

Buffalo County Minutes

Committee/Board: Human Resources Committee

Date of Meeting: Monday, June 11, 2018

Electronic and Hard Copy Filing Date: Wednesday, June 13, 2018

Larry Grisen called the meeting to order at 8:30 a.m.

Board Members Present: Mr. Larry Grisen, Mr. Donald Hillert, Mr. Bernard Brunkow, and Mr. Michael Taylor. Mr. Nathan Nelson was excused.

Others Present for All or Parts of the Meeting: Ms. Sonya Hansen, Ms. Roxann Halverson, Ms. Carrie Renchin, Mr. Dave Rynders, Ms. Roxane Weisenbeck, Ms. Pat Malone, Ms. Sue Burr, Mr. Adam Sticht, and Ms. Brenda Creighton.

Public Comments Regarding Posted Agenda Items: None.

Minutes: Mr. Brunkow made a motion to approve the minutes, seconded by Mr. Hillert. Carried.

Review/Discussion/Action regarding UW-Extension Administrative Assistant

Position Description: Ms. Weisenbeck met with Ms. Hansen and reviewed the position description. There was a change made to the years of experience. It would be changed from two years to four years so the description matches that of other descriptions in the classification. Ms. Hansen explained this position is similar to that of the Zoning Assistant and the Administrative Assistant. The position would now fall into the wage scale as an exempt employee and therefore no overtime would be earned, but comp time could still be earned. Mr. Taylor made a motion to approve the position description, seconded by Mr. Brunkow. Carried.

Review/Discussion/Action regarding Wage Classification Review of the UW

Extension Administrative Assistant: This position would move from Advanced Clerical to Administrative Support – Financial as it is equivalent to the Zoning Assistant and Administrative Assistant. Mr. Brunkow made a motion to approve the classification effective with the July payroll, seconded by Mr. Hillert. Carried.

Review/Discussion/Action regarding A Resolution to Change a Full-time Case

Manager Position from Limited Term to Permanent Status: Mr. Rynders distributed an updated organizational chart that shows how the department would look if the next two resolutions are approved. He explained that a Child Welfare Social Worker position had been vacant and was filled with the limited term Social Worker. This poses a problem as the limited term position is needed, but would be very difficult to fill and train with only 6-months remaining of that position. He sees a need to have the position permanent since the number of child welfare cases are not decreasing. Currently there

are 26 cases with 7 of the children slated for parental rights to be terminated. Mr. Grisen explained that other departments have asked for help and have been turned down so it is difficult to add a position to a department. Mr. Rynders indicated that he understands, but it would be difficult to process the cases in a timely manner without the staff to provide the service. A discussion was held regarding extending the limited term position to a full year. Mr. Taylor made a motion to send this back to the DHHS Committee with the recommendation to extend the limited term position instead of making it a permanent position, seconded by Mr. Hillert. Carried.

Review/Discussion/Action regarding A Resolution to Create a Full-Time Social Worker Position for Adult Protection Services and Creating Dementia-Friendly Communities: Mr. Rynders explained the State is going to take back the unused carryover funds from ADRC if not used. The State indicated that Buffalo and Pepin Counties need to expand their capacity and meet the demand for services. One of the ADRC workers that is part-time ADRC and part-time DHHS will move into full-time ADRC to expand those services. This position will work with the court system regarding elderly and vulnerable adults. The revenue generated by this position would cover wage costs as well as other costs. Mr. Brunkow made a motion to approve the resolution, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding the Legal Assistant Position Description: Ms. Hansen explained with the DA being elected Judge and a new DA being appointed the positions of Legal Assistant and Victim Witness Coordinator need to be reviewed. Buffalo and Pepin Counties are the only counties that these positions are not county employees. The State would prefer them to be county employees so if a new DA is elected at some point there is consistency in the office. Mr. Hillert made a motion to approve the Legal Assistant position description, seconded by Mr. Brunkow. Carried.

Mr. Taylor made a motion to place this position in the same wage scale as the Deputy Clerk of Court and Deputy County Clerk, seconded by Mr. Brunkow. Carried.

Review/Discussion/Action regarding A Resolution to Create and Fill a Full-Time Legal Assistant for the District Attorney's Office: Mr. Brunkow made a motion to approve the resolution, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding the Victim Witness Coordinator Position Description: Ms. Hansen explained this position is 75% Victim Witness and 25% DA Assistant with a portion of the costs being reimbursed by the State. Mr. Taylor made a motion to approve the position description and to place the position in the wage scale with Case Managers, seconded by Mr. Hillert. Carried.

Review/Discussion/Action regarding A Resolution to Create and Fill a Full-Time Combined Victim Witness Coordinator and District Attorney Legal Assistant Position: Mr. Hillert made a motion to approve the resolution, seconded by Mr. Brunkow. Carried.

Review/Discussion/Action regarding Wage Compensation & Survey Sub-Committee Update: Ms. Creighton explained the sub-committee has met two times and have been working on putting in our wages compared to six other counties. There has been a challenge as Trempealeau County actually does 20 steps versus our 7 steps. Their information has been modified to match our 7 steps. The sub-committee will meet again before the next HR meeting.

Review/Discussion/Action regarding the Chair Report: Chair Grisen discussed setting long term and short term goals.

- Wage Scales
- Health Insurance costs
- Employee retention
- Time keeping system
- Use of interns
- Ethics training
- Employee training

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

- Work continues on creating an HR Department and assigning duties to free up the Administrative Coordinator.
- Overtime report reviewed.
- The Buffalo County jail is full and inmates are being housed in Pepin and Dunn Counties.
- The fridge in the Law Enforcement Department is in need of replacement. There is no record of who purchased the fridge. It is used by 24 employees. There are official breakrooms on the 1st and 4th floors of the courthouse. The Committee advised to call Mr. Grey and see if he has a used one, but this needs to be sent back to the Law Enforcement Committee for discussion.

Review/Discussion/Action regarding the Next Meeting Date: The next meeting date and time will be on July 9, 2018 at 8:30 a.m.

Public Comments: None.

Adjournment: Mr. Brunkow made a motion to adjourn at 10:26 a.m., seconded by Mr. Taylor. Carried.

Respectfully Submitted,

Roxann M. Halverson
Buffalo County Clerk