

Buffalo County Minutes

Committee/Board: Human Resources Committee

Date of Meeting: Monday, February 8, 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, Mr. Mike Osmond, Sheriff Mike Schmidtknecht, and Mr. Dave Rynders.

Public Comments Regarding Posted Agenda Items: None.

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

Review/Discussion/Action regarding A Resolution to Amend Wage Classification to Establish Wage Scale for Economic Development Coordinator/Grant Writer: Ms. Hansen explained this position had been created but was not added to the wage scale. It has been added to like positions and shows the step increases the employee would receive with an acceptable performance review. Mr. Hillert made a motion to approve the resolution, seconded by Ms. McMillan Urell. Carried.

Review/Discussion/Action regarding A Resolution Recognizing and Honoring the Retirement of Polly Glentz: Ms. Creighton explained the resolution honors Ms. Glentz for her 20 years of service to Buffalo County. Mr. Taylor made a motion to approve the resolution, seconded by Mr. Nelson. Carried.

Review/Discussion/Action regarding Comparable Counties for Union Negotiations: A request was made by the Union to know which comparable counties would be used so they could request information from those counties as well. The labor attorney made a suggestion although some of those counties have a greater population than Buffalo County does. No action was taken at this time pending further review of comparable counties.

Review/Discussion/Action regarding Courthouse Public Access Due to COVID19: A discussion was held regarding the current access to the courthouse. The intercom system for the entryway has broken and is quite expensive to replace. This does cause issues to gain access to the courthouse before and after regular hours. The status of other courthouses around the area is a mixture of open and closed. Mr. Taylor made a

motion to leave the access as is until further review at the March HR meeting, seconded by Ms. McMillan Urell. Carried.

Review/Discussion/Action regarding A Resolution to Modify Policy 206 – Leaves – Sick Leaves for Use of Personal Sick Leave Bank (PSLB) for COVID19

Quarantine or Isolation Orders: A discussion was held on approving time off to employees for quarantine or isolation due to COVID. This would not include an employee that voluntarily travels and needs to quarantine. There would need to be paperwork to complete for use of the leave. There could be work that can be done through telecommuting or a reassignment of duties while telecommuting for an employee that is quarantined. Mr. Nelson made a motion to approve the resolution and review it at the March meeting, seconded by Ms. McMillan Urell.

Review/Discussion/Action regarding Flexible Benefits Plan Consolidated

Appropriations Act (CAA) Amendment: Ms. Creighton explained this would approve carrying over the full amount an employee has placed into their flex benefits plan. This is not county funds, rather funds an employee has set aside out of their wages. Ms. McMillan Urell made a motion to approve the amendment to the plan, seconded by Mr. Taylor. Carried.

The Committee May Go into Closed Session to Discuss Compensatory Time Off

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

Review/Discussion/Action regarding PTO and Comp Time Policy Appeal: Mr. Hillert made a motion to pay out the Highway Office Manager comp time contingent upon the acceptance of additional help to minimize the workload, seconded by Mr. Taylor. Carried.

Mr. Taylor made a motion to reinstate and convert 46.5 hours of comp time for the Highway Superintendent into PTO, seconded by Mr. Hillert. Carried.

Review/Discussion/Action regarding the Exempt Employee Classifications: A flowchart showing how to properly classify employees was reviewed. Depending on the employee's classification is how comp time would accrue if it would accrue at all. A discussion on a policy limiting comp time accrual, payouts, and how WRS can penalize for not handling this properly was discussed. A draft policy will be brought to the next meeting.

Chairperson Report: None.

Personnel Advisor's Report: Ms. Creighton reviewed vacancies and recruitments.

Administrative Coordinator Report: Ms. Hansen explained the GIS position was tabled. Mr. John Ebert and Ms. Greta Poser will look through records for things that need to be completed soon. An emergency position in DHHS was approved. This position is a temporary position to assist with calls related to the COVID vaccine.

Public Comments: Ms. McMillan Urell would like to look at obtaining rapid COVID tests in the courthouse jail to help keep employees and inmates safe.

Next meeting date: Monday, March 8, 2021 at 9:30 a.m.

Adjournment: Mr. Nelson made a motion to adjourn at 12:08 p.m., seconded by Mr. Hillert. Carried.

Respectfully Submitted,

Roxann M. Halverson
Buffalo County Clerk