$3,934.38 for 2020, \$4,131.10 for 2021, and \$4,254.92 for 2022, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding A Resolution to Increase Buffalo County Coroner, Chief Deputy Coroner and Deputy Coroner Per Diem: Ms. Hansen spoke with the labor attorney and the Coroner wages cannot be changed during the term, but the Deputy Coroner wages can be adjusted. The Resolution reflects that the increase in per diem would take place on April 1, 2018 for the Deputy Coroners and January 1, 2019 for the Coroner. The per diem will go from \$100 to \$125. Ms. McMillan Urell made a motion to approve the Resolution, 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, and Mr. Taylor –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. Taylor-yes, and Ms. Rosenow-yes. Carried.

Ms. McMillan Urell made a motion to adjust the graduation verification policy to state that the employee must turn in the verification within 30 days of graduation in order to receive an increase in pay, seconded by Mr. Taylor. Carried.

Mr. Taylor made a motion to approve moving the three Communications/Corrections Officer positions from step one to step two effective April 1, 2018, seconded by Ms. McMillan Urell. Carried.

Review/Discussion/Action regarding A Resolution to Amend the Established Job Category and Pay Grade for Salary Schedule for Non-Represented Employees: Ms. McMillan Urell made a motion to amend the Resolution to add the adjustment of the three Communications/Corrections Officers, seconded by Mr. Taylor. Carried. Ms. McMillan Urell made a motion to approve the amended Resolution, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding Standing Workstations Procedure Policy: Ms. Hansen indicated that she is receiving more requests for standing workstations. Recent research has shown the pros and cons of standing workstations versus sitting workstations and show it is best if the employee can get up and move throughout the day. The policy would set parameters to obtaining a standing workstation. For example a letter from a physician showing the need for the workstation and an assessment from the Wisconsin Counties Association Risk Management staff. Ms. Hansen will take this item to the Department Managers meeting for further discussion.

Review/Discussion/Action regarding Telecommuting Procedure Policy: Mr. Rynders and Ms. Loeffler spoke regarding the Informal Telecommuting Procedure Policy. Ms. McMillan Urell made a motion to approve this as a pilot program with a review in 6 months. The motion died for lack of a second. The Committee would like to see a list of positions this would work for, details on what would be expected, and how the department would track if this is working or not.

Review/Discussion/Action regarding A Resolution to Change the Account Clerk Lead Position to the Account Clerk Supervisor Position: Mr. Rynders explained that with the CJS grant being renewed and the window for the employee to come back as Child Support Coordinator closing it is time to look at the Account Clerk Lead position. Ms. Hansen explained it would be best to look at this position when the wage scales are being reviewed. Ms. McMillan Urell made a motion to table the Resolution, seconded by Mr. Taylor. Carried.

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

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

- Pepin County has recently had two Social Workers leave employment and would like to know if Buffalo County would be available to cover on-call duties until new employees are hired. Mr. Rynders and Ms. Hansen will work on this.
- The bill for negotiations for the Sergeant positions was received in the amount of \$3,472.00.
- Wage scales will be looked at. Two of the seven counties have not responded to requests for wages (Richland and Rusk). Richland, Monroe, and Rusk will be replaced with Burnett, Polk, and Adams.
- Open positions were reviewed.
- Senior Community Services would like to know if Buffalo County is interested in working with the senior population to train them for employment and possibly hire them for any available jobs. The temporary positions would be 24 hours per week at no cost to the County.
- Work is being done on the Civil Rights Plan.
- Three squad cars were damaged in deer accidents. The damage on them appears to be under the \$5,000 deductible.
- There were three workers compensation claims this year due to slipping on ice or falls while on the job.
- Research is still being done on a time clock system.

Review/Discussion/Action regarding the Next Meeting Date: The next meeting date and time will be on April 9th at 2:00 p.m.

Public Comments: None.

Adjournment: Mr. Taylor made a motion to adjourn at 3:30 p.m., seconded by Ms. Rosenow. Carried.

Respectfully Submitted,

Roxann M. Halverson
Buffalo County Clerk