

Buffalo County Minutes

Committee/Board: Human Resources Committee

Date of Meeting: Monday, October 15, 2018

Electronic and Hard Copy Filing Date: Tuesday, October 16, 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. Roxann Halverson, Ms. Sonya Hansen, Ms. Brenda Creighton, Ms. Diane Mikelson, Sheriff Mike Schmidtknecht, Mr. Dave Rynders, Mr. Mike Peterson, Mr. Mike Osmond, Ms. Mindy Dale, and Mr. Bob Platteter.

Public Comments Regarding Posted Agenda Items: Ms. Diane Mikelson spoke regarding the resolution for the Communication/Corrections employee. She showed the potential rotation schedule should the resolution pass and explained how the person would aid in giving current employees time-off, reduce overtime, and reduce employee burnout. She wanted to express how important this position is to the department.

Review/Discussion/Action regarding approval of Minutes of the Previous Meetings: Mr. Hillert made a motion to approve the minutes from September 10, September 12, September 19, and September 24, seconded by Mr. Brunkow. Carried.

The Committee may go into Closed Session for Consultation with Legal Counsel on Union Negotiation Strategy: Mr. Taylor made a motion to go into closed session, seconded by Mr. Brunkow. Mr. Larry Grisen-yes, Mr. Michael Taylor-yes, Mr. Donald Hillert-yes, Mr. Bernard Brunkow-yes, and Mr. Nathan Nelson-yes.

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

Review/Discussion/Action regarding the Exchange of Initial Proposals: Ms. Dale reviewed the proposals. Union dues language, WRS contributions, PTO vs vacation/sick leave, removal of longevity, two year contract length, not merging the 12-hour side letter of agreement into the contract, adding a sentence to the side letter of agreement that would allow the Sheriff to flex some shifts, and incorporating the Patrol Sergeant into the contract were all discussed.

Mr. Brunkow was excused from the meeting at 10:00 a.m.

The Committee may go into Closed Session for Bargaining Union Negotiations: Mr. Taylor made a motion to go into closed session, seconded by Mr. Nelson. Mr. Larry Grisen-

yes, Mr. Michael Taylor-yes, Mr. Donald Hillert-yes, and Mr. Nathan Nelson-yes. Mr. Brunkow was excused.

The Committee may return to Open Session: Mr. Nelson made a motion to return to open session, seconded by Mr. Taylor. Mr. Larry Grisen-yes, Mr. Michael Taylor-yes, Mr. Donald Hillert-yes, and Mr. Nathan Nelson-yes. Mr. Brunkow was excused.

Closed session decision if any: The next meeting for negotiations will be on October 23 at 10:00 a.m.

Review/Discussion/Action regarding A Resolution to Change a Limited Term Full-Time Case Manager Position to a Permanent Status Social Worker/Case Manager Position:

Mr. Rynders explained this is being brought forward as it was part of the 2019 budget presentation. He reviewed the department flow chart. A question was raised on why the change for this position from limited term to permanent when it is budgeted in the 2019 budget with a review as to need at the end of that period. Mr. Rynders explained it is an approved position through June 30, 2019 and this resolution will make it permanent past that date. Mr. Grisen expressed his concern of creating positions with the budget shortfall. He would like to see the position extended through December 31, 2019 and then brought back prior to the 2020 budget with the need and justification of the position presented. Mr. Hillert made a motion to send the resolution back to the DHHS Committee to extend the position to December 31, 2019 and to review said position prior to the 2020 budget with justification to change it to permanent, seconded by Mr. Taylor. Carried. (The original resolution was returned to Mr. Rynders.)

Review/Discussion/Action regarding A Resolution to Create a Full-Time Family Community Specialist Position:

Mr. Rynders explained this position was also included in the proposed 2019 budget. The person that is currently contracted to provide these services is retiring at the end of the year. To contract with Lutheran Social Services would cost a significant amount more than hiring a person on staff. This position has been contracted for many years to provide supervised visitation services. The position would also provide educational services to the parents involved. Mr. Rynders explained that if approved this would need to be posted and filled by January 1st so that there would be no gap in services. Mr. Taylor made a motion to table this and bring it back in November, seconded by Mr. Grisen. Carried. Mr. Nelson voting no.

Review/Discussion/Action regarding the Highway Patrolman/Operator Class II and Class III Position Description:

Mr. Platteter explained that he surveyed other Highway Commissioners to see what the requirements were for these positions. Other counties require less experience than our requirements for each of these positions. A discussion was held on what type of discretion would be used to move an employee to a Class II or Class III. Mr. Platteter explained it is not just having year's experience using the equipment, it must be that you can use the equipment properly and efficiently. He also indicated that it is not just that you can start the machinery and load it onto a trailer. The employee review would be used to show documentation of the level of experience and knowledge prior to moving an employee into a different classification. Mr. Hillert made a motion to approve the Highway Patrolman/Operator Class II description, seconded by Mr. Nelson. Carried. Mr. Hillert made

a motion to approve the Highway Patrolman/Operator Class III description, seconded by Mr. Nelson. Carried.

Review/Discussion/Action regarding Highway Limited-Term Employee-County Laborer Position Description: Mr. Platteter explained that there have been times when a limited-term employee has been needed especially during the summer months when construction keeps permanent employees busy. Ms. Hansen explained a resolution would be needed to create the positions and should say how many positions are being granted. Mr. Hillert made a motion to approve the limited-term employee position description, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding a Joint Meeting with Law Enforcement

Committee: The joint meeting with the Law Enforcement Committee will be held on Tuesday, October 23rd at 9:00 a.m. Mr. Grisen asked that everyone be at the courthouse by 8:00 a.m. so the joint meeting can start as soon as the regular Law Enforcement meeting is complete.

Review/Discussion/Action regarding A Resolution to create One (1) Full-Time

Communications/Corrections Officer Position: Past jail inspections were reviewed. Each inspection noted a lack of staffing. This extra person would help with the rotation, help to reduce liability, reduce burnout of employees, and help to reduce overtime. A discussion was held on splitting out the Jailer position from the Dispatch position. Sheriff Schmidtknecht indicated this would actually take more staff than the one requested in this resolution. Mr. Grisen would like to discuss this further at the joint meeting to have time to talk with all involved and see if there are other solutions. Mr. Nelson made a motion to approve the resolution, seconded by Mr. Taylor. Carried. Mr. Grisen voting no.

Review/Discussion/Action regarding A Resolution to Approve Health Insurance Benefit

Plan: Ms. Hansen explained this resolution shows the new health insurance company will be WEA Trust with a \$3,000/\$6,000 deductible and that Cottingham & Butler will be the agent. Mr. Hillert made a motion to approve the resolution, seconded by Mr. Grisen. Carried.

Review/Discussion/Action regarding A Resolution to Amend Policy No. 301 – Health

Insurance and Cobra of the Buffalo County Employee Handbook: Ms. Hansen explained this resolution changes the policy to match our new health insurance plan. Mr. Grisen made a motion to approve the resolution, seconded by Mr. Taylor. Carried.

Part-time employees that work at least 30-hours per week are eligible for health insurance coverage at a prorated amount. Policies will take effect the first day of the month following 30 days of employment.

The premium contribution percentage was discussed. Mr. Taylor made a motion to approve a 78/22 split for a full-time employee, seconded by Mr. Grisen. Carried.

The part-time employee contribution was discussed. Mr. Taylor made a motion to set the permanent part-time employee contribution at a rate equal to their hours of work, seconded by Mr. Grisen. (Example an employee that is considered an 80% employee would pay 38% of the premium and the county would pay 62%.) Carried.

The HRA contribution was reviewed. Currently an employee pays a portion of their deductible and the county pays a portion through the HRA. The committee talked about different scenarios. Mr. Taylor made a motion to have a single plan employee pay the first \$750 toward the deductible with HRA paying the remaining \$2,250 and the family plan employee will pay the first \$1,500 towards the deductible with the HRA paying the remaining \$4,500, seconded by Mr. Hillert. Carried.

Mr. Taylor left the meeting at 12:25 p.m.

The incentive program was discussed. Mr. Grisen would like Administration to see if the cash portion can be placed into an HSA account rather than directly paid out in cash.

Ms. Hansen explained that currently Benefit Plan Administrator handles our HRA and flex spending accounts. There will be no rate increase in 2019 for providing this service. Mr. Hillert made a motion to continue with BPA, seconded by Mr. Nelson. Carried.

BPA can also handle COBRA insurance for the county at an expense of \$.70 per employee. Mr. Nelson made a motion to approve BPA handling the COBRA insurance, seconded by Mr. Hillert. Carried.

Review/Discussion/Action regarding Voluntary Employee Benefits: Dental insurance, short term disability, long term disability, accidental, critical illness and voluntary life insurance were discussed. MetLife will give a discounted rate if we have all our voluntary policies with them. This would be a 1% increase to our dental policy, but Anthem had proposed a 5% increase in rates. Employees with disability insurance can remain with Colonial, but they will have to pay them directly not through payroll. Mr. Nelson made a motion to move to MetLife insurance for voluntary insurance, seconded by Mr. Hillert. Carried.

Vision insurance was also discussed. Cottingham & Butler recommended WEA Trust Platinum Plan without the eye exam option. The eye exam is covered by the health insurance plan once a year. Mr. Grisen made a motion to approve voluntary vision insurance, seconded by Mr. Nelson. Carried.

Review/Discussion/Action regarding A Resolution to Amend Policy No. 302 – Other Insurances of the Buffalo County Handbook: This resolution updates Policy No. 302, adding voluntary insurance like vision insurance and changing the close of coverage to when employment ends. Mr. Hillert made a motion to approve the resolution, seconded by Mr. Nelson. Carried.

Review/Discussion/Action regarding A Resolution to Amend Salary Classification and Compensation System for Non-Represented Employees: A discussion was held on changes made to the rate between steps and the changes in wages to keep things competitive. How employees will be placed in the steps was discussed. The resolution was tabled pending questions raised on how employees would be placed in the new steps.

Review/Discussion/Action regarding the Employee Performance Review Form: This item is tabled until the October 23rd meeting.

Review/Discussion/Action regarding the Department Manager Evaluation Process: This item was tabled until the October 23rd meeting.

Next Meeting Date and Time: November 5th at 8:30 a.m.

Public Comments: None.

Adjournment: Mr. Hillert made a motion to adjourn at 12:52 p.m., seconded by Mr. Nelson. Carried.

Respectfully Submitted,

Roxann M. Halverson
Buffalo County Clerk