

County of Buffalo
Alma, Wisconsin
Notice of Public Meeting

Committee: Human Resources Committee
Date: Monday, May 10, 2021
Time: 9:30 a.m.
Location: 3rd Floor County Board Room – Buffalo County Courthouse

AGENDA [Click here to join the meeting](#)

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Call to Order
2. Roll Call of the Members
3. Public Comments Regarding Agenda Items
4. Review/Discussion/Action ~ Minutes of the Previous Meeting
5. Review/Discussion/Action ~ Buffalo County Employee Return to Work Place Guidelines
6. Review/Discussion/Action ~ A Resolution to Add Policy 512 Remote Work (Telecommuting) Policy to Buffalo County Employee Handbook
7. Review/Discussion/Action ~ A Resolution to Add a Full Time Public Health Nurse in 2021 to Provide Children’s Long-Term Services and Public Health Services
8. Review/Discussion/Action ~ Formal Telecommuting Plans for Department of Health and Human Services
9. The Committee May Go into Closed Session to Review/Discussion/Action ~ The Committee May Go into Closed Session to Review Buffalo County Highway Investigation Report

The Committee may enter into closed session and return to open session pursuant to WI State Statutes 19.85(1)(f) for the purpose of discussing financial and medical information which may have a substantial effect on the reputation of any person involved over which the governmental body has jurisdiction or exercises responsibility.

10. Review/Discussion/Action ~ The Committee May Return to Open Session
11. Review/Discussion ~ Update on Wage Sub-Committee
12. Committee Chair Report
13. Personnel Advisor Report(s)
14. Administrative Coordinator Report(s)
15. Any Public Comment Not Related to Agenda Items
16. Next Meeting Date and Time ~ Monday, June 8, 2021 at 9:30 a.m.
17. Adjournment.

Date: May 4, 2021

Larry Grisen, Chair

Roxann Halverson

By: Roxann Halverson, County Clerk

Board Members: If unable to attend or wish to attend remotely, please contact the Chair. If the Chair is unavailable, please contact the County Clerk’s Office at 608-685-6209. If the Chair and the County Clerk are not available, please call the Administrative Coordinator at 608-685-6234.

Persons with Disabilities: Buffalo County shall attempt to provide reasonable accommodations to the public for access to its public meetings, provided reasonable notice of special need is given. If you require special accommodations to attend this meeting, please contact the County Clerk’s Office at 608-685-6209.

Public Access to the Courthouse: The South Entrance will be the only access to the building after 4:30 p.m.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended, and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

Buffalo County Minutes

Committee/Board: Human Resources Committee

Date of Meeting: Monday, April 12, 2021

Mr. Grisen called the meeting to order at 9:30 a.m.

Committee Members Present: Mr. Larry Grisen, Mr. Don Hillert, Mr. Nathan Nelson, Ms. Mary Anne McMillan Urell, and Mr. Michael Taylor.

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

Public Comments Regarding Posted Agenda Items: None.

Review/Discussion/Action regarding Previous Meeting Minutes: Mr. Nelson made a motion to approve the minutes, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding the County Patrol Superintendent Position Description: Mr. Platteter explained this position is created as part of succession planning, he was instructed to do when he was hired back. It is not a new hire as the position will be filled by a current employee. This employee will keep the same job duties he currently has and some of the duties the Commissioner does will be transitioned to this position. The Highway Committee approved the position description, and the pay will be equal to that of the State Superintendent. Mr. Taylor made a motion to approve the position description, seconded by Ms. McMillan Urell. Carried.

Review/Discussion/Action regarding County Patrol Superintendent Wage Scale – Highway Department: Ms. Hansen explained the wages for the position needed to fit the additional duties the position will be responsible for. The pay scale will be equal to that of the State Superintendent and the individual will be placed at step 2 which is an increase of \$1.88 per hour effective with the next payroll. Mr. Taylor made a motion to approve the wage scale for the County Patrol Superintendent position, seconded by Mr. Nelson. Carried.

Review/Discussion/Action regarding the Parts/Safety & Training Coordinator Position Description – Highway Department: This position will be responsible for parts inventory and safety training of staff. The position existed previously when there was a union. The employee in the position retired, but the vacancy was never filled. Mr. Hillert made a motion to amend the position description to change the years of experience to 5 years and that a minimum of 30 hours of additional training are required each year, seconded by Ms. McMillan Urell. Carried. Mr. Hillert made a motion to approve the amended position description, seconded by Ms. McMillan Urell. Carried.

Review/Discussion/Action regarding A Resolution to Create and Fill a Parts/Safety & Training Coordinator Position – Highway Department: Ms. McMillan Urell made a motion to approve the resolution, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding the Parts/Safety & Training Coordinator Wage Scale: The wage scale for the Parts/Safety & Training Coordinator will be equal to the Class 3 Patrolman with step 1 at \$21.06 and step 8 at \$24.00. Mr. Taylor made a motion to approve the wage scales for the Parts/Safety & Training Coordinator, seconded by Ms. McMillan Urell. Carried.

Review/Discussion/Action regarding Telecommuting Policy Update & Elimination of Temporary Telecommuting & Alternative Schedules due to COVID19: Ms. Hansen explained she worked with Mr. Rynders on the Telecommuting Policy and also reviewed policies from other counties. This policy will offer flexibility to employees but will not be a fit for all positions. Mr. Rynders explained that telecommuting can work, but there needs to be a plan in place and documentation of work accomplished. A discussion was held on how mileage would be paid to an individual working from home. Mr. Hillert made a motion that no mileage or hourly wage will be paid to an employee that normally telecommutes but is coming to work in the courthouse, seconded by Ms. McMillan Urell. Carried. Mr. Hillert made a motion to table the policy pending review with Department Managers, seconded by Ms. McMillan Urell. Carried.

Review/Discussion/Action regarding Modification to Buffalo County Employee Return to Workplace Guidelines – Modification to Air Travel Based on CDC Guidance & Wellness Workout Center: Mr. Rynders gave an update on COVID variants and the vaccination process. The updated guidelines would have employees returning to work by June 1st unless other arrangements are made. Face masks would be strongly encouraged to be worn instead of required and vaccine information has been added to the guidelines. The guidelines would be effective April 21st after County Board approval. Mr. Hillert made a motion to forward the guidelines to County Board for approval, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding A Resolution to Modify Wage Scales to Include County Patrol Superintendent/Parts/Safety & Training Coordinator and Change Materials Recovery Facility Supervisor/Truck Driver: This resolution would update the scales to include approved changes. Ms. McMillan Urell made a motion to approve the resolution, seconded by Mr. Nelson. Carried.

Review/Discussion/Action regarding Appointment of Wage Sub-Committee & Schedule Meeting Date: Ms. Hansen explained that Mr. Bob Platteter, Ms. Carol Burmeister, Ms. Carrie Renchin, Ms. Brenda Creighton, Mr. Larry Grisen, Mr. Mike Taylor, and herself will work together on the wage study. Ms. Hansen will schedule the meeting to begin the process.

Review/Discussion/Action regarding Chairperson Report: None.

Personnel Advisor's Report: Ms. Creighton reviewed the vacancies, positions that have been filled, and interviews that are being held. She is also working on ETF training to help financially educate employees and she is working on the American Rescue Plan and how that will affect COBRA.

Administrative Coordinator Report: Ms. Hansen reported that she is still working on creating an HR Department.

Public Comments: None.

Next meeting date: Monday, May 10, 2021 at 9:30 a.m.

Adjournment: Mr. Taylor made a motion to adjourn at 11:20 a.m., seconded by Ms. McMillan Urell. Carried.

Respectfully Submitted,

Roxann M. Halverson
Buffalo County Clerk

BUFFALO COUNTY EMPLOYEES RETURN TO WORK PLACE / GUIDELINES
Version I: May 18, 2020 Updated: July 13, 2020 (HR Committee)
Updated: July 31, 2020 (Governor Emergency Order #1)
Updated: March 8, 2020 (HR Committee) March 22, 2021 (County Board)
Updated: April 12, 2021 (HR Committee)
Updated: May 10, 2021 (HR Committee)

The health and safety of our citizens and employees remains our top priority. Buffalo County continues to receive guidance from other governmental agencies and public health authorities to ensure that the most up-to-date information and protocols are in place.

Basic Facts About Coronavirus:

COVID-19 is a respiratory illness caused by a virus. Symptoms often include a cough or shortness of breath and may also include fever, chills, muscle pain, headache, sore throat, diarrhea, vomiting, fatigue and a new loss of taste or smell or as additional symptoms are identified and updated from the CDC. The virus is spread mainly from person-to-person:

Between people who are in close contact with one another (within about six feet)

Through droplets produced when an infected person coughs, sneezes, or talks

The virus may be spread by people who are not showing symptoms. It may be possible for a person to get COVID-19 by touching a surface or object that has the virus on it and then touching their face. Older adults and those with serious underlying medical conditions may be at higher risk for more serious complications.

No later than June 1, 2021, employees are to return to work at the courthouse unless they have received prior approval from the Department Manager/Elected Official and the Administrative Coordinator for alternative work arrangements. If formal telecommuting is being requested, **Home Committee and Human Resource Committee approval is also required.**

Basic Facts About Face coverings:

Face coverings are a critical step to help prevent people from getting and spreading COVID-19. A cloth face covering offers some protection to you as well as protecting those around you. CDC recommends that people wear face coverings in public settings, at events and gatherings, and anywhere you will be around other people.

Effective, June 1, 2021 at 12:01 a.m. or by a subsequent superseding emergency order or other state legislative action, all Buffalo County employees, and visitors age 2 and older are strongly encouraged to wear a mask or cloth face-covering that covers his or her mouth and nose when inside a Buffalo County building. In accordance with CDC guidance, the following individuals are exempt from this face covering requirement:

- Individuals who have trouble breathing.
- Individuals with medical conditions, intellectual or developmental disabilities, mental health conditions, or other sensory sensitivities that prevent the individual from wearing a face covering.

- When Federal or state law or regulations prohibit wearing a face covering.

Additional guidance for employees is listed below. Employees and visitors are also reminded to maintain a six-foot physical distance from other people whenever possible, even when wearing a face covering. Visitors and employees may remove their face coverings when necessary to confirm the individual's identity.

Employee Health and Hygiene:

- Face Coverings:
 - Employees working in the field will always be required to wear face coverings as communicated by their Department Manager/Elected Official. If the face covering causes some other unforeseen safety hazard, these issues should be brought to the attention of their supervisor and addressed through work accommodation or physical adjustments to the worksite.
 - Employees scheduling appointments should inform visitors that face coverings are strongly encouraged.
 - Employees are strongly encouraged to wear a face covering when entering or leaving their office (i.e., in hallways, lobby areas and stairwells, going to the restroom or break room, etc.) as timing your move through these spaces to avoid others is not feasible or practical.
 - Employees riding in Buffalo County vehicles with multiple persons on board are required to wear a face covering unless all individuals are fully vaccinated. Vehicles should be cleaned regularly and after use, like workstations.
 - Employees should always keep face coverings with them and to notify their supervisor if they need any additional face coverings, or if you need training on the use of face coverings.
 - Employees should remove their face coverings when communicating with an individual who is deaf or hard of hearing and communication cannot be achieved through other means.
 - Employees working in the Buffalo County Jail shall follow department protocol to ensure the health and safety of its staff and individuals in its care.
 - Additional information regarding face coverings can be found at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html> .
- Employees are encouraged to self-monitor daily for signs and symptoms of COVID-19 prior to reporting to work using the tool provided to them by their direct supervisor.
 - Self and monitoring tool: <https://www.dhs.wisconsin.gov/publications/p02598a.pdf>
 - Temperature Kiosk devices are available. Employees are encouraged to use them. If an employee experiences an abnormal temperature reading after two attempts, they should immediately contact their direct supervisor or designee to determine what steps should be taken prior to entering their department.
- Employees shall talk with their supervisors if they have any concerns about this return to workplace guidelines.

- Employees must report contact with any person who tests positive or who have symptoms for COVID-19 to their supervisor and their local health officer.
- Employees shall wash their hands frequently and effectively (at least 20 seconds) with soap and water throughout the day. Some workstations may have hand-sanitizer dispensers that can be used for hand hygiene in place of soap and water, if hands are not visibly soiled.
- Employees shall cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward.
- Employees should avoid touching others including handshakes, hugs or other close contact.
- Department Managers/Elected Officials shall post signage to promote worker hygiene. Signage may be found in the P Drive/Department Manager/COVID-19/Signs.
- Employees are discouraged from using other workers' phones, desks, offices or other work tools and equipment, when possible. Department Managers/Elected Officials are responsible to make sure that shared workspaces allow for social distancing (6 feet) between employees.
- Employees working from shared phones, desks, offices and other work tools and equipment shall sanitize shared workplace items before and after each use.
- Employees accepting cash and papers should avoid touching their face afterwards. Any cash exchanged should be placed on the counter (not in hand), including when providing change back to visitor. Clean the counter after each visitor.

Buffalo County will take appropriate action to prevent, suppress, and control COVID-19 and other communicable diseases. In order to maintain a safe work environment, Department Managers/Elected Officials may send employees home who report to work that display symptoms to prevent the spread of COVID-19 to others. Department Managers/Elected Officials shall consult with Buffalo County Administration before sending an employee home. Employees who are experiencing COVID-19 symptoms are highly recommended to stay home.

Basic Facts About Vaccines:

COVID-19 vaccines are effective at protecting you from getting sick. People are considered fully vaccinated:

- 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or
- 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine.

If you do not meet these requirements, you are not fully vaccinated. Keep taking all precautions until you are fully vaccinated.

EMPLOYEES WHO HAVE BEEN TESTED, DIAGNOSED, OR CAME INTO CONTACT WITH SOMEONE WITH COVID-19 AND NOT FULLY VACCINATED:

Employees who have been tested, diagnosed, or come into contact with someone with COVID-19 should report the situation to their supervisor or their department manager immediately. Supervisors/department managers should then consult with Public Health, who will collaborate with Buffalo County Administration, in determining the work status for the employee.

A. Employees with COVID-19 symptoms:

- a. Employee should stay home, call their supervisor, and call their primary health care provider.
 - i. Mayo Clinic
 - 1. Eau Claire: 715-838-5222
 - 2. La Crosse: 608-785-0940
 - 3. Mondovi: 715-926-4858
 - ii. Winona Health
 - 1. General line: 507-454-3650
 - 2. COVID-19 Nurse Line: 507-457-7619
 - iii. Gundersen
 - 1. General line: 608-782-7300
 - 2. After hours: 608-775-4454 or 800-858-1050
- b. Employees who are tested:
 - i. Employee will need to stay home and self-quarantine until they receive the results of their tests.
 - ii. If test is negative, employee may return to work once symptoms have resolved for 24 hours and continue to self-monitor for symptoms.
 - iii. If test is positive, the employee's local health department will work with them to determine when they may resume working. Employee should report test results to their supervisor and discuss guidance provided by the local health department. Department Manager/Elected Official shall notify the Administration Office as soon as possible.
 - iv. Antibody tests do not rule out illness. Consult with public health if questions or concerns arise.
- c. If employee chooses not to get tested, there is no way to know if their symptoms are because of COVID-19 or something else. Therefore, public health will work with them to determine if we suspect them to have COVID-19. Generally, we will recommend:
 - i. Self-isolating at their home until symptoms have resolved for 72 hours and 10 days after symptom onset (whichever is later).
 - ii. Working from home if they can.

B. Directions for employees with symptoms that aren't typical for COVID-19:

- a. Employee should not come to work, call their supervisor, and call their primary health care provider if needed. Consult with public health if there are questions or concerns about whether symptoms could be related to COVID-19.
- b. Employee may resume working once their symptoms have resolved for 24 hours.

- i. This is a general practice that all employees should practice, and it is not specific to COVID-19.

C. Directions for employees with a contact exposure:

You are a “close contact” if any of the following situations happened while you spent time with the person with COVID-19, even if they didn’t have symptoms:

- Had direct physical contact with the person (for example, a hug or handshake).
 - Were within 6 feet of the person for more than 15 minutes.
 - Had contact with the person’s respiratory secretions (for example, cough or sneezed on; contact with a dirty tissue; sharing a drinking glass, food, towel, or other personal items).
 - Stayed overnight for at least one night in a household with the person.
- a. Employees should report their exposure to their supervisor and local health department.
 - b. The local health department for the employee will work with them to determine when they may resume working.
 - i. Generally, recommendations include:
 - 1. Self-quarantine for 14 days following exposure.
 - 2. In some circumstances, employees may work if they remain asymptomatic and have the ability to wear a face covering at all times or able to telecommute.
 - 3. If an employee develops symptoms during this time and they resolve before their quarantine period is over, they still need to self-quarantine for the full 14 days since their exposure.
 - c. The Department Manager/Elected Official shall notify Buffalo County Administration to report incident.
 - d. Administration will discuss with Department Manager / Elected Official (and the applicable employee) in collaboration with the Public Health Department:
 - 1) The appropriate form(s) to complete, and
 - 2) The expectations for returning to work, which follows the State of WI Dept. of Health Services (DHS) isolation timeframe – regardless if they have been tested for COVID-19. Isolation Release: <https://www.dhs.wisconsin.gov/publications/p02632.pdf>

If you had contact with someone who was diagnosed, but it was not close contact, you may be able to work and should self-monitor for 14 days from the date of contact. If you develop any symptoms you should stay home from work. The local health department will contact you if you were considered to have ‘close contact’ with someone who was diagnosed with COVID-19. For more information go to <http://www.dhs.wisconsin.gov/covid-19/diagnosed.htm> .

EMPLOYEES WHO COME INTO CONTACT WITH SOMEONE WITH COVID-19 AND WHO HAVE BEEN FULLY VACCINATED:

The CDC has issued modified public health recommendations for people who have been fully vaccinated for COVID-19.

They are no longer required to quarantine following close contact with a person with COVID-19 and should monitor themselves for symptoms for 14 days after the last date of exposure. If you develop any symptoms of COVID-19, isolate from others, contact your health care provider, and notify your immediate supervisors, and get tested.

Because data about the duration of vaccine-induced protection are still accumulating, the duration of quarantine exemption for vaccinated persons is currently limited to the ninety (90) days after receiving the last dose in a vaccine series.

Employees still need to practice normal pandemic behavior to protect themselves and others.

This guidance may be subject to change in the future as more data is collected and will adjust and follow CDC recommendations.

REFERENCES:

- A. [COVID 19: Businesses, Employers, and Workers](#)
- B. [COVID-19 Health Alert #2](#)
- C. [FAQs for Law Enforcement Agencies and Personnel](#)
- D. [COVID-19: Symptoms of Illness](#)
- E. [What is the difference between isolation and quarantine?](#)
- F. [Isolation Guidance](#)

Building Access and Safeguards:

- Access to the courthouse will be limited to the Sheriff's Department entrance door. Exceptions will be approved on a case-by-case basis by the County Administrative Coordinator.
- Signage will be posted at the entrance to remind people experiencing COVID-19 symptoms should not enter the building and call for services. A list of contact numbers will be posted at the entrance.
- Appointments for services are encouraged. Services may be available to the public via other means than physically coming to the courthouse. The county website will encourage the public to call for services prior to arrival.
- Signage will instruct visitors to maintain social distancing for the duration of their visit.
- All office counter windows will have a physical barrier in place.
- Face coverings are required by visitors who meet with employees in their offices or workspace. Employees shall also wear face coverings when meeting with visitors. Face coverings will be available for sale at the County's cost to the public. Face covering will be provided for employees.
- Department Managers may develop their own face covering/face covering policy for employees to follow within their departments that may be more restrictive than this policy.
- Employees will immediately clean their workspace after the conclusion of the meeting. Supplies will be available in each department.
- Employees are encouraged to utilize curbside services as much as possible. Employees shall wear a face covering when delivering services in this manner and shall sanitize any shared resources and wash their hands after delivery of services.

- Employees are encouraged to direct visitors to use the drop box in the Sheriff's Department entrance whenever possible.
- Employees will be trained in using cleaners and disinfectants by Buildings and Grounds Manager or Janitor.
- Visitors will be advised to use the hand sanitizer before and after any meetings. Signs will be displayed to inform the public of this safe practice. Employees should either wash their hands or use hand sanitizer before and after any meetings.
- Elevator shall be limited to two (2) persons unless parties are from the same household. Signage will be posted outside the elevator to encourage compliance.
- No loitering signs will be placed throughout the courthouse.
- Department Managers/Elected Officials shall remove items from visitor contact that cannot be sanitized.
- Department Managers/Elected Officials shall sanitize pens between usages or develop a method to sanitize pens at the end of each workday.
- The Second-Floor restroom will be designated as the Public Restroom and will be cleaned and sanitized under a schedule by the Buildings and Grounds Manager. Signage will be posted in the building and on the restroom, doors informing the public of access.
- The First, Third and Fourth Floor restrooms will be designated for employee use only and will be cleaned and sanitized under a schedule by the Buildings and Grounds Manager. Signs will be displayed on the restroom doors.
- Department Managers/Elected Officials will encourage staggered breaks and lunch schedules to minimize occupancy; or limit and monitor occupancy based on the size and layout of the room in order to maintain appropriate social distancing measures.
- Employees are encouraged to prop open doors to reduce touching of handles whenever possible.

Building Cleaning:

- Each Department shall develop protocol for cleaning, sanitizing and wiping down high-touch surfaces between visitors and department employees.
- Employees are responsible for cleaning their own tablets, touchscreens and keyboard or other high touch surfaces in their workspace.
- Employees will be provided with disinfectant wipes, cleaner, or sprays that are effective against the virus and will receive training from the Buildings and Grounds department.
- If an employee was present at the job site during their infectious period (within 48 hours) of suspected or confirmed to have COVID-19 infection, the Buildings and Grounds staff will follow the CDC's cleaning and disinfecting guidelines.
- Buildings and Grounds will clean high-touch surfaces in public areas of the courthouse at a minimum of two (2) times per day.
- Buildings and Grounds will work closely with Department Managers/Elected Officials to provide additional cleaning measures on a case-by-case basis.

TRAVEL RESTRICTIONS

This information in this section is subject to change at any time given the fluid nature of the COVID-19 situation. The most current guidance from the CDC, Wisconsin DHS, and/or the Buffalo County Department of Public Health supersedes all other guidance/language in this section.

At this time, based on the recommendations of federal and state public health authorities, Buffalo County recommends stay home as much as possible, especially if the trip is non-essential, and practice social distancing especially if you are at higher risk of severe illness. Don't travel if you are sick or travel with someone who is sick.

Business Travel:

- Business travel will be considered on a case-by-case basis and must be approved by the Department Manager/Elected Official. Travel outside the State of Wisconsin for business shall be highly discouraged and must be approved by Home Committee. Business travel for client services required for program compliance are exempt from requiring Home Committee approval.
- Employees are to self-monitor for symptoms of COVID-19 before travel and cancel if they become sick. Employees shall refer to protocol on pages 2-3.

Personal Travel in the United States:

COVID-19 cases and deaths have been reported in all 50 states, and the situation is constantly changing. Because travel increases chances of getting infected and spreading of COVID-19, staying home is the best way to protect yourself and others from getting sick.

At this time, based on the recommendations of federal and state public health authorities, Buffalo County is asking all employees to cooperate in reporting non-essential travel plans outside or beyond their normal routine or attendance or participation in mass gatherings (50 or more people) to their direct supervisor at least two weeks prior to travel or attendance. For purpose of defining normal routine use your recent last month of travel. Air travel is highly discouraged and more than likely will require self-isolation if you are not fully vaccinated. Employees who are fully vaccinated with an FDA-authorized vaccine or have recovered from COVID-19 in the past three months will not need to get tested or self-quarantine after domestic travel. Employees should follow all other travel recommendations from the CDC. Employees should watch for symptoms for 14 days after travel, immediately isolate yourself if you develop symptoms. If you test positive, immediately isolate yourself and follow public health recommendations. Do not travel until it is safe for you to be around others; this includes your return trip home. The Department Manager/Elected Official in consultation with the Administration Office and Public Health will assess and develop a return to work plan based on the risk that may include self-isolation and/or telecommute options. CDC information and data, along with any other relevant information available, will be used as references in developing plans. Notification timelines may be modified on a case-by-case basis.

If an employee voluntarily travels and is subject to a Federal, State or local quarantine or isolation order due to the COVID-19 virus, they may not be eligible for Emergency Paid Sick Leave under the Emergency Family Medical Leave Expansion Act. Employees shall use Personal Time Off (PTO)/Vacation, Sick Leave or Holiday Pay prior to using any unpaid leave.

If you travel protect yourself and others during your trip:

- Clean your hands often.
- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing, and before touching your face or eating.
- If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub your hands together until they feel dry.
- Avoid touching your eyes, nose, or mouth.
- Avoid close contact with others. Keep 6 feet of physical distance from others.
- Wear a cloth face covering in public.
- Cover coughs and sneezes.
- Pick up food at drive-throughs, curbside restaurant service, or store.

For more information on travel, please go to the CDC website and review the following information <https://www.cdc.gov/coronavirus/2019-ncov/travels/travel-in-the-us.html#travel-restrictions> .

Personal International Travel:

The CDC recommends that travelers avoid all nonessential travel to all global destinations. Employees who plan to travel internationally must inform their supervisor/department manager, who will contact the Administration Office, prior to the departure. For more information see <https://www.cdc.gov/coronavirus/2019-non/travelers/map-and-travel-notice.html> .

Return to Work after Travel:

If an employee develops symptoms after travel, they should report those symptoms and the situation to their supervisor or department manager immediately. Supervisor/department managers should then consult with the Administration Office, in determining the work status for the employee. The Administration Office will work with the Buffalo County Public Health Department.

Social Distancing:

- All departments are encouraged to develop and implement policies to maintain social distancing to reduce the risk of infection. Physical space should always be increased between employees and visitors to maintain at least a six-foot distance.
- Employees are encouraged to use e-mail, text, call or use virtual methods to communicate with co-workers rather than meeting with them in person.
- Markings will be placed throughout the courthouse to identify areas for social distancing.
- Marking will be placed throughout corridors with directional tape where appropriate to encourage one-way traffic flow and minimize interactions.
- Benches located within the courthouse will be moved to improve social distancing practices.
- Breakrooms should limit occupancy to maintain social distancing.
- Signage will be placed throughout the courthouse building to encourage compliance with social distancing.

Wellness Workout Facility:

Access will be limited to two (2) employees at a time. A schedule will be posted in the outlook calendar for employees to sign up to use the facility on a first come, first served basis. A sign will be placed on the door indicating when the facility is in use. No guests will be allowed until further notice. Face coverings will be required.

Employees must sign in and sign out to assist if contact tracing becomes necessary.

Employees will wipe down all equipment they use after each use, dispose of the wipes appropriately and will place the placard on the equipment with their initials and date that the equipment was cleaned.

Employees should wash their hands before and after leaving the facility.

Signage will be displayed to remind employees of safe practices, such as hand hygiene and cough/sneeze etiquette.

County Vehicles:

- Employees shall wipe down keys, steering wheel, doorknobs, shifting lever and other high touch areas after use and complete placard card showing date and initial that vehicle has been cleaned. Sanitary wipes will be placed in county-owned vehicles.
- Occupancy is limited to two (2) people per vehicle and both individuals are required to wear face coverings unless exemptions apply, or all individuals are fully vaccinated.

Committee and Board Meetings and Conference Rooms:

- Conference rooms will not be available for public meetings until further direction from the Executive Committee or County Administrative Coordinator.
- Conference rooms will be limited to occupancy and set up for social distancing of six (6) feet between attendees.
- Meetings will be held in person only when social distancing practices can be implemented. Meetings may be held virtually if public participation is made available thru virtual means and prior approval is granted by the County Board Chair. Meeting rooms will be set up to accommodate social distancing or an alternative meeting place in an open, well ventilated space will be secured. Face coverings will be strongly encouraged.
- Buildings and Grounds staff will clean meeting and conference rooms that are not located in any departments. Department Managers/Elected Officials shall assist with cleaning meeting and conference rooms after use and complete the Verification of Cleaning form.
- Department Managers will coordinate with Buildings and Ground staff to develop any department conference rooms cleaning schedules.

Vendor Deliveries:

- Vendors will be required to wear face coverings.

Enforcement:

Any violation of this policy may be subject to disciplinary action up to and including termination.

Adoption and Modifications:

This guideline shall become effective August 1, 2020 at 12:01 a.m. and may be modified or terminated as recommended by the Human Resource Committee and approved by the County Board of Supervisors as of May 24, 2021.

POLICY 512. REMOTE WORK (TELECOMMUTING) POLICY

1. **Purpose:** The purpose of this policy is to provide guidance to Buffalo County management and employees with a work policy that outlines our guidelines for employees who work from a location other than our onsite office locations.

Telecommuting benefits Buffalo County with recruitment, employee retention, increased productivity, reduced office space, improved morale, and decreased absenteeism. The employee benefits include reduced travel time and costs, flexible work hours and more job satisfaction.

Buffalo County considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telecommuting may be appropriate for some employees and jobs but not for others. Telecommuting is not an entitlement, it is not a county wide benefit, and it in no way changes the terms and conditions of employment with Buffalo County. This policy provides a general overview and does not attempt to address each unique situation or technology need.

Telecommuting is not designed to be a replacement for appropriate dependent care during work hours or intended to permit staff to work at other jobs or run their own business. The focus of the arrangement must remain on job performance and meeting business demands.

2. **Policy:**

Telecommuting is a voluntary work alternative for some employees and some jobs. Telecommuting can be informal, defined as working remotely for a short-term project or other short-term arrangement or a formal set schedule of working away from the onsite office location. Either an employee or manager can suggest telecommuting as a possible work arrangement.

Any telecommuting agreement is between employees and managers to work from a non-office location which may be altered or ceased due to business and/or efficiency requirements. Every effort will be made to provide 30 days' notice for any formal telecommuting agreement to accommodate commuting, dependent care and other issues that may arise from the termination of a telecommuting agreement. There may be instances, however, when no notice is possible.

3. **Eligibility:**

- 3.1 The employee has demonstrated sustained high performance and the supervisor believes the employee can maintain the expected quantity and quality of work while telecommuting.

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- 3.1.1 No pending personnel-related disciplinary action or performance concerns.
 - 3.1.2 Employee has demonstrated good communication suitability.
 - 3.1.3 Employee has demonstrated good time management skills.
 - 3.1.4 Attendance history (excluding Family Medical Leave absences and Americans with Disabilities accommodations).
 - 3.1.5 Employee has demonstrated ability to complete work projects with minimal supervision.
 - 3.1.6 Supervisor has ability to provide adequate supervision of the employee remotely.
 - 3.1.7 Supervisor shall evaluate position to assure the telecommuting request does not have a negative impact on customer services.
- 3.2 New employee must successfully achieve their four months goals unless an exception is recommended by the Department Manager and granted by the Administrative Coordinator.
- 3.3 Employees must review the Telecommuting Policy (policy #512) with their direct supervisor.
- 3.4 Employees must sign the Telecommuting Agreement Form.

4. Remote Working Procedures:

Employees must obtain the approval and concise expectations from their Department Manager/Elected Official.

4.1 Formal Telecommuting:

Formal telecommuting arrangements involve setting up a home-base office on an ongoing basis for the purposes of performing work for Buffalo County.

4.1.1 The Department Manager/Elected Official or designee and employee will complete a Telecommuting Proposal and Approval Form including, but not limited to the details of performance assurance and monitoring plan, employee work location schedule, benefit of telecommuting to the department mission and any other information relevant for consideration.

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4.1.2. The employee must review the Telecommuting Policy with their direct supervisor and sign the Telecommuting Agreement Form.

4.1.3 The Proposal & Approval Form is presented to the County Administrative Coordinator for review and recommendation prior to presentation to the Home Committee.

4.1.4. The Proposal & Approval Form is presented to the Home Committee where it is approved or denied. The employee will be notified of the decision by the direct supervisor.

4.1.5 If approved, the Proposal & Approval Form will be presented to the Human Resources Committee for final decision. The employee and Department Manager/Elected Official will be notified of the final decision.

4.1.6 Formal telecommuting arrangements are subject to annual review and must be signed prior to implementation.

4.1.7. Documentation will be retained in the employee's personnel file in the Administration Office.

4.2 Informal Telecommuting:

4.2.1 The employee shall submit the completed Telecommuting Proposal & Approval Form to their direct supervisor. The supervisor reviews the request and may approve contingent on ascertaining the proposed work is valuable in terms of supporting mission, the proposed details acceptable quantity targets, and planned work is sufficiently verifiable. If their direct supervisor is not a Department Manager or Elected Official, the Department Manager or Elected Official must also approve the request unless authority is granted to the supervisor.

4.2.2 Informal telecommuting, other than on-call activity, requires approval by a department supervisor at least forty-eight (48) hours in advance. Exceptions to the forty-eight (48) hour notice include an unplanned change in employee's work schedule. (For example: meeting/appointment cancellation or time change.)

4.2.3 Supervisor approval can be granted for up to eight hours.

4.2.4 Informal telecommuting cannot be approved for consecutive days without Administrative Coordinator approval.

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5. Expectations:

- 5.1 Employees will establish an appropriate work environment within his or her home for work purposes. Buffalo County will not be responsible for costs associated. Employees must provide internet access at their own expense and provide documentation that internet service provider has adequate upload/download speeds to allow telecommuting. A supervisor may visit the employee's telecommuting worksite to confirm suitability for telecommuting.
- 5.2 Buffalo County will supply the employee with appropriate office supplies (pens, paper, etc.) and equipment for successful completion of job responsibilities as established at time of approval. The County is not responsible for provision of supplies or equipment above and beyond minimum necessary for completion of the employee's regular job duties. Employee may not use any home computer or devices unless specifically approved.
- 5.3 The employee and their supervisor or designee will agree on the work schedule for the employee to customarily maintain, and the manner and frequency of communication. The employee agrees to be accessible by phone or modem within a reasonable time period during the agreed-on work schedule.
- 5.4 Remote working employees will be required to record all hours worked in a manner designated by their supervisor.
- 5.5 Remote working employees will be held to the same level of standard of compliance as those employees working in offices. Hours worked more than those specified per day and per workweek, in accordance with state and federal requirements, will require the advance approval of the supervisor, unless otherwise agreed upon in advance. Failure to comply with this requirement may result in disciplinary action, up to and including termination, in addition to the immediate cessation of the remote working agreement.
- 5.6 Employees will not meet with clients and or visitors from their home while conducting Buffalo County business. Buffalo County is not liable to third parties for injuries or property damage occurring at the employee's home. Telecommuters should consult with their Homeowner's or Renter's insurance agent to evaluate any personal liabilities resulting from this arrangement.

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- 5.7. Employees are responsible to take appropriate action to protect equipment from damage or theft. Employees are responsible for submitting any claims for County owned equipment stolen or damaged while in their homes to their insurance company and for filing a police report, if applicable. The supervisor should be contacted immediately in the event of any damage to or loss of County property and/or data.
- 5.8. Injuries sustained by the employee while at his or her home based work location in conjunction with his or her regular work duties are normally covered by the company's workers' compensation policy. Remote working employees are responsible for notifying the employer of such injuries in accordance with Buffalo County's compensation procedures.
- 5.9. Consistent with Buffalo County's expectations of information security for employees working at the office, remote working employees are expected to ensure the protection of proprietary company and customer information accessible from their home office. Steps include use of regular password maintenance, and any other steps appropriate for the job and the environment.
- 5.10. Adhere to all other Buffalo County policies.

6. Security Guidelines:

The following guidelines regarding information security will be always followed while working remotely on Buffalo County Government VPN:

- 6.1. Do not use public Wi-Fi access.
- 6.2. Do not allow anyone else, including family members, to use the device you are using to access the work VPN.
- 6.3. Do not conduct any personal business while VPN is connected.
- 6.4. Do not open any e-mails that appear suspicious or from a sender you do not know.
- 6.5. Make sure a virus scan is always running in the background.
- 6.6. Close the VPN and logoff anytime you are not actively working through it.
- 6.7. Send all work-related e-mail using the encryption feature available to all employees.

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- 6.8 Use only Windows 10 OS devices for remote working as patches and security updates are no longer obtainable for Windows 7 OS.
- 6.9 All antivirus, data loss prevention, and other security systems must not be disabled, interfered with, or circumvented in any way.
- 6.10 Authorized users shall protect their login and password, even from family members.

7. HIPAA/Protected Health Information:

Employees in a remote working arrangement must comply with all County policies and procedures concerning the handling of Protected Health Information, as well as use of computers, internet, phone, and e-mail. It is expected employees fully review and are familiar with these policies.

Staff should limit consumer specific information in their possession outside of County offices to that necessary to perform their duties. When transporting consumer files/records, staff must ensure security of confidential information. Telecommuters may take work home, including case files, while abiding by the above procedure for protecting confidential information.

8. Change in Participation Conditions:

- 8.1 In the event of a delay in repair or replacement of equipment or another circumstance under which it becomes impossible for the employee to telecommute, the employee will return to the central workplace or be required to use appropriate time off accruals.
- 8.2 Each supervisor is responsible for handling leave status or hours worked issues, decisions will be based on business needs and job responsibilities and county policy. Staff will not forfeit their option to utilize the necessary appropriate paid leave or unpaid leave if/when necessary.

9. Open Records Notice:

Documents created by employees using Buffalo County equipment are subject to open record requests except under narrowly defined expectations. Records may include e-mail and text messages sent and received by an employee. Documents created by employees using their own equipment will similarly be subject to open record requests when related to employment.

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10. Travel Time and Mileage Reimbursement:

An approved telecommuter is entitled to mileage reimbursement as indicated by the Internal Revenue Service (IRS Reg. Sec. 1.262-1(b)15)).

- 10.1 Telecommuters may be required to work or commute to their onsite location for meetings, events, and other situations deemed necessary by their supervisor. Whenever possible, when telecommuting employees are requested to report to their onsite work location, they should be so notified by the end of the workday prior to the day they are requested to report to the onsite work location.
- 10.2 The first one-way trip of the day from home (approved telecommuting location) to another location for the purpose of paid employment is not reimbursable as work expense and is considered the responsible of the telecommuter.
- 10.3 This rule applies to the last trip of the day from another location for the purpose of work to the home (approved telecommuting location).
- 10.4 In the event the first trip and/or the last trip of the day is longer than the mileage between the employee's onsite work location and the employee's home (approved telecommuting location) the employee will be reimbursed for the difference. If the first trip of the day is shorter than the normal distance from the onsite work location to the employee's home (approved telecommuting location), this milage would not be reimbursable.
- 10.5 All other travel time and mileage reimbursement shall adhere to other Buffalo County policies.

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Telecommuting Agreement Form

The following items are to be reviewed & marked individually by Employee requesting telecommuting.	YES	NO
I will not meet with clients and or visitors from their home while conducting Buffalo County business.	<input type="checkbox"/>	<input type="checkbox"/>
I will not work at other jobs, provide dependent care, or run my own business during telecommuting hours.	<input type="checkbox"/>	<input type="checkbox"/>
I will be fully accessible during the approved requested hours for telecommuting. Any changes must be pre-approved by the direct supervisor.	<input type="checkbox"/>	<input type="checkbox"/>
I understand that Buffalo County is not responsible for operating costs, home maintenance, or any other incidental costs associated with the use of the employee's residence for a telecommuting location unless specifically agreed upon prior to implementation.	<input type="checkbox"/>	<input type="checkbox"/>
I will provide internet access at my own expense and provided documentation that my internet service provider has adequate upload/download speeds to allow telecommuting. I will not use any home computer or devices unless specifically approved.	<input type="checkbox"/>	<input type="checkbox"/>
I understand that my supervisor may visit my telecommuting worksite to confirm suitability for telecommuting.	<input type="checkbox"/>	<input type="checkbox"/>
I understand that this Telecommuting Agreement can be ended at any time by my supervisor or Buffalo County authorized personnel (i.e. Department Director, Administration).	<input type="checkbox"/>	<input type="checkbox"/>
My supervisor and I have agreed on the work schedule to be maintained and I will be accessible during the agreed-on work schedule.	<input type="checkbox"/>	<input type="checkbox"/>
My supervisor and I have agreed on the manner of communication and monitoring tools to be used during this telecommuting arrangement.	<input type="checkbox"/>	<input type="checkbox"/>
I will comply with HIPAA and all Buffalo County policies and procedures concerning the handling of Protected Health Information (PHI), as well as use of computers, internet and email.	<input type="checkbox"/>	<input type="checkbox"/>
I will take appropriate action to protect equipment from damage or theft.	<input type="checkbox"/>	<input type="checkbox"/>
My offsite workspace has adequate lighting, ventilation and is reasonably quiet and free from distractions. It is a comfortable workspace where it is easy to concentrate on work.	<input type="checkbox"/>	<input type="checkbox"/>
My offsite workspace is maintained in a safe condition, free from hazards and other dangers to me and county equipment. I will report any claims to my supervisor in a timely manner.	<input type="checkbox"/>	<input type="checkbox"/>
I will adhere to all other Buffalo County policies.	<input type="checkbox"/>	<input type="checkbox"/>

Considerations and Agreements by Employee

In consideration for being allowed to work from home, and except as otherwise provided by law, I and my heirs and assigns hereby agree to release Buffalo County and all of its officers, employees, and agents from any and all liability, including claims, demands, losses, costs, damages, and expenses of every kind and description including injury, death, or damage to my property, which arises out of, in connection with, or occurs during my employment as a result or in the course of telecommuting.

I have received the Telecommuting Policy and Completed the Telecommuting Proposal and Approval Form. I fully understand the terms of this policy and agree to abide by them.

Employee Name (*print): _____

Employee Signature: _____

Date: _____

Telecommuting Proposal and Approval Form

Employees requesting Telecommuting must comply with Policy# 512 The following information is completed and forwarded to Department Manager for review. Final approval must follow guidelines in the policy.

The following is to be completed by the Employee Requesting to telecommute.

1. Employee Name:	2. Department	3. Job Title
4. Address where telecommuting will take place		5. Phone number where available
6. Days of the week telecommuting: <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri		7. Scheduled hours while telecommuting:
8. Description of work to be performed		
9. Describe how telecommuting will assist you in meeting the goals and needs of your position and the department.		
10. Describe the workspace in your home that you intend to dedicate to performing your work.		
11. What obstacles or obligations might make it difficult to work at home? How are you planning to resolve these obstacles?		
12. What impact does telecommuting of this position have on other staff in the office?		
13. Describe the impact telecommuting of this position will have on customer service for your position and department.		

I have reviewed the telecommuting policy and will comply with the requirements established.

Employee's Signature

Date

Telecommuting Proposal and Approval Form

SEE PAGE 2

The following is to be completed by Department Supervisor	YES	NO
Are the job duties to be performed conducive for telecommuting?	<input type="checkbox"/>	<input type="checkbox"/>
Is the employee's job performance conducive for telecommuting? (e.g., employee's work habits / past job performance)	<input type="checkbox"/>	<input type="checkbox"/>
Can arrangements for the equipment be made without presenting a financial hardship on the department?	<input type="checkbox"/>	<input type="checkbox"/>
Is the employee's home office space appropriate for performing work?	<input type="checkbox"/>	<input type="checkbox"/>
Please specify what cost savings can be realized from this telecommuting arrangement? (e.g., office space reduced)		
What tools will you use to monitor employee outcomes?		
What factors were used to determine that this position is justified for telecommuting?		

CONSIDERATIONS and AUTHORIZATIONS	APPROVE	DENY	DATE
Department Manager / Elected Official Name:			
Signature	<input type="checkbox"/>	<input type="checkbox"/>	
Buffalo County Administrative Coordinator / designee			
Signature	<input type="checkbox"/>	<input type="checkbox"/>	
Home Committee			
	<input type="checkbox"/>	<input type="checkbox"/>	
Human Resources Committee			
	<input type="checkbox"/>	<input type="checkbox"/>	

Once above considerations and authorizations are complete, the employee must review, complete and return the Telecommuting Agreement form.

This completed form and the completed Telecommuting Agreement Form are returned to Administration for retention.

Buffalo County Resolution



Drafted By:
Sonya J. Hansen
Presented Month/Year:
May 2021
Involved Committees:
Human Resources

County Department:
Administration
Fiscal Impact: YES / NO
AC Approved: YES / NO

RESOLUTION # _____

A RESOLUTION TO ADD POLICY 512 REMOTE WORK (TELECOMMUTING) POLICY TO BUFFALO COUNTY EMPLOYEE HANDBOOK

WHEREAS, the current Buffalo County Handbook requires the Buffalo County Board of Supervisors to authorize by resolution any amendments to the Employee Handbook; and,

WHEREAS, the Human Resource Committee recommends adding Policy 512 to the Buffalo County Employee Handbook to encourage recruitment, employee retention, increase productivity, reduce office space, improve morale, and decrease absenteeism; and,

WHEREAS, Buffalo County considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement.

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby approves adding POLICY 512 – REMOTE WORK (TELECOMMUTING) POLICY to the Buffalo County Handbook. A copy of the amended policy is attached as Exhibit A and to be incorporated herein and to become a part of this resolution effective June 1, 2021.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on the _____ day of _____, 2021.

County Clerk

ATTEST:

County Board Chairperson

Respectfully Submitted:

Human Resources Committee

Larry Grisen

Mary Anne McMillan Urell

Nathan Nelson

Michael L. Taylor

Don Hillert

ANTICIPATED FINANCIAL IMPACT STATEMENT

No additional costs anticipated.



CHILDRENS LONG-TERM SUPPORT WAIVER PROGRAM OVERVIEW AND GROWTH



Program Overview

The Children's Long-Term Support Waiver Program, commonly referred to as the CLTS-W program, is a program that funds community supports and services for children who have substantial limitations in their daily activities and need support to remain in their home or community. Services include but are not limited to: service coordination, respite, exceptional daycare expenses, supportive home care and therapeutic supplies not otherwise covered by medical assistance.

Eligible children are those with development disabilities, severe emotional disturbances and physical disabilities that meet functional and financial criteria.

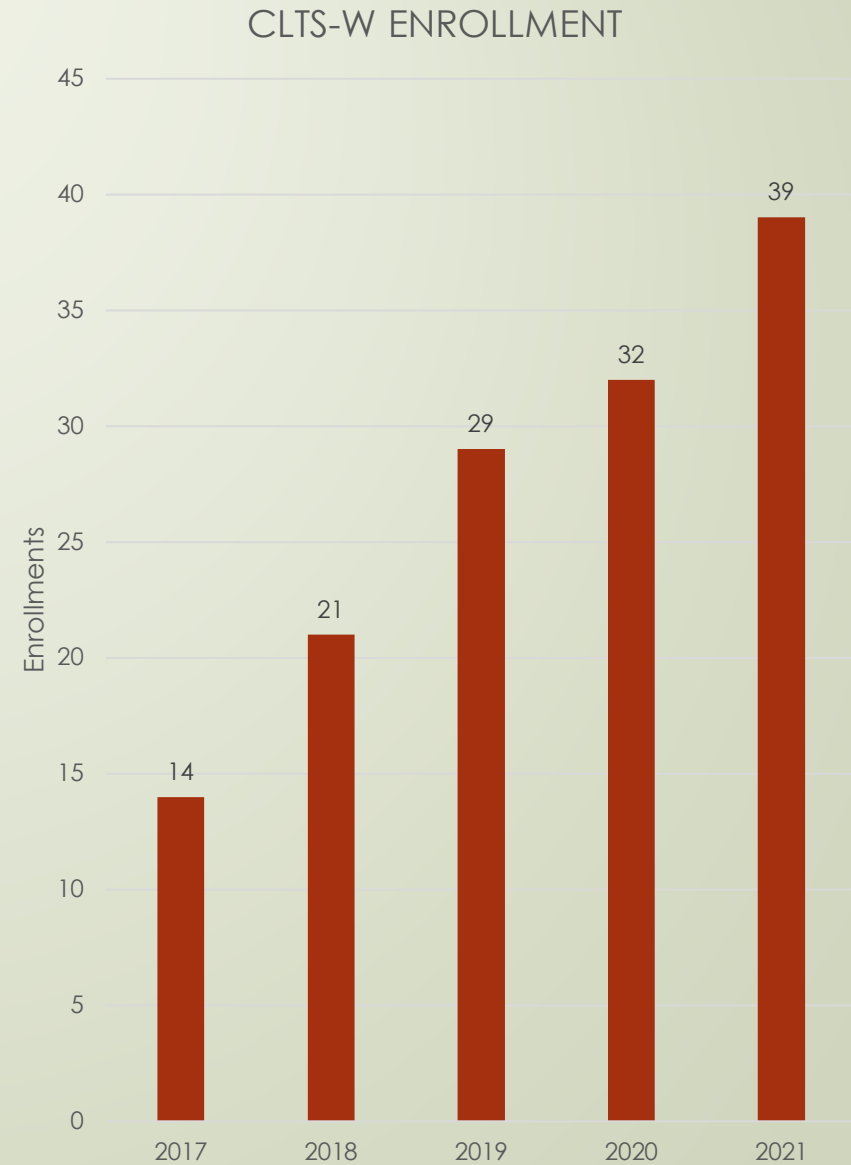
Since 2017, the state has been focusing efforts on eliminating program waitlists for eligible children.

In 2021, the state initiated state-level budget and enrollment, resulting in enrollable children being fully funded with the exception of maintenance of effort.

Once a CLTS-W referral is received, the child welfare agency has 10 days to make contact, 45 days to complete functional eligibility and 60 days to complete an Individual Service Plan.

CLTS-W Growth

- 2017 14
- 2018 21
- 2019 29
- 2020 32
- 2021 39
- 4 pending referrals



Children Served by Target Group

PD- Physical Disability **DD**- Developmental Disability **SED**- Severe Emotional Disturbance

Physical Disabilities:

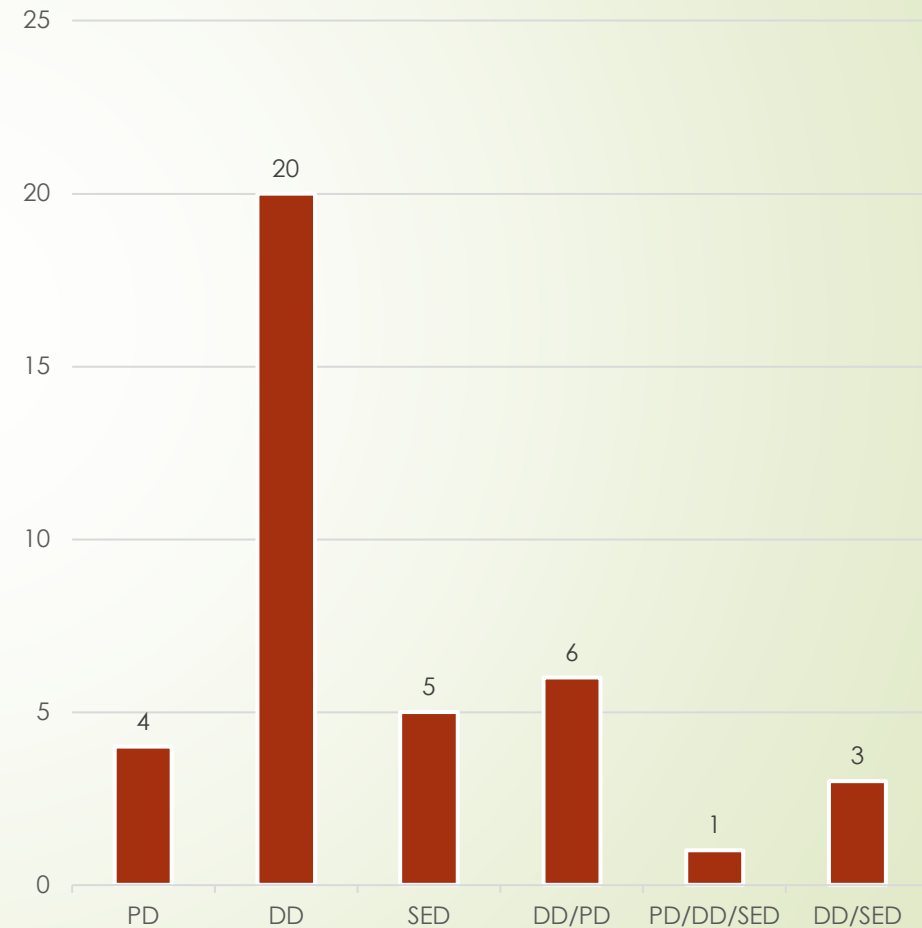
Spina Bifida, Cerebral Palsy,
Digestive System Disorder,
Genetic Disorders, Failure to
Thrive, Premature Birth,
Kidney Disease, Renal Failure

Development Disabilities:

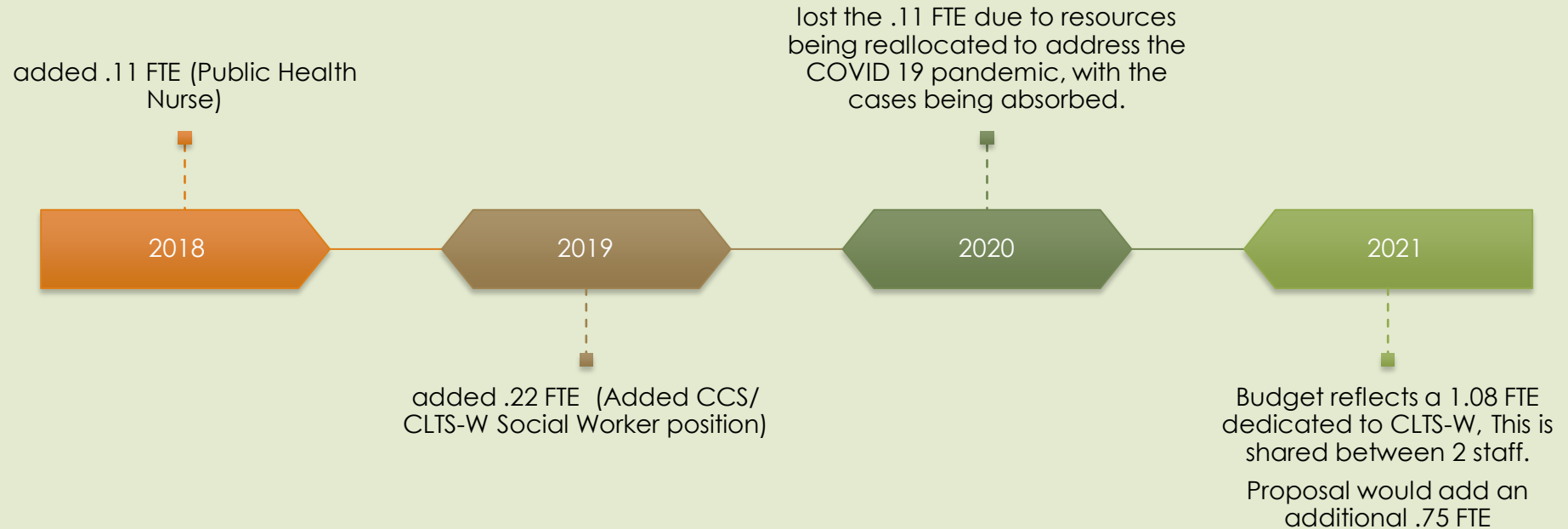
Autism, Downs Syndrome,
Angelman Syndrome,
Learning Disability, Stroke

SED:

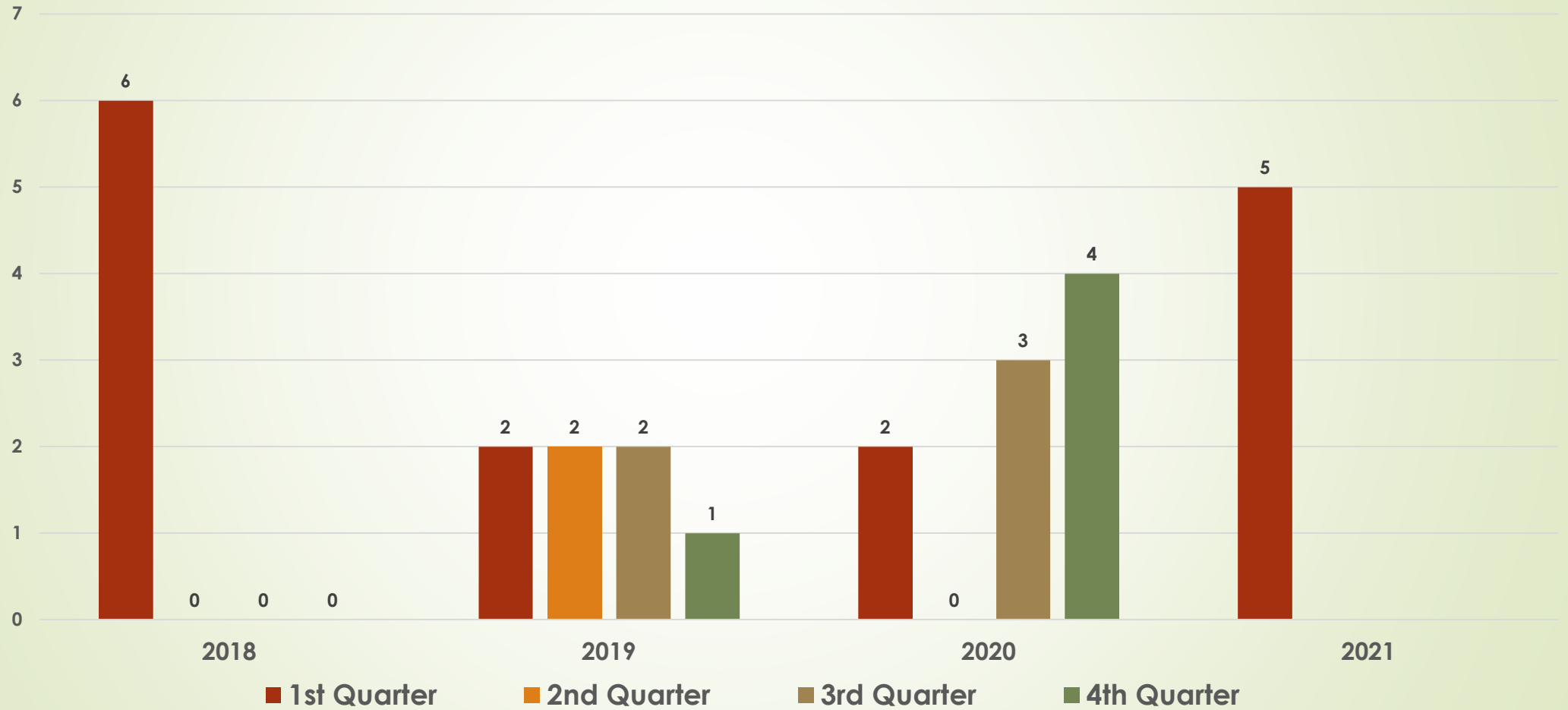
Anxiety, Attention Deficit
Hyperactivity Disorder
(ADHD), Bi-Polar, Mood
Disorder, Attention Deficit
Disorder (ADD)



CLTS-W Capacity Building Efforts



CLTS-W Referrals

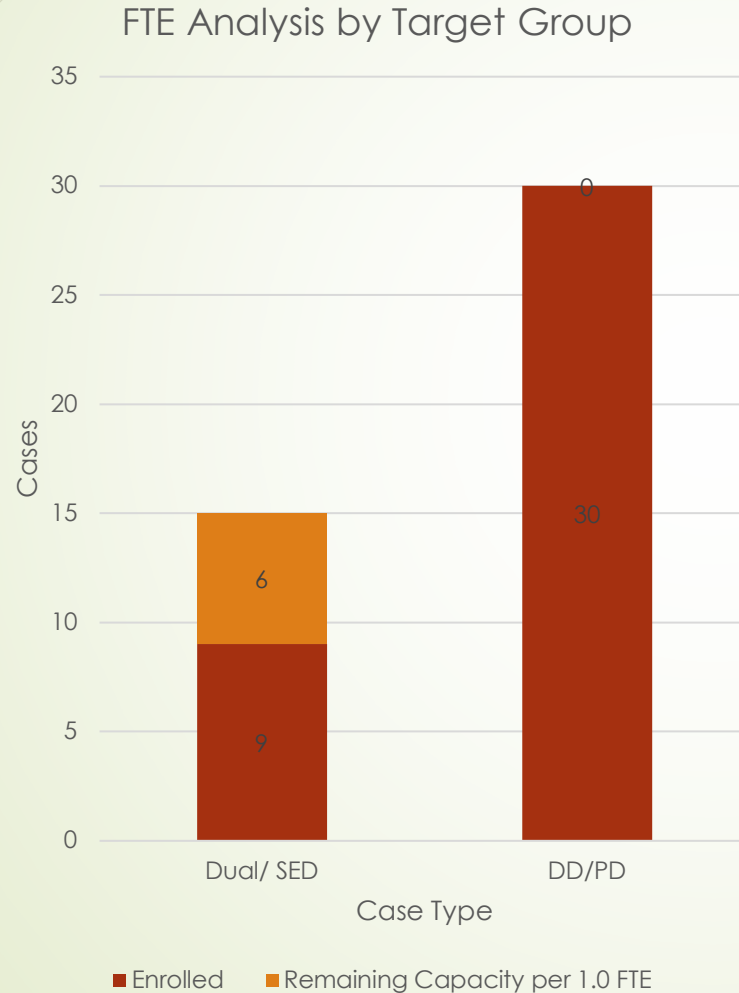




Caseload Considerations

- ▶ **Case size recommendations:**
 - ▶ No formalized recommendations from state specific to case size recommendations.
 - ▶ Via networking have learned of counties carrying caseloads of 30-40 per 1.0 FTE if carrying only PD/ DD cases.
 - ▶ Buffalo County currently has 1.08 FTE dedication to CLTS-W with a caseload of 39. Of these 39, 6 are dually enrolled in both CLTS-W and CCS.
 - ▶ Recommendation for reduced caseload for staff serving children with an identified target group of severe emotional disturbance based on case intensity.
 - ▶ Recommendation for reduced caseload for staff serving dually enrolled children (Children's Long-Term Support Waiver and Comprehensive Community services) based on the intensity of service needs and paperwork. Recommended case size of 15.
 - ▶ Once a child is found eligible and enrolled in CLTS-W, they typically continue in the program until transitioning to adult services.

Caseload Considerations Cont.



Red represents enrolled children in target group.

Orange represents remaining capacity per 1.0 FTE in target group compared to caseload recommendation.

Interpretation of Data:

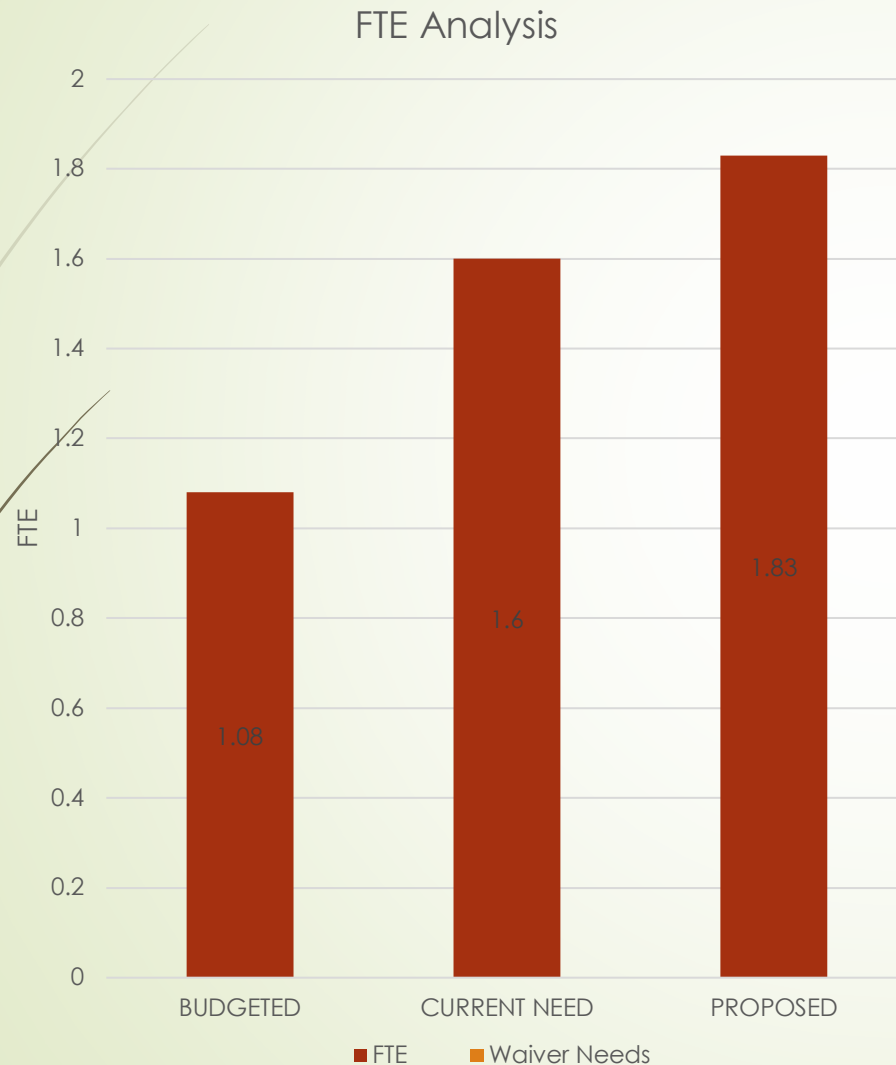
Dual/ SED- We are utilizing .60 of a 1.0 FTE. (caseload 15)

DD/PP- we are utilizing 1.0 FTE. (caseload 30)

Total: 1.60 FTE

Presently have 1.08 FTE dedicated to CLTS-W

Caseload Considerations cont.



► Pandemic impacts-

- Waiver of face-to-face and functional screens estimated to equate to 390 hrs. or .20 FTE

► New Requirements:

- Program requirements have increased resulting in a need for greater worker capacity.

► Conclusion:

- We have 1.08 FTE budgeted for 2021.
- Based on a program analysis of current caseload compared to caseload recommendations, we need 1.60 FTE.
- Proposed would build in an addition .23 capacity to serve new referrals.

Testimonials

Testimonial 1:

To whom it may concern:

I am writing this letter to express my gratitude for the Children's Long Term Support Program. Our daughter was diagnosed with Autism in 2016 and I was introduced to the program shortly after her diagnosis. Tori and the CLTS program have been instrumental in helping our family.

It can be very overwhelming for families when their child is diagnosed with a disability and our family was no exception. Through this journey I have worked with many who have provided support and guidance, but the knowledge and guidance of those in our county is very beneficial. Tori and the CLTS program has had a positive impact on our family. Tori takes the time to listen to our individual needs and works to meet them.

In rural areas there can be limited resources, but Tori has worked diligently to help meet the needs for our daughter and family. In addition, she informs us about opportunities based on our daughter's needs. I know in addition to working with our family at the local level she also has spent time working with the state. I know this takes a great deal of time and our family will forever be grateful.

In addition to being a parent, I am also a special education teacher at the Mondovi School District. As an educator I personally see the needs of our community and how this program directly helps kids in our area. As a parent and educator in the county, the importance and positive impact of this agency is significant.

Sincerely,

Amy Everson,
Mother and Special Education Teacher - Buffalo County

Testimonial 2:

When I first contacted Buffalo County for help with my youngest daughter, I didn't even know what to ask for. What I knew was that I had a little girl who had just set a fire in the house in the middle of the night because she wanted a campfire. I was desperate for sleep and safety and my little girl desperately needed help to gain control of her brain and body. I was already connected with a psychiatrist. I had tried to connect with a counselor or therapist, but got nowhere. Many doors were closed to us because she wasn't being abused. How weird is that! With the support of the CLTS program, we were able to get my daughter connected with a therapist, she was able to get direct instruction on social skills and coping skills. This past year, because of the support of the CLTS program; we survived a pandemic! I was able to have help getting her homework done and keeping her connected with her teachers. One super important piece is that we have been able to get her to Badger camp. It is the one place she has made friends and been included with peers. My daughter is now 17 and is getting ready to transition to adulthood. The CLTS program is helping guide us through this absolutely terrifying transition.

Anonymous

Testimonials Continued

Testimonial 3:

Dear Buffalo County Department of Health and Human Services Board:

Please accept this letter as support for the proposed new position supporting the Children's Long Term Support Program. Our child has been currently supported through this program since June of 2016 by Tori Bautch. During this time Tori has been nothing but amazing. She has never let us down and is always willing to do what is necessary for our child. I can only imagine the countless hours spent on our child alone. This program has been a huge game changer for our child. Prior to this program we struggled to find the necessary resources and programs available to help our child reach their fullest potential. It was very frustrating not knowing what to do or who to contact to get this help. Since being referred and being accepted into this program our child has flourished. We have been very well supported by Tori in numerous ways. She has been an advocate for our child at their school's IEP meetings, she has sought out, researched, and funded items to help our child with their fine motor and gross motor skills at home, and has done the same for items to help them to grow socially and emotionally. Furthermore, she has been amazing in helping us find and fund programs for our child to attend in the Buffalo County area. Without this program and Tori's efforts I am not sure where our child would be. I feel as though this level of support is owed all children with special needs. Having a person who is able to be more dedicated to this program would allow for all children of special needs in Buffalo County to thrive. Adding this position would allow an individual more deliberate and focused attention to these families and children allowing them to flourish in the classrooms and in the community. It has definitely made a lifelong impact on ours.

Sincerely,

Parents of CLTS Program Child



Contract Exploration

Lutheran Social Services:

- ▶ Lutheran Social Services contracts with approximately 5-6 counties in the eastern portion of the state.
- ▶ Each contract is individual based upon the county's need. (number of cases, type of cases)
- ▶ No present contracts in our area. Would need to engage in further conversation to determine ability to expand to our area, timeframe for expansion, etc.
- ▶ Would work with the department to establish a case management rate and would bill WPS for the service coordination.
- ▶ Presently are not conducting initial assessments and enrollment for new referrals, this would remain a county responsibility at this time.

The Parenting Place:

- ▶ Complete initial assessments not on-going service facilitation. Awaiting information on cost of service.

Public Health Nurse Request

Hourly Wage --->	<u>June 1, 2021 to December 31, 2021</u>				<u>January 1, 2022 to December 31, 2022</u>			
	Budget Health Educator \$25.62	Actual Health Educator \$25.62	PH Nurse III - Step 2 \$25.62	Contracted \$80.00/hr	PH Nurse III - Step 2 \$26.39	PH Nurse III - Step 2 \$26.39	Contracted Provider \$80.00/hr	Current Health Educator \$26.97
EXPENDITURES								
Salaries & Benefits								
Salaries*	\$31,563.84	\$31,563.84	\$31,563.84	\$0.00	\$55,102.32	\$55,102.32	\$0.00	\$56,313.36
Social Security	\$2,414.63	\$2,414.63	\$2,414.63	\$0.00	\$4,215.33	\$4,215.33	\$0.00	\$4,307.97
Retirement	\$2,130.56	\$2,130.56	\$2,130.56	\$0.00	\$3,719.41	\$3,719.41	\$0.00	\$3,801.15
Health Insurance**	\$3,735.72	\$3,735.72	\$7,881.15	\$0.00	\$19,860.50	\$19,860.50	\$0.00	\$7,845.01
Life Insurance	\$2.94	\$2.94	\$4.44	\$0.00	\$17.76	\$17.76	\$0.00	\$17.76
Worker's Compensation	\$969.01	\$969.01	\$969.01	\$0.00	\$1,691.64	\$1,691.64	\$0.00	\$1,728.82
Contracted Costs	\$0.00	\$0.00	\$0.00	\$40,656.00	\$0.00	\$0.00	\$68,904.00	
TOTAL SALARIES & BENEFITS	\$40,816.70	\$40,816.70	\$44,963.63	\$40,656.00	\$84,606.96	\$84,606.96	\$68,904.00	\$74,014.07
AMSO & Indirect	\$10,476.54	\$12,529.44	\$12,529.44	\$0.00	\$21,234.96	\$21,234.96	\$0.00	\$21,234.96
One-Time Costs								
Computer & Software	\$0.00	\$0.00	\$1,100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Wireless Keyboard/Mouse	\$0.00	\$0.00	\$30.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Training	\$0.00	\$0.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ONE-TIME COSTS	\$0.00	\$0.00	\$1,430.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Monthly Ongoing								
Cell Phone	\$438.00	\$438.00	\$438.00	\$0.00	\$876.00	\$876.00	\$0.00	\$876.00
TOTAL MONTHLY COSTS	\$438.00	\$438.00	\$438.00	\$0.00	\$876.00	\$876.00	\$0.00	\$876.00
TOTAL STAFF EXPENDITURES	\$51,731.24	\$53,784.14	\$59,361.07	\$40,656.00	\$106,717.92	\$106,717.92	\$68,904.00	\$96,125.03
REVENUES								
Children's Long-Term Support	\$0.00	\$0.00	\$41,553.00	\$40,656.00	\$74,703.00	\$80,038.00	\$68,904.00	\$0.00
Enhancing Detection Funding	\$0.00	\$12,825.00	\$9,052.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Reproductive Health Funding	\$0.00	\$0.00	\$0.00	\$0.00	\$3,368.64	\$3,368.64	\$0.00	\$0.00
AODA Prevention Funding	\$0.00	\$2,542.84	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17,000.00
Misc Social Services Funding	\$0.00	\$2,582.90	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,300.00
PH Contracts Funding	\$9,870.00	\$3,241.46	\$0.00	\$0.00	\$5,000.00	\$5,000.00	\$0.00	\$7,500.00
PH Transitioned Levy Funds	N/A	-\$9,269.30	\$9,269.30	\$9,269.30	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL FUNDING	\$9,870.00	\$11,922.90	\$59,874.30	\$49,925.30	\$83,071.64	\$88,406.64	\$68,904.00	\$32,800.00
TAX LEVY REQUIREMENT	\$41,861.24	\$41,861.24	-\$513.23	-\$9,269.30	\$23,646.28	\$18,311.28	\$0.00	\$63,325.03

Buffalo County Resolution



Drafted By:

Dave Rynders

Presented Month/Year:

May, 2021

Involved Committees:

DHHS & Veterans Services

County Department:

DHHS

Fiscal Impact: YES / NO

CA Approved: YES / NO

RESOLUTION # _____

A RESOLUTION TO ADD A FULL TIME PUBLIC HEALTH NURSE IN 2021 TO PROVIDE CHILDRENS LONG TERM SERVICES AND PUBLIC HEALTH SERVICES

WHEREAS, Chapter 251 of the Wisconsin Department of Health Services (DHS) Administrative Rule 140.04(1)(i) requires the inclusion of public health nurse personnel within each local public health department in order to provide surveillance and investigation of health problems, communicable disease control and other disease prevention. Buffalo County Public Health currently has one public health nurse position; and

WHEREAS, it would be in the best interests of Buffalo County to increase public health nurse capacity in order to provide protection from public health service interruption in the event of a vacancy and to provide additional needed public health services such as reproductive health services; and

WHEREAS, the Children Long-Term Support Waiver (CLTS-W) Program is a Medicaid Home and Community-Based Service Waiver that funds home and community supports and services for children who have substantial limitations in their daily activities due to physical, developmental and emotional challenges; and

WHEREAS, prior to the COVID-19 public health emergency, the Buffalo County public health nurse duties previously included providing CLTS-W case management services as part of the Buffalo County Department of Health and Human Services' (DHHS) multi-disciplinary team of CLTS-W case managers; and

WHEREAS, in 2017 DHS introduced the fully funded CLTS-W Program Waitlist Elimination Initiative which, in the years that followed, successfully moved more than 2,600 eligible children from wait list status to actively receiving family centered, home and community based CLTS-W services; and

WHEREAS, Buffalo County utilized initiative funds to add capacity. The number of Buffalo County children served in the CLTS-W program grew from 14 in 2017 to 37 currently, with 5 additional children in the assessment process for this program; and

WHEREAS, since 2017, state CLTS-W budgets been increased to meet demand for current and new cases as part of Wisconsin's ongoing commitment to have no eligible children waiting for CLTS-W services; and

WHEREAS, referrals to the Buffalo County CLTS-W program have increased during the past six months creating a mid-year need to further increase capacity. Buffalo County DHHS is also anticipating beginning to provide reproductive health services in the second half of 2021 which will place a further strain on current capacity; and

WHEREAS, CLTS-W agencies must meet program requirements including initiating assessment of a newly referred family within 10 days, completing a functional screening process within 45 days and completing an Individualized Service Plan by the 60th day.

NOW, BE IT RESOLVED that the Buffalo County the Buffalo County Board of Supervisors hereby approves creating a single, full-time Public Health Nurse position, effective June 1, 2021 to provide CLTS-W services, reproductive health services, disease investigation and control and other public health services.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on the _____ day of May, 2021.

County Clerk

ATTEST:

County Board Chairperson

Respectfully Submitted:

Veterans/DHHS Committee

Human Resources Committee

Finance Committee

Mary Anne McMillan Urell, Chair

Larry Grisen, Chair

Dennis Bork, Chair

Vacant

Mary Anne McMillan Urell

David Danzinger

Brad Schmidtknecht

Nathan Nelson

Max Weiss

Carol McDonough

Michael L. Taylor

Brad Schmidtknecht

Wendy Kleinschmidt

Donald A. Hillert

Donald A. Hillert

Richard Mueller

Kimberly Beseler

Steve Nelson

Larry Grisen

ANTICIPATED FINANCIAL IMPACT STATEMENT

2021

Salary, Benefits and Equipment (estimated for a Step 2 salary): \$59,361.07
Revenues (including 2021 unbudgeted revenue earned by Public Health): \$59,874.30
Tax Levy: \$0

2022

Salary & Benefits: \$106,711.92
Revenues (includes revenue generated by PH Educator due to new position): \$104,406.64
Tax Levy/Rescue Act Funds: \$2,311.28