

County of Buffalo
Alma, Wisconsin
Notice of Public Meeting

Committee: Human Resources Sub-Committee
Date: Tuesday, October 5, 2021
Time: 8:30 a.m.
Location: Second Floor Conference 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(s)
5. Review/Discussion/Action ~ Wage and Classification Proposed Structure
6. Review/Discussion/Action ~ Next Meeting date and Time.
7. Any Public Comment Not Related to Agenda Items
8. Adjournment.

Date: September 28, 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 of the Board:

Human Resources Sub-Committee

Date of the Meeting:

September 13, 2021

Chair Mr. Larry Grisen called the meeting to order at 8:32 a.m. in the third floor County Board meeting room, Buffalo County Courthouse, Alma, Wisconsin.

Members Present: Mr. Larry Grisen, Ms. Brenda Creighton, Ms. Carri Renchin, Ms. Carol Burmeister, Mr. Bob Platteter and Ms. Sonya Hansen. Mr. Michael Taylor was excused.

Public Comment Related to the Agenda: There were no public comments.

Review/Discussion/Action – Minutes of the Previous Meeting: A motion was made by Mr. Bob Platteter seconded by Ms. Brenda Creighton to approve the minutes of the previous meeting. Motion Carried.

Review/Discussion – Wage and Classification Proposed Structure: A proposed draft of new class structures and wage scales was reviewed by the members. The goal of the new proposal was to place like job duties and responsibilities in the same classification and compensate accordingly based on position descriptions and education. Another goal of the reclasses was to try to assure that employees were not losing compensation on the creation of new scales or classes. The committee members acknowledged that this is not an easy task. The committee reviewed those positions that were previously identified as being below the average for other counties and if they were addressed in the new proposal. Some issues identified were to keep the same type of separation in positions that had advancement opportunities. The members discussed keeping the same classification structure as currently exists but make some modifications within the classes.

Review/Discussion ~ Determination of Next Steps: Each member is going to review the proposed scales and the other county comparable classes to identify positions that may not be correctly classified. The goal for the next meeting will be to create a final classification list.

Review/Discussion/Action – Next Meeting Date and Time: The next meeting date will be Monday, September 20th at 8:30 a.m.

Public Comments Unrelated to the Agenda: There were no other public comments.

Adjourned: The meeting was adjourned at 9:25 a.m. upon motion of Ms. Brenda Creighton seconded by Mr. Bob Platteter. Motion Carried.

Respectfully submitted,

Sonya J. Hansen
Recording Secretary

Buffalo County Minutes

Committee/Board: Human Resources Sub-Committee

Date of Meeting: Monday, September 20, 2021

Electronic and Hard Copy Filing Date: Wednesday, September 21, 2021

Meeting was called to order by Chair Larry Grisen at 8:33 a.m. in the third floor County Board meeting room, Buffalo County Courthouse, Alma, Wisconsin.

MEMBERS PRESENT: Larry Grisen, Carri Renchin, Carol Burmeister, Brenda Creighton, Bob Platteter, Sonya Hansen.

Excused: Michael Taylor

PUBLIC PRESENT DURING ALL OR SOME OF MEETING:

Roselle Schlosser, Stephen Schiffli

PUBLIC COMMENT REGARDING POSTED AGENDA ITEMS:

No public comments were received.

REVIEW/DISCUSSION: Wage and Classification Proposed Structure

The members were presented a draft spreadsheet with position broken into different salary classifications and overall financial impact. Classifications were based on current wage scale, wages of surrounding counties and job responsibilities (supervision, etc.). Committee reviewed proposed amended classes and made modifications, based on recruitment needs and surrounding counties competitive wages. The new proposal will be created by Brenda Creighton and presented to sub-committee at next meeting.

REVIEW/DISCUSSION/ACTION: Next meeting date and time:

The next meeting date and time will be coordinated with the next full HR Committee meeting. October 5, 2021, subcommittee to meet at 8:30 a.m.

PUBLIC COMMENTS NOT RELATED TO AGENDA ITEMS:

No comments were received.

ADJOURNMENT: Motion to adjourn: Bob Platteter, Second: Brenda Creighton
Mr. Grisen adjourned the meeting at 10:15 a.m.

Respectfully Submitted,

Brenda Creighton, Recording Secretary