

NOTICE OF PUBLIC MEETING

Committee: Human Resources Committee
Date: Monday, November 15, 2021
Time: 9:00 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 ~ A Resolution to Approve Health Insurance Benefit Plan for 2022
6. Review/Discussion/Action ~ A Resolution to Adopt Salary Classification and Compensation System for Non-Represented Employees
7. Review/Discussion/Action ~ A Resolution to Amend Policy 111 of the Buffalo County Employee Handbook – Salary Classification and Compensation System
8. Review/Discussion/Action ~ A Resolution to Amend Policy 301 of the Buffalo County Employee Handbook - Health Insurance and Cobra
9. Review/Discussion/Action ~ A Resolution to Increase Buffalo County Coroner, Chief Deputy Coroner and Deputy Coroner Per Diem
10. Review/Discussion/Action ~ A Resolution Recognizing and Honoring the Retirement of Randy Johnson
11. Review/Discussion/Action ~ A Resolution Recognizing and Honoring the Retirement of Diane Mikelson
12. Review/Discussion/Action ~ A Resolution Recognizing and Honoring the Retirement of Sonya Hansen
13. Review/Discussion/Action ~ Jail Administrator Position Description
14. Review/Discussion/Action ~ Approval of Employer Contribution Towards Medical Insurance Premium Benefit
15. Review/Discussion/Action ~ Approval of Employer Health Reimbursement Account Contribution
16. Review/Discussion/Action ~ Approval of Non-Medical Insurance Providers and Plans
 - a. Delta Dental – Vision and Dental Insurance
 - b. Sun Life – Voluntary Life, Voluntary Short- Term Disability, Voluntary Long- Term Disability, Voluntary Accident, and Voluntary Critical Illness Coverage
 - c. BPA – Plan Administrator for HRA and Flex Accounts
 - d. Optum Financial – Continue with Optum Financial as 3rd Party COBRA Administrator
 - e. Establish Opt Out Incentive Amount for 2022
17. Review/Discussion/Action ~ Interview Committee for Personnel Advisor
18. Review/Discussion/Action ~ OSHA Ruling on COVID-19 Testing and Mandatory Vaccination Requirements
19. Committee Chair Report
20. Personnel Advisor Report(s)
21. Administrative Coordinator Report(s)
22. Any Public Comment Not Related to Agenda Items
23. Next Meeting Date and Time
24. Adjournment.

Date: November 8, 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, October 25, 2021

Mr. Grisen called the meeting to order at 1:00 p.m.

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

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

Public Comments Regarding Posted Agenda Items: None.

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

Review/Discussion/Action regarding an Update on Health Insurance Options and Renewal: Mr. Syndergaard reviewed proposals he received from different carriers. Anthem Blue Cross came in with the lowest proposal at a 17.3% decrease from current premiums. The deductible will remain \$3,000/\$6,000 but will have a maximum out of pocket of \$4,000/\$8,000. The policy will not cover tooth extraction or vision exam as the current policy does. Prescription drugs will be a tiered system of \$10/\$50/\$80/25% after the deductible is met. A policy for those employees living in MN will need to be purchased at a slightly higher rate. Mr. Syndergaard also reviewed other elective policies that he has been working on for the employees. Mr. Taylor made a motion to charge the same rate for both health insurance policies, seconded by Ms. McMillan Urell. Carried. Ms. McMillan Urell made a motion to approve Anthem Blue Cross Preferred Plus and Blue Access plans, seconded by Mr. Taylor. Carried. A roll call vote was taken and all were in favor. Carried.

Review/Discussion regarding Administrative Coordinator Goals & Expectations:

A discussion was held on the goals and expectations. The chosen candidate had requested goals and expectations be created for him. Mr. Taylor made a motion to approve the goals and expectations, seconded by Ms. McMillan Urell. Carried.

Review/Discussion/Action regarding a Resolution to Change Three Limited Term Health Positions to Permanent Status through 2024: Mr. Rynders explained these positions were added in 2020 as a response to the COVID pandemic. Funding has been extended and there is still work to be done. He would like to continue the positions as long as there is a need and funding. A discussion was held on the use of the word "permanent." Ms. McMillan Urell made a motion to remove the word permanent from

the resolution, seconded by Mr. Nelson. Carried. Ms. McMillan Urell made a motion to approve the amended resolution, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding A Resolution to Extend Limited Term Public Health Worker Position to Support COVID-19 Response through 2024: Mr.

Rynders explained this position is for 600 hours or less per year and is set to expire the end of this year, but there is funding available to continue through 2024. This position would end earlier if the need were gone or the funding is gone. Ms. McMillan Urell made a motion to approve the resolution, seconded by Mr. Nelson. Carried.

Review/Discussion/Action regarding a Proposal to Change a Social Services Lead Worker Position to Social Services Manager Position, Effective 1, 2022: The

Social Worker III position had been elevated to Social Worker Lead and has been working with a team of Social Workers. This would expand that role to a Manager position with supervision over a portion of the Social Worker team. Mr. Taylor made a motion to approve the change, seconded by Mr. Nelson. Carried.

Review/Discussion/Action regarding Revising a Social Services Manager Position Description and Revise and Retitle Social Services Lead Worker Position

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

The Committee May Go into Closed Session to Discuss Transfer of PSLB/PTO:

Mr. Grisen made a motion to go into closed session, seconded by Mr. Taylor. Mr. Grisen – yes, Ms. McMillan Urell – yes, Mr. Nelson – yes, and Mr. Taylor – yes. Carried.

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. Nelson – yes, and Mr. Taylor – yes. Carried.

Ms. McMillan Urell made a motion to approve the transfer of PSLB /PTO, seconded by Mr. Nelson. Carried.

Review/Discussion/Action regarding the Proposed Wage Classifications & Scales for 2022 Budget:

Ms. Hansen explained the Finance Committee directed to have half of the health insurance savings used for wages and the other half to save for health insurance increases in the future. A discussion was held regarding recruitment, retention, and balancing the budget. The health insurance incentive was discussed. Mr. Taylor made a motion to raise the health insurance incentive to \$200 per month for an employee not taking the health insurance plan, seconded by Ms. McMillan Urell. Carried. Ms. Hansen was instructed to present the budget with the proposed wage classifications and scales.

Review/Discussion/Action regarding the Personnel Advisor Position Description:

Ms. Hansen reviewed the changes. The position description is changed to include duties of employee payroll, benefits, supervision, interviews, as well as other duties. Ms.

McMillan Urell made a motion to approve the position description, seconded by Mr. Nelson. Carried.

Review/Discussion/Action regarding Filling the Vacant Personnel Advisor

Position: Ms. McMillan Urell made a motion to fill the Personnel Advisor position, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding the Financial Advisor Position Description:

Ms. Hansen reviewed some of the changes to the description. The employee currently in this position has reviewed the description as well. Ms. McMillan Urell made a motion to approve the position description, seconded by Mr. Nelson. Carried.

Review/Discussion regarding Personal Time Off (PTO) and Personal Savings

Leave Bank (PLSB) Policies: A discussion was held about how vacation and sick leave was transferred and how it seems employees used to use vacation more when it was separated. Ways to reduce PTO was discussed. This will be brought back in December.

Committee Chair Report: None.

Personnel Advisor Report: None.

Administrative Coordinator Report: None.

Public Comments: None.

Next Meeting Date and Time: The next meeting will be November 15 at 9:00 am.

Adjournment: Mr. Taylor made a motion to adjourned at 3:25 p.m., seconded by Mr. Nelson. Carried.

Respectfully Submitted,

Roxann Halverson
Buffalo County Clerk



BUFFALO COUNTY RESOLUTION

Drafted By: Sonya J. Hansen
Month/Year: December/ 2021
Committee: Human Resources
Finance Committee

Department: Administration
Fiscal Impact: Yes/No

RESOLUTION # _____

A RESOLUTION TO APPROVE HEALTH INSURANCE BENEFIT PLAN FOR 2022

WHEREAS, the Employee Handbook, Policy 301 states that the design and selection of health care plans is determined by the Buffalo County Board of Supervisors as recommended by the Buffalo County Human Resources Committee, and;

WHEREAS, Cottingham & Butler as agent for Buffalo County solicited bids for affordable medical coverage to be offered to eligible employees commencing January 1, 2022; and,

WHEREAS, the Buffalo County Human Resources Committee reviewed the proposals and recommends to the County Board of Supervisors to accept the Wisconsin Preferred Network and Minnesota Access Network plans with Anthem Blue Cross Blue Shield with Cottingham & Butler as the agent of record to be effective January 1, 2022, as referenced in the attached Exhibit A to be incorporated herein and made a part of this resolution for eligible employees.

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby approves the medical insurance plans with Anthem Blue Cross Blue Shield as referenced in the attached Exhibit A with Cottingham & Butler as the agent of record to be effective January 1, 2022.

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

Donald Hillert

Mary Anne McMillan Urell

Nathan Nelson

Michael Taylor

Finance Committee

Dennis Bork

Donald Hillert

Max Weiss

Brad Schmidtkecht

David Danzinger

ANTICIPATED ESTIMATED FINANCIAL IMPACT STATEMENT

2022	Total Premiums	\$1,483,000.00
	Employee Contribution	\$ 326,260.00
	Employer Contribution	\$1,156,740.00
	Health Reimbursement:	\$ 100,000.00
	Insurance Incentive:	<u>\$ 61,080.00</u>
	Total Budgeted Impact	\$1,317,820.00



MEDICAL INSURANCE

Anthem Blue Cross Blue Shield

Buffalo County provides employees the option to purchase affordable medical coverage*. The below plans allow you to visit any doctor or facility you choose—however, you will get the best coverage when you choose an in-network provider.

For a complete list of your in-network and out-of-network benefits, please refer to your Medical Insurance Summary Plan Description, provided by Human Resources.

MEDICAL COVERAGE HIGHLIGHTS	WI (Preferred Network)		MN (Access Network)	
	In-Network	Out-of-Network	In-Network	Out-of-Network
Annual Deductible				
Individual	\$3,000	\$6,000	\$3,000	\$6,000
Family	\$6,000	\$12,000	\$6,000	\$12,000
Coinsurance (percent paid after you reach your annual deductible)				
Plans Pays	100%	70%	100%	70%
You Pay	0%	30%	0%	30%
Annual Out-of-Pocket Maximum				
Individual	\$4,000	\$8,000	\$4,000	\$8,000
Family	\$8,000	\$16,000	\$8,000	\$16,000
Covered Services				
Preventive Care	100%	70% After Deductible	100%	70% After Deductible
Annual Eye Exam	100%	70% After Deductible	100%	70% After Deductible
Primary Care Office Visit	100% After Deductible	70% After Deductible	100% After Deductible	70% After Deductible
Specialist Office Visit	100% After Deductible	70% After Deductible	100% After Deductible	70% After Deductible
Urgent Care	100% After Deductible	70% After Deductible	100% After Deductible	70% After Deductible
Emergency Room	100% After Deductible	70% After Deductible	100% After Deductible	70% After Deductible
PRESCRIPTION DRUG COVERAGE		Paid After Annual Deductible is Met		
Generic		\$10 Copay		
Preferred Brand		\$50 Copay		
Non-Preferred Brand		\$80 Copay		
Specialty		25% to \$350 Max Copay		

*Buffalo County employees who waive insurance coverage may be eligible for Health Insurance Incentive cash payment. Policy #301 identifies eligibility criteria.

2022 WAGE SCALES - EXHIBIT A
VERSION: 10/29/2021, Board Approved TBD

DRAFT

2022 CLASS	JOB TITLE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
A	ADMINISTRATIVE COORDINATOR	\$38.85	\$39.75	\$40.65	\$41.55	\$42.45	\$43.35	\$44.25	\$45.15	\$46.05	\$46.95
B	DHHS DIRECTOR	\$37.95	\$38.75	\$39.55	\$40.35	\$41.15	\$41.95	\$42.75	\$43.55	\$44.35	\$45.15
C	CHIEF DEPUTY										
C	HWY COMMISSIONER	\$32.25	\$33.00	\$33.75	\$34.50	\$35.25	\$36.00	\$36.75	\$37.50	\$38.25	\$39.00
D	JAIL ADM										
D	ZONING DIRECTOR										
D	PUBLIC HEALTH OFFICER										
D	PERSONNEL ADVISOR	\$31.90	\$32.60	\$33.30	\$34.00	\$34.70	\$35.40	\$36.10	\$36.80	\$37.50	\$38.20
E	COUNTY CONSERVATIONIST										
E	SOCIAL SERVICES MANAGER										
E	PUBLIC HEALTH NURSE	\$30.60	\$31.30	\$32.00	\$32.70	\$33.40	\$34.10	\$34.80	\$35.50	\$36.20	\$36.90
F	SOCIAL WORKER III										
F	PATROL SUPERINTENDENT (HWY)										
F	COUNTY SUPERINTENDENT (HWY)										
F	TRANSPORTATION & ADULT PROTECT SRV MGR										
F	ENVIRONMENTAL HEALTH SPECIALIST										
F	PUBLIC HEALTH EDUCATOR II										
F	CJS COORDINATOR										
F	VETERANS SERVICE OFFICER										
F	ECON DEV/GRANT WRITER										
F	GIS / LAND INFO OFFICER										
F	JAIL SERGEANT										
F	EMERGENCY MGMT /SAFETY RISK	\$26.30	\$26.95	\$27.60	\$28.25	\$28.90	\$29.55	\$30.20	\$30.85	\$31.50	\$32.15
G	DHHS ACCOUNT CLERK SUPV										
G	FINANCIAL ADVISOR										
G	SOCIAL WORKER II										
G	PUBLIC HEALTH EDUCATOR I										
G	HWY OFFICE MGR	\$24.50	\$25.10	\$25.70	\$26.30	\$26.90	\$27.50	\$28.10	\$28.70	\$29.30	\$29.90
H1	HIGHWAY FOREMAN	\$22.65	\$23.15	\$23.65	\$24.15	\$24.65	\$25.15	\$25.65	\$26.15	\$26.65	\$27.15
H2	SIGNMAN, RECYCLING FACILITY SUPERVISOR, EXPERIENCED MECHANIC										
H2		\$22.10	\$22.60	\$23.10	\$23.60	\$24.10	\$24.60	\$25.10	\$25.60	\$26.10	\$26.60
H3	HIGHWAY STATE PATROLMAN, HIGH-LEVEL EQUIPMENT OPERATOR, ENTRY LEVEL MECHANIC										
H3		\$21.60	\$22.10	\$22.60	\$23.10	\$23.60	\$24.10	\$24.60	\$25.10	\$25.60	\$26.10
H3	COUNTY PATROLMAN (5 YEARS), LOW-LEVEL EQUIPMENT OPERATOR										
H4		\$21.10	\$21.60	\$22.10	\$22.60	\$23.10	\$23.60	\$24.10	\$24.60	\$25.10	\$25.60
H5	COUNTY PATROLMAN, ENTRY LEVEL										
H5		\$20.60	\$21.10	\$21.60	\$22.10	\$22.60	\$23.10	\$23.60	\$24.10	\$24.60	\$25.10
I	CCO										
I	GIS TECHNICIAN										
I	ZONING TECHNICIAN										
I	CASE MANAGER II (CJS)										
I	CASE MANAGER II (DHHS)										
I	LAND CONSERVATION TECHNICIAN										
I	RESOURCE MANAGEMENT SPECIALIST (LAND CO)										
I	REGISTER IN PROBATE										
I	SOCIAL WORKER I	\$21.75	\$22.25	\$22.75	\$23.25	\$23.75	\$24.25	\$24.75	\$25.25	\$25.75	\$26.25
J	CASE MANAGER I (DHHS)										
J	PROP LISTER / CHIEF DEPTY TREASURER										
J	VICTIM WITNESS										
J	ECONOMIC SUPPORT SPECIALIST										
J	EC SUPPORT/ACCT										
J	9-11 COORDINATOR										
J	FAMILY & COMMUNITY SPECIALIST										
J	PUBLIC HEALTH SPECIALIST	\$20.00	\$20.45	\$20.90	\$21.35	\$21.80	\$22.25	\$22.70	\$23.15	\$23.60	\$24.05

2022 WAGE SCALES - EXHIBIT A
VERSION: 10/29/2021, Board Approved TBD

DRAFT

2022 CLASS	JOB TITLE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
K	DA ASSISTANT										
K	MAP COORD / DEPUTY TREASURER										
K	SUPPORT STAFF										
K	DEPUTY REG OF DEEDS										
K	BUILDINGS & GROUNDS MGR										
K	HWY ACCOUNT CLERK										
K	ADM ASST LE										
K	ADM ASST ZONING										
K	ADM ASST EXTENSION										
K	ADM ASST ADMIN										
K	DEPUTY CLERK										
K	CHILD SUPPORT SUPPORT SPECIALIST (DHHS)										
K	ACCOUNT CLERK	\$19.00	\$19.45	\$19.90	\$20.35	\$20.80	\$21.25	\$21.70	\$22.15	\$22.60	\$23.05
L	SUPPORT STAFF SPECIALIST (DHHS)										
L	JANITOR	\$17.00	\$17.40	\$17.80	\$18.20	\$18.60	\$19.00	\$19.40	\$19.80	\$20.20	\$20.60
M	MEAL SITE MGR	\$15.00	\$15.25	\$15.50	\$15.75	\$16.00	\$16.25	\$16.50	\$16.75	\$17.00	\$17.25

PART TIME (non-benefits eligible / seasonal)

The ONE RATE, part time positions, aligned with other non-represented staff

PART TIME DEPUTIES - Certified					24.55						
PART TIME DEPUTIES - Non Certified, includes Transport					22.55						
PART TIME COMMUNICATION/CORRECTION OFFICER - Certified					21.80						
PART TIME CLERICAL -- Confidential, includes Bailiff					17.00						
PART TIME CLERICAL					16.00						
HWY-SEASONAL/PART TIME RECYCLING TRUCK DRIVER - WITH CDL					20.60						
HWY-SEASONAL - WITHOUT CDL					18.60						
PART TIME SERVICE / MAINTENANCE - INCLUDING SEASONAL / INTERNSHIPS (Unless grant funded)					12.00						

OTHER ADDITIONAL COMPENSATION

(Policy guidelines provide further direction on eligibility)

Corrections / Communication Officers (Law Enforcement) - Shift Differential			0.50	per hour							
Social Services / Crisis Response On Call			2.50	per hour							
Public Health (COVID) On Call			1.75	per hour							
Mileage Reimbursement (Business Travel - Please check with Administration for Buffalo County Fleet)			0.53	per mile with current personal insurance on file							
Mileage Reimbursement			0.26	per mile with expired personal insurance on file							



BUFFALO COUNTY RESOLUTION

Drafted By: Sonya J. Hansen
Month/Year: December/ 2021
Committee: Human Resources
Finance Committee

Department: Administration
Fiscal Impact: Yes/No

RESOLUTION # _____

A RESOLUTION TO ADOPT SALARY CLASSIFICATION AND COMPENSATION SYSTEM FOR NON-REPRESENTED EMPLOYEES

WHEREAS, the Buffalo County Employee handbook under Policy 105 requires the Buffalo County Human Resources Committee to review and recommend upcoming year's salaries for all employees to the Buffalo County Finance Committee for approval by the Buffalo County Board of Supervisors during the annual budget process; and,

WHEREAS, the Buffalo County Human Resources Committee recognized the need to retain and recruit employees to provide quality services to the citizens of the County; and,

WHEREAS, the Human Resources Committee has reviewed the salary classification and compensation system and recommends modifying the salary classification and compensation pay grades for implementation on January 2, 2022, a copy of which is attached as Exhibit A and to be incorporated herein and to become a part of this resolution.

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby approves the Buffalo County Job Classification/ Pay Grade for implementation on January 2, 2022, as identified in Exhibit A.

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

Donald A. Hillert

Nathan Nelson

Michael L. Taylor

Finance Committee

Dennis Bork

Donald A. Hillert

David Danzinger

Larry Grisen

Max Weiss

ANTICIPATED FINANCIAL IMPACT STATEMENT
INCLUDED IN 2022 BUDGET

Total Wages	\$ 6,392,307.00
Total Social Security	\$ 474,882.00
Total Employer Retirement	\$ 495,240.00
Total	\$ 7,362,429.00

POLICY 111. SALARY CLASSIFICATION & COMPENSATION SYSTEM

1. **Purpose:** It is the policy of the Employer to administer a uniform employee compensation system.

1.1 The salary and benefits provided by the County to its employees are for the purpose of obtaining and retaining competent individuals to perform services which the County is either required to or discretionally provides to its residents.

1.2 The County will provide salaries and benefits on the basis of external competitiveness and internal equity whenever possible and within the financial limits established.

2. **Goals:**

2.1 Recognize the value each position and employee brings to Buffalo County.

2.2 Pay salaries that are competitive for the work being performed.

2.3 Attract and retain fully qualified employees.

2.4 Increase an employee’s understanding of pay administration.

2.5 Increase department manager accountability for administration of pay.

3. **Format:**

3.1 Non-Represented Position Placement on Salary Schedule:

3.1.1 All positions within the Buffalo County Salary Classification & Compensation Schedule ~~(Appendix E)~~ shall be placed in a job classification (“pay grade”) based upon factors set forth below.

3.2 Non-Represented Position Titles and Categories:

3.2.1 All positions within the Buffalo County Salary Schedule are assigned an official title and assigned to a pay grade.

3.2.2 All position requests are expected to conform to the identified titles.

Policy 111. SALARY CLASSIFICATION & COMPENSATION SYSTEM

Effective Date: January 1, 2016

Buffalo County

Revised Date: January 1, 2022

Employee Handbook

3.2.3 New or modified titles shall be approved by the Buffalo County Human Resources Committee as recommended by the Department Manager, Standing Committee and County Administrative Coordinator and reflected on the Buffalo County Salary Schedule.

3.2.4 No position shall be moved between pay grades merely because an employee in the position has greater knowledge, skill or ability than the position requires.

3.3 Ranges:

3.3.1 Each pay grade shall have a step range for each position assigned to the pay grade using the highest and lowest wage for that pay grade.

4. Salary Administration:

4.1 Current Non-Represented Employee Placement:

4.1.1 All current employees in positions identified on the Buffalo County Salary Schedule shall be placed at least at Step 1 or Start of their assigned pay scale. **As per Section 4.3 below, this will not apply to current employees who have submitted their intent to separate employment with Buffalo County.**

4.1.2 The Buffalo County Human Resources Committee with recommendation from the County Administrative Coordinator and Department Managers may provide placement above the minimum step based on available financial resources to place employees closest to the employee's current salary without a decrease in rate of pay. If the employee's current salary exceeds the maximum rate in their pay grade, the employee as wage shall be "frozen".

4.1.3 Placement in pay grades shall be determined by factors that may include, but are not limited to, education and experience required, scope of supervisory responsibility, knowledge and discretion, customer and client service orientation, occupational skills, exposure and risks, hazards and physical efforts, similar positions in similar counties and internal equity where possible.

Policy 111. SALARY CLASSIFICATION & COMPENSATION SYSTEM

Effective Date: January 1, 2016

Buffalo County

Revised Date: January 1, 2022

Employee Handbook

4.2 New Hires:

- 4.2.1 Placement of new hires with the minimum skills and qualifications will normally be hired at Step 1 or Start range.
- 4.2.2 A new hire may be hired up to Step 34 or 12 months subject under the following conditions:
 - 4.2.2.1 The new hire has a level of experience or skill set which enables the employee to perform the job with little or no training immediately upon hire.
 - 4.2.2.2 The market conditions demand a higher starting step.
 - 4.2.2.3 Approval of the County Administrative Coordinator as recommended by the Department Manager with identified funding source within the department's budget to cover expenses.
- 4.2.3 A new hire may be hired above Step 3 4 or 12 months subject to approval of the Buffalo County Human Resources Committee as recommended by the County Administrative Coordinator and Department Manager.
- 4.2.4 Starting a new hire at Step 9 7 or 30 months is discouraged.
- 4.2.5 The placement of other current employees within the pay and grade must be considered before approaching the Buffalo County Human Resources Committee for placing a new hire approving a new hire at Step 9 or above. or 30 months.
- 4.2.6 The Department Manager must identify a funding source within the department's budget to fill new position to start at Step 9 7 or 30 months and obtain approval as necessary from the Buffalo County Human Resources Committee and the Buffalo County Finance Committee.

4.3 Separation of Employment:

- 4.3.1 If an employee has provided their intent to separate employment from Buffalo County, including but not limited to written notice of resignation or retirement, minimum pay scales or step increases implemented after such notification will not be implemented.

Policy 111. SALARY CLASSIFICATION & COMPENSATION SYSTEM

Effective Date: January 1, 2016

Buffalo County

Revised Date: January 1, 2022

Employee Handbook

5. Salary Schedule Adjustments:

- 5.1 The Salary Schedule may be adjusted at the County's discretion.
- 5.2 Base Wage salary schedule adjustments may be made to the Salary Schedule upon approval of the County Board of Supervisors as recommended by the Buffalo County Human Resources and Buffalo County Finance Committee by resolution under Policy 105 of the Employee Handbook.

6. Step Increases:

- 6.1 Current Employees
 - 6.1.2 Eligible step increases may occur effective each calendar year commencing on January 1, 2016, and for subsequent years, **as designated by the Buffalo County Human Resources Committee, which may specify the implementation date on or around January 1st, or be inclusive of a full payroll period, as well as a partial implementation with a mid-year wage adjustment.**
~~January 1st of each subsequent year, or the full pay period date following.~~
 - 6.1.3 Employees must have a satisfactory performance evaluation and achieve accountabilities attributed to their position as identified by the Department Manager or designee ~~in order~~ to qualify for any step increase. Department Managers must approve the step increase.
 - 6.1.4 Department Managers shall file the original approved performance evaluation with the County Administration Office on December 1st of each year prior to any employee receiving a step increase.
 - 6.1.5 Occasionally employees in a classification may exceed upon initial placement when this system was implemented or reach the maximum rate of pay in their current pay grade. This employee's rate of pay will remain constant until the maximum rate of pay in the classification is raised above the employee's current wage rate and the employee has met the criteria to merit a step increase. Otherwise, the employee is considered "frozen" and no step or other increase will occur.

Policy 111. SALARY CLASSIFICATION & COMPENSATION SYSTEM

Effective Date: **January 1, 2016**

Buffalo County

Revised Date: **January 1, 2022**

Employee Handbook

6.2 New Employees

6.2.1 New employees hired in the last quarter of the calendar year will not be eligible for a step increase. **If new hires in the last quarter of the calendar year, are below the revised pay scale Step 1 or minimum, they may be eligible for pay rate adjustment, as per 4.1.1 above. until after four (4) months of employment.**

~~6.2.2 New employees must have a satisfactory performance evaluation and achieve accountabilities attributed to their position as identified by the Department Manager in order to qualify for any step increase.~~

~~6.2.3 Department Managers must identify funding sources in the budget to cover recommended step increase for new employees.~~

~~6.2.4 Department Managers shall file the original approved performance evaluation with the County Administration Office prior to any employee receiving a recommended step increase.—~~

7. Demotion:

7.1 Demotion is the movement of an employee from one pay grade to a lower pay grade resulting from disciplinary measures, as a request for a voluntary demotion, or in response to position/department change(s).

7.2 Salary Schedule placements for demotions shall be as follows:

7.2.1 For demotions that occur because of position changes and/or position consolidations (not based on the performance of an employee), the salary shall be “red circled” and frozen at that level until the salary range of the new pay grade catches up to the employee’s salary.

7.2.2 For demotions that occur because the employee voluntarily applied for and accepted a position in a lower pay grade, the salary will be reduced to within the new pay grade applicable to the placement as a step to be determined by the Buffalo County Human Resources Committee as recommended by the County Administrative Coordinator or Department Manager.

7.2.3 For demotions that result because of the employee’s performance or discipline, the employee’s salary will be decreased to within the salary range of the new pay grade and step as determined by the Buffalo County Human Resources Committee as recommended by the County Administrative Coordinator or Department Manager.

Policy 111. SALARY CLASSIFICATION & COMPENSATION SYSTEM

Effective Date: January 1, 2016

Buffalo County

Revised Date: January 1, 2022

Employee Handbook

8. Appeal Process:

- 8.1 Employees in positions included within the Buffalo County Job Classification/Pay Grade system may appeal their initial grade and step placement to the Buffalo County Human Resource Committee within fifteen (15) days of placement. This includes employees who have been placed in a new classification.
- 8.2 If changes occur in an employee's position which may impact the placement on the pay grade, the employee's Department Manager may request a review by the Buffalo County Human Resource Committee. An employee may not initiate a position review, only a Department Manager may do so.
- 8.3 If changes occur in an employee's position which places them in a different classification,
- 8.4 Any employee who disagrees with their direct supervisor or Department Manager's employee evaluation because it results in no step increase may file a request for review to the Buffalo County Human Resource Committee within fifteen (15) days of receiving a written copy of the employee evaluation form.
- 8.5 The Buffalo County Human Resource Committee will review the request and make a determination on each appeal if possible within six (6) weeks of the appeal being filed. The Buffalo County Human Resource Committee's decision shall be final.

9. Exception to Policy:

- 9.1 Performance Evaluations are not required for positions identified as Part-Time (non-benefits eligible or seasonal) on the wage scale. The ONE Wage Rate designated on the Wage Scale will apply.

~~Highway Seasonal Patrolman, Highway Seasonal Mowing and Part-time Employees identified under the Service Maintenance Job Classification shall have a two (2) step range according to the Buffalo County Job Classification/Pay Grade for Non-Represented Employees.~~

Policy 111. SALARY CLASSIFICATION & COMPENSATION SYSTEM

Effective Date: January 1, 2016

Revised Date: January 1, 2022

Buffalo County

Employee Handbook

**APPEALS PROCESS FOR SALARY SCALE PLACEMENT OR
CLASSIFICATION**

Name of Employee: _____

Department: _____

Department Manager (if applicable): _____

Please state reason(s) why you believe you have not been placed correctly on the salary schedule. Please state whether this disagreement relates to the grade or step placement. (You may attach additional pages.)

Please state what action you are requesting:

Department Manager's Comments (if applicable):

Please attach copy of current job description.

Employee's Signature Date Department Manager's Signature Date

County Administrative Coordinator's Comments: _____

Date Received by Administration Office: _____

Date Reviewed by Human Resources Committee: _____

Action Taken: _____

Date Decision Returned to Employee: _____

Date Notification to Department Manager: _____

Date Notification to Personnel Advisor: _____



Drafted By:

Sonya J. Hansen

Presented Month/Year:

November 2021

Involved Committees:

County Department:

Administration

Fiscal Impact: YES / NO

AC Approved: YES / NO

RESOLUTION # _____

**A RESOLUTION TO AMEND POLICY NO. 111 OF THE BUFFALO COUNTY
EMPLOYEE HANDBOOK – SALARY CLASSIFICATION & COMPENSATION
SYSTEM**

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

WHEREAS, the Human Resource Committee has recommended to amend Policy 111 of the employee handbook to clarify policy as to salary administration, step increases, new hires, and separation of employment.

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby amends POLICY 111- SALARY CLASSIFICATION & COMPENSATION SYSTEM to the Buffalo County Handbook effective on January 1, 2022, a copy of the amended policy is attached as Exhibit A and to be incorporated herein and to become a part of this resolution.

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

Human Resources Committee

Larry Grisen

Mary Anne McMillan Urell

Donald A. Hillert

Nathan Nelson

Michael L. Taylor

ANTICIPATED FINANCIAL IMPACT STATEMENT

2022 Budget

None

POLICY 301. HEALTH INSURANCE AND COBRA

1. **Purpose:** To provide health to those employees who qualify for coverage.
2. **Coverage:**
 - 2.1 The design and selection of health care plans is determined by the Buffalo County Board of Supervisors as recommended by the Buffalo County Human Resource Committee consistent with applicable state, federal and insurance regulations. Employees will receive notification of the health plans as adopted.
 - 2.1.1 The plan document is available for review in the Administration Department.
 - 2.2 Any employee required to pay all or any portion of the health insurance premium will make such payment by payroll deduction, except when an employee is receiving worker's compensation payments.
 - 2.3 Insurance will be canceled if the employee fails to remit payment upon notice of delinquency.
 - 2.4 Employees on FMLA will continue to pay their contribution.
3. **Eligibility:**
 - 3.1 All full-time employees and elected officials who qualify for coverage may participate in the Health Insurance Plan. Eligible employees will contribute, and the County will contribute, to the costs for the Health Insurance Plan.
 - 3.2 The group health insurance policy is available to all full-time and part-time non-temporary employees.
 - 3.2.1 Part-time, non-temporary employees must be **scheduled** a minimum of **30 hours per week (75% FTE or greater)** ~~half-time status; forty (40) hours per two-week payroll period~~. Premium will be a pro-rated county share with standard employee contribution rates.
 - 3.3 Employee/employer contribution rate levels for full-time, **part-time**, non-temporary employees and elected officials will be established periodically by the Buffalo County Human Resources Committee and may be adjusted at any time.

Policy 301. HEALTH INSURANCE AND COBRA

Effective Date: May 31, 2015

Revised Date: January 1, **2022** ~~2019~~

**Buffalo County
Employee Handbook**

4. **Effective Date:**

- 4.1 Health insurance coverage will be effective the first of the month following thirty (30) days from date of hire, provided the employee has completed **and appropriately returned to Administration** an application. Employees not applying upon hire may subsequently attain coverage with a qualifying event and a certificate of credible coverage. **Late enrollees date of coverage will be effective as per plan document language.** ~~are will have a ninety (90) day waiting period for coverage.~~
- 4.2 Health insurance coverage will cease the last day of the calendar month in which the employee separates from employment. Consolidated Omnibus Budget Reconciliation Act (COBRA) continuation provisions are identified details outlined in Section 7 below. Employee shall contact the County Administration Office in advance to review options for coverage.

5. **Payment for Health Insurance Premiums:**

- 5.1 Payment for health insurance premiums will be made in twenty-four (24) equal payments through payroll deductions throughout the year.

6. **Health Insurance Incentive:**

- 6.1 Insurance Waiver Incentive:
- 6.1.1 A Buffalo County employee who is eligible to participate in the county health insurance plan who elects not to participate in the county health insurance plan and upon providing proof of health insurance coverage from another source is eligible for a cash payout subject to all appropriate taxes and withholdings, herein referred to as Insurance Incentive.
- 6.1.2 The Buffalo County Finance Committee shall determine, in its sole discretion, the amount, timing and administration of Insurance Incentive contributions by the County prior to each Plan Year.
- 6.2 Restrictions:
- 6.2.1 The alternative health plan cannot be a Buffalo County sponsored plan or Medical Assistance.

Policy 301. HEALTH INSURANCE AND COBRA

Effective Date: May 31, 2015
Revised Date: January 1, **2022** ~~2019~~

**Buffalo County
Employee Handbook**

- 6.2.2 Proof of alternate health insurance coverage is required annually. A letter from an insurance company or spouse/partner's employer with listing of dependents covered and effective date must be provided **between** ~~by~~ December 15th **or no later than January 15th** for the **upcoming** ~~following~~ year.
- 6.2.3 Incentive will be pro-rated for eligible part-time employees, who **are scheduled** a minimum of **30 hours per week (75% FTE or greater)**. ~~meet the minimum of half-time status.~~
- 6.2.4 Incentive will be pro-rated for plan participants enrolled during the plan year; provided proof of alternative health insurance coverage is presented within 30 days of health plan eligibility.

6.3 Payment:

- 6.3.1 Insurance Incentive will be added to the employee's regular employment compensation each pay period which will be subject to all appropriate taxes and withholdings.
- 6.3.2 Payment will commence after the first month of non-coverage under a Buffalo County sponsored plan.

7. Coverage Upon Separation:

- 7.1 Under state law and the Federal Consolidated Omnibus Budget Reconciliation Act of 1985 ("COBRA") and subsequent amendments to the Act, employees covered under an employer's group health care plan are eligible for continuation of health care coverage under the group plan upon the employee's termination (except for gross misconduct) or reduction in hours.
- 7.2 COBRA regulations also allow the employee's spouse and covered dependents to elect continuation coverage upon the employee's death, divorce or legal separation, an employee's entitlement to Medicare, a dependent's loss of dependent status under family coverage, or the employer's filing of a bankruptcy proceeding.
- 7.3 All employees, as well as their qualified dependents, will receive notice of mandated insurance continuation benefits at the time of hire or whenever the plan coverage for the employee begins.

Policy 301. HEALTH INSURANCE AND COBRA

Effective Date: May 31, 2015

Revised Date: January 1, ~~2019~~ 2022

**Buffalo County
Employee Handbook**

- 7.4 If a qualifying event occurs which entitles the employee and/or qualified dependents to continuation coverage, the plan administrator will notify the qualified beneficiaries of their right to elect continuation coverage. Unless otherwise agreed, continued participation is solely at the participant's expense.
- 7.5 In addition to your right to insurance continuation, there may be other coverage options for you and your family under the Affordable Care Act (ACA). Being eligible for COBRA does not limit your eligibility for coverage for a tax credit through the Health Insurance "Exchange" or "Marketplace."
- 7.6 Additionally, you may be eligible for a special enrollment opportunity for another group health plan for which you are eligible (such as a spouse's plan), even if the plan generally does not accept late enrollees.
- 7.7 Employees discharged will have insurance coverage only through the month in which the discharge is effective.
- 7.8 Employees receiving worker's compensation payments will have the County's share of their premiums paid by the County for a period of one (1) year.

8. Health Reimbursement Arrangement:

- 8.1 Buffalo County has established a Health Reimbursement Arrangement (HRA) to reimburse individual employees for health insurance deductibles after the member has met a minimum threshold on their respective plan deductibles.
- 8.2 HRA dollars funded by the County during the calendar/plan year will have an established plan document which identifies expenses that are eligible for reimbursement (i.e. deductible, etc.). Eligible expenses must be submitted in the same calendar/plan year or grace period, as designated in plan document. ~~must be eligibility are available for health insurance deductible reimbursement in that same calendar/plan year.~~
 - 8.2.1 Balances as of December 31, 2018 are frozen to be used by retired employees for reimbursement of qualified health insurance premiums.
 - 8.2.2 HRA contributions are not rolled over from year to year.
- 8.3 Termination of employment prior to retirement results in the employee forfeiting any accumulated HRA balances.

Policy 301. HEALTH INSURANCE AND COBRA

Effective Date: May 31, 2015

Buffalo County

Revised Date: January 1, 2022 2019

Employee Handbook

8.4 The County will have funds available for reimbursement at the beginning of the calendar / plan year or upon eligible enrollment in the plan. ~~subject to the following:~~

~~8.4.1. Should an employee leave employment with the County during any year after having received an HRA up front contribution from the County, any such payment to the extent it has not been earned and utilized for eligible health related expenses shall be deducted from the employee's last pay check.~~

8.5 Employees needing assistance in obtaining reimbursement for qualified health expenses should contact the County Administration Office.

9. Spouse also Employee:

9.1 The County will provide coverage under only one (1) family plan or two (2) single plans when spouses are employees.

9.2 As identified in 6.2.1 above, when spouses are employed by Buffalo County, insurance incentive dollars cannot be claimed for Opting Out of the Health Insurance plan.

Policy 301. HEALTH INSURANCE AND COBRA

Effective Date: May 31, 2015

Buffalo County

Revised Date: January 1, 2022 2019

Employee Handbook



Drafted By:

Sonya J. Hansen

Presented Month/Year:

November 2021

Involved Committees:

County Department:

Administration

Fiscal Impact: YES / NO

AC Approved: YES / NO

RESOLUTION # _____

A RESOLUTION TO AMEND POLICY NO. 301 – HEALTH INSURANCE AND COBRA

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

WHEREAS, the Human Resource Committee has recommended to amend Policy 301 of the employee handbook to clarify policy as to eligibility, effective date, health insurance incentives and health reimbursement arrangements.

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby amends POLICY 301- HEALTH INSURANCE AND COBRA to the Buffalo County Handbook effective on January 1, 2022, a copy of the amended policy is attached as Exhibit A and to be incorporated herein and to become a part of this resolution.

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

Human Resources Committee

Larry Grisen

Mary Anne McMillan Urell

Donald A. Hillert

Nathan Nelson

Michael L. Taylor

ANTICIPATED FINANCIAL IMPACT STATEMENT

2022 Budget

None



BUFFALO COUNTY RESOLUTION

Drafted By: Sonya J. Hansen
Month/Year: December/ 2021
Committee: Human Resources
Finance Committee

Department: Administration
Fiscal Impact: Yes/No

RESOLUTION # _____

A RESOLUTION TO INCREASE BUFFALO COUNTY CORONER, CHIEF DEPUTY CORONER AND DEPUTY CORONER PER DIEM

WHEREAS, the Buffalo County Coroner is an elected official and per Wisconsin State Statute 59.35 shall appoint a Chief Deputy Coroner, and may appoint as many Deputy Coroners as they consider proper; and,

WHEREAS, the Buffalo County Coroner, Buffalo County Chief Deputy Coroner and Deputy Coroners received compensation of \$125 per call (death) plus mileage; and,

WHEREAS, this rate was established in 2018 and recruiting and retaining qualified individuals to serve in this capacity to provide 24/7 coverage has been a challenge for the Buffalo County Coroner; and,

WHEREAS, the Human Resources Committee and Finance Committee has recommended an increase in the per call (death) compensation to \$150 per call (death) plus mileage in the 2022 budget.

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby approves increasing the per diem rate for the Buffalo County Coroner, Chief Deputy Coroner and Deputy Coroners to \$150 per call (death) plus mileage, effective January 2, 2022.

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

Donald A. Hillert

Nathan Nelson

Michael L. Taylor

Finance Committee

Dennis Bork

Donald A. Hillert

David Danzinger

Larry Grisen

Max Weiss

ANTICIPATED FINANCIAL IMPACT STATEMENT
INCLUDED IN 2022 BUDGET

Per Diem \$11,250.00



BUFFALO COUNTY RESOLUTION

Drafted By: Sonya J. Hansen
Month/Year: December/ 2021
Committee: Human Resources

Department: Administration
Fiscal Impact: Yes/No

Resolution # _____

A RESOLUTION RECOGNIZING AND HONORING THE RETIREMENT OF RANDY JOHNSON

WHEREAS, Mr. Randy Johnson will retire from employment with Buffalo County during January, 2022, and;

WHEREAS, Mr. Johnson faithfully served the residents of Buffalo County as a full-time Recycling Supervisor and Truck Driver since April 16, 1991 and;

WHEREAS, the members of this Body wish to recognize and honor Mr. Johnson for his thirty (30) years of service and wish him well in his retirement years.

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby thank and commend Mr. Johnson for thirty (30) years of service to the residents of Buffalo County, and honor him with this well-deserved recognition.

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

ATTEST:

Buffalo County Clerk

Buffalo County Chairperson



BUFFALO COUNTY RESOLUTION

Respectfully Submitted:

Human Resources Committee

Larry Grisen, Chair

Mary Anne McMillian Urell

Nathan Nelson

Donald Hillert

Michael Taylor



BUFFALO COUNTY RESOLUTION

Drafted By: Sonya J. Hansen
Month/Year: December/ 2021
Committee: Human Resources

Department: Administration
Fiscal Impact: Yes/No

Resolution # _____

A RESOLUTION RECOGNIZING AND HONORING THE RETIREMENT OF DIANE MIKELSON

WHEREAS, Ms. Diane Mikelson will retire from employment with Buffalo County on December 31, 2021, and;

WHEREAS, Ms. Mikelson faithfully served the residents of Buffalo County as a full-time employee in the Sheriff's Office since January 1, 1990 serving in the county jail as Dispatch Officer, Communication & Corrections Officer, and her most recent role, since March 24, 2002, as the Jail Lieutenant Administrator and;

WHEREAS, the members of this Body wish to recognize and honor Ms. Mikelson for her thirty-two (32) years of service and wish her well in her retirement years.

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby thank and commend Ms. Mikelson for thirty-two (32) years of service to the residents of Buffalo County and honor her with this well-deserved recognition.

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

ATTEST:

Buffalo County Clerk

Buffalo County Chairperson



BUFFALO COUNTY RESOLUTION

Respectfully Submitted:

Human Resources Committee

Larry Grisen, Chair

Mary Anne McMillian Urell

Nathan Nelson

Donald Hillert

Michael Taylor



BUFFALO COUNTY RESOLUTION

Drafted By: Brenda Creighton
Month/Year: December/ 2021
Committee: Human Resources

Department: Administration
Fiscal Impact: Yes/No

Resolution # _____

**A RESOLUTION RECOGNIZING AND HONORING THE RETIREMENT OF
SONYA J. HANSEN**

WHEREAS, Ms. Sonya Hansen will retire from employment with Buffalo County during January, 2022, and;

WHEREAS, Ms. Hansen faithfully served the residents of Buffalo County as a full-time employee since March 15, 1999 serving in the Department of Health and Human Services as a Child Support Coordinator and Child Support Coordinator/ Assistant to the Director, as well as Interim Director of Health and Human Services and most recently leading the Administration Department as the Administrative Coordinator since August 18, 2014, and;

WHEREAS, the members of this Body wish to recognize and honor Ms. Hansen for her twenty-two (22) whole years of service and wish her well in her retirement years.

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby thank and commend Ms. Hansen for twenty-two (22) years of service to the residents of Buffalo County and honor her with this well-deserved recognition.

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

ATTEST:

Buffalo County Clerk

Buffalo County Chairperson



BUFFALO COUNTY RESOLUTION

Respectfully Submitted:

Human Resources Committee

Larry Grisen, Chair

Mary Anne McMillian Urell

Nathan Nelson

Donald Hillert

Michael Taylor

BUFFALO COUNTY
POSITION DESCRIPTION

Department: Sheriff's Office
Position Title: Jail Administrator
Pay Rate: Salary / Exempt employee
Direct Supervisor: Sheriff or Designee

Date: October 2021

Purpose of Position:

The purpose of this position is to assist the Sheriff in planning and administering the operations of the Jail / E911 Communications Center. The employee in this class provides administrative support to the Sheriff in directing, supervising and in cases correcting Communications/Corrections personnel activities. In conjunction with the Sheriff, develops departmental policies and/or procedures, supervises and evaluates Communications/Corrections personnel and Enhanced E911 and Mapping System personnel associated with the Sheriff's E911 Center.

Essential Duties:

- Collects, assess and coordinates information required for state and agency reports. Supervises C/C and E911 personnel and carries out departmental policies and directives of the Sheriff.
- Follows up on Sheriff's orders to see they are carried out.
- Assists Sheriff in compiling the budget and annual report to the County Board
- Maintains inventory of office, jail and dispatch supplies.
- Schedules Communications/Corrections staff and prisoner transports to and from institutions, other facilities and court.
- Maintains all records associated with the jail and inmates including but not limited to required state forms, documents required by the Sheriff and medical records of inmates.
- Responsible for communicating and implementing all Federal, State and local policies to Communication/Corrections staff.

- Responsible for preliminary investigation, documenting and reporting to the Sheriff all inmate complaints and/or Communications/Corrections employee matters which may result in a discipline procedure.
- Supervises the training and associated certification of all Communication/Corrections staff, full and part-time.
- Evaluates job performance and takes corrective action or discipline as necessary.
- Keeps current with technology changes dealing with Communication/Corrections.
- Flexible in scheduling self to maintain contact with shifts outside of normal working hours (8 a.m. – 4:30 a.m. M-F) of the courthouse.
- Implements and directs all county Jail and E911 policies. Prepares, researches and maintains such policies with the Sheriff.
- Works with the Sheriff on administrative decisions regarding overall department operations and specifically the Jail and E911 Center. Reviews and authorizes overtime, PTO leave requests of the Jail and E911 Center and advises the Sheriff as required.
- Fills shifts within the Communications/Corrections position if an emergency arises or as directed by the Sheriff.
- This list of duties is not to be construed as all-inclusive, and may be modified as need requires (also see attached “Expectations” list). Special duty assignments will occur.

Minimum Training, Experience, and Qualifications Required to Perform Essential Job Functions:

Must have (or obtain within one (1) year) Wisconsin Jailer certification with five (5) years of related experience with administrative training or hold other certifications that would allow for proper operation of all equipment and to perform all mandated and non-mandated tasks related to the position. Have excellent oral, written communication and problem solving skills. Certification in Incident Command System (ICS) or ability to obtain. Associates Degree or 60 college credits with preference given to Corrections or Criminal Justice field.

Physical and Mental Abilities Requirements:

- Ability to decide time, place and sequence of operations within an organizational framework and to oversee their execution. Analyze and categorize data and information using established criteria to determine consequences and identify and select alternatives.
- Ability to manage, train, influence and direct groups of workers, including the ability to supervise, lead, provide counseling and mediation. To mentor and interpret the application of policies, procedures and standards related to the specific area of Jail and E911 Center.

- Ability to utilize information such as but not limited to, jail activity/census reports, court documents, personnel evaluations, overtime reports, budget reports and requests, ordinance, statutes, administrative rules/regulations, emergency response plans, procedures, guidelines and non-routine correspondence.
- Ability to communicate orally and in writing within agency as well as overall county related personnel and other law enforcement agencies as well as attorneys, judges, crime victim/witness, jail inmates, probation and parole, news media, and general public.
- Ability to problem solve using but not limited to percentages, fractions, decimals, volumes, spatial relationships, and interpret basic descriptive statistical reports.
- Ability to coordinate eyes, hands, feet and limbs in performing movements requiring moderate skill and multi-tasking.
- Ability to legally operate, maneuver equipment such as motor vehicles, emergency communications equipment, restraint/immobilization devices (taser) , first aid and fire protection equipment.
- Ability to use technology devices such as computer, cellphone and sanitation equipment (ultra violate).
- Ability to exert very moderate physical effort to sedentary to light work, typically involving some combination of stooping, kneeling, crouching and crawling, lifting, carrying, pushing and pulling up to 20 pounds.
- Ability to sustain prolonged visual and mental concentration.

Environmental Adaptability:

Ability to work under conditions, which require exposure to environmental factors such as temperature variations, irate individuals, violence, and disease. This exposure may cause some discomfort and presents a risk of injury.

Buffalo County is an Equal Opportunity Employer. In compliance with the ADA, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages applicants and employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date: _____

Date: _____

Buffalo County Jail Administrator Expectations:

This list is not to be construed as all-inclusive but serve as a general guide.

- **Immediate Supervisor to the E911 Dispatch Center and associated personnel**
- **Supports decision made by the Sheriff and that of County policy**
- **Works minimum of 2080 hrs. per year (this includes the use of PTO) normally 8a.m-4:30p.m. Monday – Friday.**
- **Allows for flexibility in schedule to work with staff on differing shifts when appropriate**
- **In the event of emergency, may fill shifts as necessary**
- **Be accessible away from workplace for phone calls and questions**
- **Outside of normal work hours, be available to come in to work in emergency situations**
- **Must be certified or become certified within 1 year for WI jail certification**
- **Maintain and read all jail logs daily**
- **Check of jail files of new and released inmates for proper documentation**
- **Handle inmate correspondence (daily) and grievances (upon receipt)**
- **Prepare and email department activity information to news source (weekly)**
- **Download and monitor daily staff check of inmates**
- **Confirms Huber dues, work schedule and check payments made to the county (weekly)**
- **Post work schedules of the Communications/Corrections (CC)staff (monthly)**
- **Approve/Deny schedule changes and O.T. for (CC) staff**
- **Confers with Sheriff on Holiday releases for Huber inmates**
- **Meet new inmates with Judgement of Convictions (JOC)**
- **Tracks JOC's for dispositions/update staff**
- **Track inmates serving out of county**
- **Works with Chief Deputy on inmate transports (medical, court, prison)**
- **Is the Time Agency Coordinator (TAC) along with a designee**
- **Schedule all Jail, TIME, Intoximeter, training, track training and recertification**
- **Assist with handling criminal court, inmate movement and court dispositions**
- **Work with jail volunteers (i.e. AA/religious) and programing staff (CJS etc..)**
- **Prepares and works with State Jail Inspections and implements updates of inspections**
- **Schedules bi-annual jail fire inspections**
- **Prepares annual contract with Jail Physician/Nurse and Mental health**
- **Facilitate a meeting with any new jail meal provider and county nutritionist**
- **Set up routine jail meal reviews with county nutritionists**
- **Monitor and track jail lock and SCBA training for jail staff**
- **Track (validate/cancel) all restraining orders and cancelled warrants with Clerk of Court**
- **Inmate listing to State Workforce Development (unemployment), and Child Support**

- **Maintains and monitors appropriate training of staff in all required areas of C.C.s**
- **Inmate listings to Social Security, and probation hold count to state for reimbursement**
- **Quality assurance for projects and work of staff**
- **Track Bloodborn Pathogens training for agency**
- **Schedule random Urine Analysis (UA) testing/work spot checks and cell searches**
- **Requests warrants for inmates failing to report for jail sentences**
- **Requests loss of HUBER to court for violations by affidavit**
- **Jail supply check and reorder (monthly)**
- **Schedule all special cleaning/maintenance work for the jail**
- **Track annual defibrillator review and bi-annual check of units**
- **Track inmate suicide watches for documentation & release**
- **Track inmate administrative/discipline segregation and release**
- **Attend quarterly Jail Administrators meetings**
- **Track all changes to the Jail facility and policy for State Jail Inspector**
- **Verify Doctor, Jail Nurse and Mental Health provider hours worked for contract**
- **Maintain policy & procedures for Jail/HUBER/medical & mental health**
- **Audit TIME system use and agreements with receiving agencies**
- **Track non delivery of mail and issues to and from inmates**
- **Maintain Jail camera system**
- **Maintain contracts with Jail service providers**
- **Work with C.O.C. for bond/warrant cancelations**
- **Maintain jail records of inmates**
- **Record copies of jail incidents & dispatch traffic per open records requests or investigation purposes**
- **Check Computer Aided Dispatch (CAD) events for proper disposition**

Leadership Goals:

- 1.) **Plans, organizes and directs the day-to-day operations of the Buffalo County Jail and E911 Center.**
- 2.) **Assigns tasks and delegates authority to subordinates as appropriate.**
- 3.) **Ability to manage, direct, and mentor a group of workers, as well as to persuade, convince and train these people.**
- 4.) **Perform ongoing and yearly evaluations to enhance staff performance, morale and efficiencies.**

