

County of Buffalo
Alma, Wisconsin
Notice of Public Meeting

Committee: Human Resources Committee
Date: Tuesday, July 6, 2021
Time: 9:30 a.m.
Location: 3rd Floor County Board Room – Buffalo County Courthouse
407 S 2nd Street
Alma, WI 54610

AGENDA

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. The Committee May Go into Closed Session to Review/Discussion/Action ~ The Committee May Go into Closed Session for Consultation with Legal Counsel on Wisconsin Professional Police Association (WPPA)/LEER Contract Negotiation Strategy

The Committee may enter into closed session and return to open session pursuant to WI State Statutes 19.85(1)(g) for the purpose of conferring with legal counsel who is giving written or oral advice about strategy to be adopted in negotiations in which the governmental body is likely to be involved.

6. Review/Discussion/Action ~ The Committee May Return to Open Session
7. Review/Discussion/Action ~ WPPA/LEER Union Negotiations
8. Review/Discussion/Action ~ The Committee May Go Into Closed Session for Bargaining Union Negotiations

The Committee may enter into closed session and return to open session pursuant to WI State Statutes 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

9. Review/Discussion/Action ~ The Committee May Return to Open Session
10. Review/Discussion/Action ~ A Resolution to Approval Identification & Key Card Policy
11. Review/Discussion/Action ~ Flexible Schedule for County Treasurer's Office
12. Review/Discussion ~ American Recovery Funding – Hazardous Pay Consideration for Essential Workers
13. Review/Discussion ~ Human Resources Subcommittee Update
14. Review/Discussion ~ Update on Joint Meeting with Finance Committee For Budget Strategy
15. Review/Discussion ~ Meal Reimbursement – Review of Policy 108 Travel, Meals and Lodging
16. Review/Discussion ~ Holidays – Review of Policy 201 Holidays
17. Committee Chair Report
18. Personnel Advisor Report(s)
19. Administrative Coordinator Report(s)
20. Any Public Comment Not Related to Agenda Items
21. Next Meeting Date and Time
22. Adjournment.

Date: June 29, 2021

Larry Grisen, Chair

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, June 7, 2021

Mr. Grisen called the meeting to order at 8:30 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, Ms. Danielle Schalinske, Ms. Carri Renchin, Mr. Dave Rynders, Ms. Mindy Dale, Sheriff Mike Schmidtknecht, Mr. Brian Simes, Mr. Mike Osmond, Mr. Logan Olson, and Mr. Mike Backus.

Public Comments Regarding Posted Agenda Items: Ms. Schalinske spoke regarding concerns she has with changes to the comp time policy and how it will be enforced.

Ms. Renchin explained what causes comp time in her department and how she appreciates the work employees do on lengthy investigations.

Review/Discussion/Action regarding Previous Meeting Minutes: Ms. McMillan Urell made a motion to approve both sets of minutes, seconded by Mr. Taylor. Carried.

The Committee May Go into Closed Session for Consultation with Legal Counsel on Wisconsin Professional Police Association WPPA/LEER Contract Negotiation Strategy: Mr. Grisen made a motion to go into closed session, seconded by Mr. Taylor. Mr. Hillert – yes, Mr. Grisen – yes, Ms. McMillan Urell -yes, Mr. Taylor – yes, and Mr. Nelson – yes.

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

Review/Discussion/Action regarding the Exchange of Initial Proposal – WPPA/LEER Union: Each side reviewed their proposals for the contract negotiations.

Mr. Hillert was excused from the meeting at 10:45 a.m.

The Committee May Go into Closed Session for Bargaining Union Negotiations: Mr. Grisen made a motion to go into closed session, seconded by Ms. McMillan Urell. Mr. Grisen – yes, Ms. McMillan Urell -yes, Mr. Taylor – yes, and Mr. Nelson – yes.

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

The next meeting to review contract proposals will be July 6th at 9:30 a.m.

Review/Discussion/Action regarding the County Conservationist Position

Description: Ms. Hansen reviewed the changes to the position description. She has some concerns with the Master’s degree requirement. Ms. McMillan Urell made a motion to have the Master’s degree recommended but not required, seconded by Mr. Nelson. Carried. Mr. Nelson made a motion to approve the amended position description, seconded by Ms. McMillan Urell. Carried.

Review/Discussion/Action regarding the Conservation Technician Position

Description: The updates were reviewed. Ms. McMillan Urell made a motion to approve the position description, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding the Resource Management Specialist

Position Description: The changes to the position description were reviewed. Ms. McMillan Urell made a motion to approve the position description, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding a Telecommuting Request from Land

Conservation Department: This request is to allow the Department Manager to work from home one day per week to work on two large projects that are time sensitive. Ms. McMillan Urell made a motion to approve the telecommuting request through December 31, 2021, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding a Telecommuting Request from UW-

Extension Office: This telecommuting request is for the Support Staff position to work from home one day per week with that day alternating each week. UW has approved staff to begin working in the office again but is limiting the number of staff in each office. Allowing the telecommuting would allow the UW staff to be in the office. Mr. Grisen made a motion to approve the telecommuting request until such time as UW resumes allowing all staff to work in the office, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding the Public Health Specialist Position

Description: Mr. Rynders explained this position description is to aid in the recruitment for the Public Health Nurse position. This would allow hiring a 4th year Nursing student to fill the position and then transition this person to the Public Health Nurse when they meet those qualifications. This is not a new position, just a creative way to fill a position that has been vacant for several months. Ms. McMillan Urell made a motion to approve the position description, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding the Public Health Specialist Wage Scale: Mr. Rynders explained this position would be placed in the same classification and wage

scale as the Case Manager II. Mr. Nelson made a motion to approve the wage scales, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding the Emergency Management Director/Risk Manager Position Description: Ms. Hansen reviewed the position description. The Highway Committee discussed this position after the retirement of the Emergency Management Director was received. It was proposed to take the safety duties from the Parts Manager and Safety Coordinator position and place it with the Emergency Management Director. The Parts Manger position will be reviewed, and other duties assigned to it. Ms. McMillan Urell made a motion to approve the position description, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding the Emergency Management Director/Risk Manager Wage Scale: This position will be placed in the same scale as the Emergency Management/Recycling Director position. Recycling will be looking at how to handle those duties. Ms. McMillan Urell made a motion to approve the wage scale, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding Administrative Assistant Position Description: Ms. Hansen explained there were no changes to the position description. The position was reviewed to see if there were duties to add or remove due to the turnover. Ms. McMillan Urell made a motion to approve the position description, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding Approval to Fill Administrative Assistant Position in the Administration Office: Ms. McMillan Urell made a motion to approve filling the position, seconded by Mr. Nelson. Carried.

Review/Discussion/Action regarding A Resolution to Amend Policy 103 Overtime and Compensatory Time: The language change helps to resolve comp time accrual and WRS issues. It may need to be brought back to decide how to handle comp time earned in December, payouts, and the max number of hours for comp time. This policy will be effective August 1st. Ms. McMillan Urell made a motion to approve the resolution, seconded by Mr. Nelson. Carried.

Review/Discussion/Action regarding the Employee Benefit Agent of Record: Mr. Taylor made a motion to continue with Cottingham and Butler for the employee benefit agent, seconded by Ms. McMillan Urell. Carried.

Review/Discussion/Action regarding A Resolution to Amend Salary Classification and Compensation System for Non-Represented Employees: This resolution adds the Emergency Management Director/Risk Manager position and the Public Health Specialist position to the wage scales. Ms. McMillan Urell made a motion to approve the resolution, seconded by Mr. Nelson. Carried.

Review/Discussion regarding Human Resources Sub-Committee Update: Ms. Hansen explained the sub-committee is still working on the wage scales and will report back at the next meeting.

Review/Discussion/Action regarding a Joint Meeting with Finance Committee for Budget Strategy: The Finance Committee meets next Thursday and Chair Grisen would like the approval of the HR Committee to go to that meeting to discuss budget strategy. Ms. McMillan Urell made a motion to approve Mr. Grisen and Mr. Taylor discussing budget strategy with the Finance Committee, seconded by Mr. Nelson. Carried.

Mr. Taylor and Ms. McMillan Urell were excused from the meeting at 12:57 p.m.

Review/Discussion regarding the Draft Affirmative Action Plan: Ms. Creighton reviewed the draft of the plan and will bring back more details at another time.

Committee Chair Report: None.

Personnel Advisor Report(s): Ms. Creighton handed out her report.

Administrative Coordinator Report: None.

Public Comments: None.

Next Meeting: The next meeting date and time will be July 6, 2021, at 9:30 a.m.

Adjournment: Adjourned at 1:00 p.m.

Respectfully Submitted,

Roxann M. Halverson
Buffalo County Clerk

POLICY 108. TRAVEL, MEALS AND LODGING

1. **Purpose:** To establish a uniform system for determining county responsibility for expenses incurred by employees while performing official county business.
2. **Policy:**
 - 2.1 Business activities, trips and travel are inclusive to Buffalo County employees.
 - 2.2 No family, friends or others will be allowed to accompany employees during county sponsored activities including travel to/from: trainings, meetings, seminars, conventions, etc.
 - 2.3 Special consideration may be granted upon approval from the Department Manager and the County Administrative Coordinator or Buffalo County Board Chair. Exceptions may be allowed for other government employees to encourage collaboration with other agencies or counties to reduce overall expenses to the County.
 - 2.4 Department Managers will determine departmental travel and training needs and authorize expenditures. Department Manager shall notify the County Administrative Coordinator if the employee's travel and training is beyond the adjoining states to Wisconsin.
3. **Lodging:**
 - 3.1 When overnight lodging is necessary to carry out the business of the County, the cost of such lodging will be paid by the County utilizing the maximum "State Rate" for Wisconsin or if traveling outside of the State of Wisconsin, the rate established by their state.
 - 3.2 Prior approval is required by the Department Manager.
 - 3.3 Lodging expense will be eligible based on distance away from "home" or the County Courthouse. The destination should be a minimum distance of 50 miles (one way).
 - 3.4 Additional evening stay with approval by the Department Manager may be authorized if the commute time home is greater than three (3) hours and anticipated "home arrival" should be after 9:00 PM or scheduled end of conference is after 6:00 PM. Hospitality activities are not included.

Policy 108. MEALS, TRAVEL AND LODGING

Effective Date: May 31, 2015

Revised Date:

**Buffalo County
Employee Handbook**

3.5 Sales tax exemption status should always be claimed.

4. Meal Reimbursement:

4.1 Employees are expected to utilize meeting meals and hotel breakfasts as provided.

4.2 The County will reimburse an employee for meals at the following rates:

Breakfast	\$7.00
Lunch	\$10.00
Dinner	\$15.00

4.3 Maximum gratuity allowed will be based on 15% of meal and is part of the maximum allowable reimbursement rate.

4.4 Employees are eligible for reimbursement for “morning” or “evening” meals when traveling outside of Buffalo County and occurring outside two hours of their normal work shift, (i.e. for a normal day shift – leaving home before 6:00 AM or arriving home after 6:30 PM.)

4.5 Lunch meals will be reimbursed when in route outside of the County as they would normally occur during a scheduled shift period leaving the courthouse before 10:00 AM and returning to the courthouse after 2:30 PM.

4.6 Elapsed time between reimbursable meals should not be less than four (4) hours.

4.7 Department Managers may grant exceptions on a case-by-case basis and expense is within their department budget.

5. Mileage Reimbursement:

5.1 The County shall reimburse an employee for necessary and reasonable travel for use of personal vehicle(s) for work purposes. Use of the county fleet vehicles are encouraged whenever possible.

5.2 Mileage reimbursement will be paid at the established rate per mile by the Buffalo County Finance Committee.

Policy 108. MEALS, TRAVEL AND LODGING

Effective Date: May 31, 2015

Revised Date:

**Buffalo County
Employee Handbook**

- 5.3 When the workday begins or ends at a location other than Alma, only differential mileage will be paid.
- 5.4 Proof of vehicle insurance is required to be on file in the County Administration Office to receive the current established mileage reimbursement rate.
- 5.5 The alternative mileage reimbursement rate is \$.26 per mile when proof of insurance is not on file.
- 5.6 Vehicle mileage is not reimbursable for entertainment purposes.
- 5.7 Reimbursement for vehicle mileage for meals will be logged with destination and will be paid within five (5) miles of an event.
- 5.8 Mileage shall be detailed on STATEMENT OF EXPENSES INCURRED FOR THE COUNTY OF BUFFALO which is available on the Employee Intranet signed by the employee and approved by the Department Manager or designee.

6. Receipts:

- 6.1 Receipts are required for reimbursement and allocation of expenses as defined by the Internal Revenue Service (IRS). Valid receipts will normally include the following:

- Name of Store/Restaurant/Hotel, etc. (handwritten if not machine generated)
- Date of Purchase
- Description of Purchase
- Total Cost
- Purchasers signed name

- 6.2 Failure to provide valid receipts may affect reimbursement amount or the use of account issued credit card.

7. County Issued Credit Cards:

- 7.1 Some departments have authorized county issued credit cards. Department Managers with county issued credit cards will develop department policy to allow for proper allocation and approval of expenses.

Policy 108. MEALS, TRAVEL AND LODGING

Effective Date: May 31, 2015

Revised Date:

**Buffalo County
Employee Handbook**

7.2 Department Managers needing an emergency expenditure requiring the use of a county issued credit card shall work with the County Administrative Coordinator or his/her designee.

7.3 Receipts are always to be attached.

7.4 There should not be any purchase of personal items on a county issued credit card.

POLICY 201. PAID HOLIDAYS

1. **Purpose:** To identify employee holidays and establish a consistent procedure for scheduling and payment.

2. **Paid Holidays:**

2.1 The courthouse, except the Law Enforcement Center, will be closed on the following legal holidays observed by the County:

New Year's Day
The Friday before Easter
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans Day
Thanksgiving Day
The Day after Thanksgiving
Christmas Eve
Christmas Day

2.2 Eligibility:

2.2.1 In order to be eligible for holiday pay, an employee must be on the active payroll the day before and the day after such said holiday.

2.2.2 Holidays within any unpaid period of absence, except Worker's Compensation leave, shall be without pay.

2.3 Scheduling:

2.3.1 In the event that a holiday falls on a Saturday, the proceeding Friday shall be observed as the holiday; should a holiday fall on a Sunday, the following Monday shall be observed as the holiday.

3. **Holiday Pay for Highway Employees:**

3.1 All non-exempt employees shall receive one and one-half (1 ½) times their regular hourly rate of pay for all hours worked on a holiday in addition to their holiday pay.

Policy 201. PAID HOLIDAYS

Effective Date: May 31, 2015

Revised Date:

**Buffalo County
Employee Handbook**

4. Holiday Pay for Communication/Corrections Employees:

4.1 All communications/corrections employees will be compensated for eleven (11) holidays per year. Employees may take up to eleven (11) holidays per calendar year off. They may take these holidays any time during the year with the approval of the Sheriff or his/her designee. If days cannot be scheduled as time off, said unused days not scheduled before December 31 shall be paid at the hourly rate earned by the employee. In the event of separation, employees who have taken more days than allowable shall have any overpayment deducted from final wages.

5. Holiday Pay for Part-time Employees:

4.1 Part-time employees shall receive holiday pay up to the number of hours they are normally scheduled to work or it shall be pro-rated based on previous years' hours worked and their current work schedule.

Policy 201. PAID HOLIDAYS
Effective Date: May 31, 2015
Revised Date:

Buffalo County
Employee Handbook