

## Buffalo County Minutes

**Committee/Board:** Joint Human Resources Committee &  
Law Enforcement Committee

**Date of Meeting:** Tuesday, October 23, 2018

**Electronic and Hard Copy Filing Date:** Thursday, October 25, 2018

Mr. Larry Grisen called the meeting to order at 9:00 a.m.

**Board Members Present:** Mr. Larry Grisen, Mr. Michael Taylor, Mr. Donald Hillert, Mr. Bernard Brunkow, Mr. Nathan Nelson, Mr. John Kriesel, Mr. Scott Smith, and Mr. Dennis Bork.

**Others Present for All or Parts of the Meeting:** Ms. Roxann Halverson, Ms. Sonya Hansen, Ms. Brenda Creighton, Ms. Diane Mikelson, and Sheriff Mike Schmidtknecht.

**Public Comments Regarding Posted Agenda Items:** None.

**The Committee may go into Closed Session for Review of Personnel:** Mr. Grisen made a motion to go into closed session, seconded by Mr. Taylor. Mr. Grisen-yes, Mr. Taylor-yes, Mr. Hillert-yes, Mr. Brunkow-yes, Mr. Smith –yes, Mr. Bork –yes, Mr. Kriesel –yes, and Mr. Nelson-yes. Carried.

**The Committee may return to Open Session:** Mr. Grisen made a motion to return to open session, seconded by Mr. Hillert. Mr. Grisen-yes, Mr. Taylor-yes, Mr. Hillert-yes, Mr. Brunkow-yes, Mr. Smith –yes, Mr. Bork –yes, Mr. Kriesel –yes, and Mr. Nelson-yes. Carried.

**Review/Discussion/Action regarding Establishing Measureable Criteria to Determine the Renewal of a Deputy Position and a Communications/Corrections Officer Position:** Mr. Grisen explained there needs to be a way to show why a position is needed. The Administration Office created a form a department would complete to show the following criteria:

- Justification for the position;
- Measureable goals for the position;
- Overtime costs prior to the position and following one year of the new position;
- Reduction in staff turnover;
- Additional work completed;
- Improvements to the department;

This form will be used by all departments in the creation of positions. Ms. Hansen will review the form with Department Managers at the meeting on Thursday.

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

Respectfully Submitted,

Roxann M. Halverson  
Buffalo County Clerk