

Buffalo County Minutes

Committee/Board: Human Resources Committee

Date of Meeting: Monday, August 13, 2018

Electronic and Hard Copy Filing Date: Tuesday, August 14, 2018

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

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

Others Present for All or Parts of the Meeting: Ms. Sonya Hansen, Ms. Roxann Halverson, Ms. Brenda Creighton, Ms. Mary Anne McMillan Urell, Mr. Dave Rynders, and Sheriff Mike Schmidtknecht.

Public Comments Regarding Posted Agenda Items: None.

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

Review/Discussion/Action regarding a Review of the Telecommuting Pilot Program:

Mr. Rynders explained the program is working well. There have been checks and balances put into place to verify the work completed is satisfactory. There have been several requests to participate in the telecommuting program and one request denied as it did not meet the criteria. Mr. Rynders would like to see some tweaks to the policy regarding renters insurance and the 48 hour notice requirement. The renters insurance will need to be reviewed with the insurance company as the language came from them for that portion of the policy. The 48 hour notice requirement will be left as is with discretion of the department manager. Mr. Hillert made a motion to extend the program for nine months with a review at that time, seconded by Mr. Brunkow. Carried.

The Committee May Go Into Closed Session to Discuss Employee Staffing and Wages:

Mr. Grisen made a motion to go into closed session, seconded by Mr. Hillert. Mr. Larry Grisen - yes, Mr. Michael Taylor - yes, Mr. Donald Hillert - yes, Mr. Bernard Brunkow - yes, and Mr. Nathan Nelson - yes. Carried.

The Committee May Return to Open Session: Mr. Grisen made a motion to return to open session, seconded by Mr. Taylor. Mr. Larry Grisen - yes, Mr. Michael Taylor - yes, Mr. Bernard Brunkow – yes, Mr. Donald Hillert – yes, and Mr. Nathan Nelson - yes. Carried.

Review/Discussion/Action regarding A Resolution to Backfill One (1) Deputy Position Due to the Creation of Two (2) Patrol Sergeant Positions:

A discussion was held regarding sending this back to the Law Enforcement Committee for more information on funding sources, increasing inmate fees, or other options to keep the cost to the budget down. Mr. Grisen made a motion to send the resolution back to the Law Enforcement Committee for more information, seconded by Mr. Hillert. A roll call vote was taken. Mr.

Larry Grisen – yes, Mr. Donald Hillert –yes, Mr. Bernard Brunkow – no, Mr. Nathan Nelson – yes, and Mr. Michael Taylor – no. Carried.

Review/Discussion/Action regarding Employee Survey: Ms. Creighton explained how this survey was created and what the purpose of it is. The survey is meant to recognize how engaged employees are, what can be done to assist employees to be more engaged in their work, and how likely an employee is to stay in their position. She discussed work that needs to be done to celebrate employee’s successes and ways to make this a better work environment. Ms. Hansen reviewed the questions on the survey with the committee. Mr. Taylor made a motion to bring the proposed survey to the next meeting with department groupings, seconded by Mr. Nelson. Carried.

Review/Discussion/Action regarding the Chair Report: Chair Grisen reported on the financial system being down at this time. Ms. Hansen explained the work that has already been done and options that will be presented at the upcoming Finance Committee meeting. The proposed IT staff position will need a position description. This should be coming from the Finance Committee and then reviewed by the HR Committee. Law Enforcement Union talks will begin September 10 at 8:30 a.m. There will be six vendors presenting health insurance proposals at a meeting on September 12th at 8:30 a.m.

Review/Discussion/Action regarding the Administrative Coordinator Report: Ms. Hansen reviewed the position vacancies and positions that have been filled. The Victim Witness position was offered to someone, but that person declined the offer. This position will be put on hold until the new District Attorney has had a chance to begin in his role. The Pierce County Assistant DA, Adam Strict, will be temporarily serving as Buffalo County DA. Office space is being reviewed for the DA and staff, but nothing has been set into place until costs are received. Resolutions for employee retirements were discussed. These resolutions should begin at the department’s home committee, then move to the HR Committee, and finally County Board.

Review/Discussion/Action regarding the Next Meeting Date: The next meeting date and time will be on September 10, 2018 at 8:30 a.m.

Public Comments: None.

Adjournment: Mr. Taylor made a motion to adjourn at 10:02 a.m., seconded by Mr. Hillert. Carried.

Respectfully Submitted,

Roxann M. Halverson
Buffalo County Clerk