

Buffalo County Minutes

Committee/Board: Human Resources Committee

Date of Meeting: Monday, July 9, 2018

Electronic and Hard Copy Filing Date: Tuesday, July 10, 2018

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

Board Members Present: Mr. Larry Grisen, Mr. Michael Taylor, and Ms. Mary Anne McMillan Urell. Mr. Donald Hillert, Mr. Bernard Brunkow, and Mr. Nathan Nelson were excused.

Others Present for All or Parts of the Meeting: Ms. Sonya Hansen, Ms. Roxann Halverson, Ms. Brenda Creighton, Ms. Janice Wavra, and Mr. Dave Rynders.

Public Comments Regarding Posted Agenda Items: None.

Minutes: Mr. Grisen would like the word “before” changed to “after” in the sentence regarding the HR Subcommittee meeting on the third page of the minutes. Mr. Taylor made a motion to approve the minutes with that correction, seconded by Ms. McMillan Urell. Carried.

Review/Discussion/Action regarding a Presentation by Janice L. Wavra – Employee Benefit Services and Employee Health Insurance Plan: Ms. Wavra explained her work with insurance. She would like to help Buffalo County streamline the insurance and new employee orientation process for the HR Department and the employees. She has seen benefits become key to retaining employees and a way to recruit new employees. She does new employee enrollment, lunch and learns, education on prescription costs, HSA Plans, pre-retirement planning, and open enrollment meetings. She has reviewed the claims for 2017 and to date for 2018. She will work on getting quotes for us in August or early September. She will look at cost savings to premiums without many changes for the employees. She is currently contracted with WCA to work with us, but can look at other insurance companies for us as she is an independent agent.

Review/Discussion/Action regarding A Resolution to Extend the Limited Term Child Welfare Case Manager Position an Additional Six Months: Mr. Rynders brought the original resolution back to his committee and they felt it was a good compromise to extend the position through June 30, 2019. Mr. Taylor made a motion to approve the resolution, seconded by Ms. McMillan Urell. Carried.

The Committee May go into Closed Session to Discuss Employee Retention: Mr. Grisen made a motion to go into closed session, seconded by Mr. Taylor. Mr. Grisen-

yes, Mr. Taylor-yes, Ms. McMillan Urell-yes, Mr. Brunkow – excused, Mr. Hillert – excused, and Mr. Nelson-excused.

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

No action was taken.

Review/Discussion/Action regarding the New Employee Orientation Procedures: Ms. Creighton explained she has been reviewing the new employee orientation procedures to provide a good experience for new hires. She outlined the pre-employment procedures and who will be responsible for certain items. It has been a struggle to go through this process with interns and summer employees. Departments need to inform the HR Department and Administration of the hire of interns and summer employees so that they receive the same orientation as other employees. Mr. Taylor made a motion to approve the new employee orientation procedure, seconded by Ms. McMillan Urell. Carried.

Review/Discussion/Action regarding Employee Breakroom Appliance Replacement Policy: There has been a request to replace a fridge in the Sheriff's Department. A review of records did not reveal how the fridge was originally purchased. A discussion was held regarding location and useage of breakrooms, as well as a policy on what types of breakroom equipment/appliances would be replaced. The committee also discussed reviewing this on a case by case basis. Ms. McMillan Urell made a motion to replace the fridge, taking funds from the contingency fund, and with Administrative Coordinator approval, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding the Chair Report: Chair Grisen reported on employee retention, work done on wage scales and Law Enforcement negotiations beginning in September.

Review/Discussion/Action regarding the Administrative Coordinator Report: Ms. Hansen reported the DA Administrative Assistant and Victim Witness application period would be soon be ending and interviews need to be set up. After reviewing the space on first floor there will not be enough room for the DA office and it may be necessary to rent space until something in the courthouse opens up. The Governor did interview the only applicant for the District Attorney position, but would like to speak with someone else he believes is interested. Insurance carriers have been contacting the Administration Office to present proposals for health insurance. The committee would like to see a guaranteed rate for two years. They agreed to have these companies present their quotes on September 12th at 8:30 a.m. The HR subcommittee will be continuing work on wage scales and the percent increase between steps.

Review/Discussion/Action regarding the Next Meeting Date: The next meeting date and time will be on August 13, 2018 at 8:30 a.m.

Public Comments: None.

Adjournment: Mr. Taylor made a motion to adjourn at 10:50 a.m., seconded by Ms. McMillan Urell. Carried.

Respectfully Submitted,

Roxann M. Halverson
Buffalo County Clerk