

## Buffalo County Minutes

**Committee/Board:** Human Resources Committee

**Date of Meeting:** Monday, March 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, and Ms. Mary Anne McMillan Urell. Mr. Michael Taylor was excused.

**Others Present for All or Parts of the Meeting:** Ms. Sonya Hansen, Ms. Roxann Halverson, Ms. Brenda Creighton, Mr. Rich Huber, Mr. Bob Platteter, Mr. Kelly Johnston, 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. Hillert. Carried.

**Review/Discussion/Action regarding Materials Recovery Facility Supervisor & Truck Driver Position Description:** Ms. Hansen explained this position description is updated to show the duties that have been added to the position including some managerial duties. Ms. McMillan Urell made a motion to approve the Materials Recovery Facility Supervisor and Truck Driver position description, seconded by Mr. Nelson. Carried.

**The Committee May Go into Closed Session to Discuss Employee Step Appeal & Classification 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, and Mr. Hillert-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, and Mr. Grisen-yes. Carried.

**Review/Discussion/Action regarding Step Appeal & Classification Appeal Decisions:** Mr. Grisen made a motion to reinstate the step increase with the next pay period and for the department to do a plan of improvement with the employee, seconded by Mr. Nelson. Carried.

Ms. McMillan Urell made a motion to approve the reclassification of the Recycling Materials Recovery Facility Supervisors to the Sign Man and Experience Mechanic Class 4 scale starting with the next pay period, seconded by Mr. Hillert. Carried.

**Review/Discussion/Action regarding Courthouse Public Access Due to COVID-19:**

Ms. Hansen explained vaccine clinics are taking place. The intercom system is still not working, and parts are on backorder. It does appear that banks and businesses will be opening soon. A discussion was held about reopening with the mask requirements still in place and strongly recommending appointments. Employees returning to work was discussed. There may be more requests to work from home with the opening of the courthouse. Ms. McMillan Urell made a motion to reopen the courthouse on March 15<sup>th</sup> with only the south entrance door to be open, masks will be required, and appointments strongly suggested, seconded by Mr. Nelson. Carried.

**Review/Discussion/Action regarding Modification to Buffalo County Employee Return to Workplace Guidelines:**

Ms. Hansen explained the updates. There are temperature kiosks at the entrance that staff and guests should use. Personal travel has also been updated to include information for those individuals who are vaccinated. Mr. Hillert made a motion to approve the modifications, seconded by Mr. Nelson. Carried.

**Review/Discussion/Action regarding Public Health Worker Position Description:**

Mr. Rynders discussed the Public Health Worker position. This position would be for 600 hours in 2021 to support the Public Health Department with vaccine clinics. The position is 100% funded by COVID funds and is an hourly nonexempt limited term position. Ms. McMillan Urell made a motion to approve the position description, seconded by Mr. Nelson. Carried.

**Review/Discussion/Action regarding A Resolution to Approve Limited Term Public Health Care Worker Position to Support COVID-19 Response:**

Mr. Rynders explained this position has no liability on the tax levy as it will be paid for from COVID funds. He also explained the contract has been signed with the state and they are awaiting dispersal of the funds. Mr. Hillert made a motion to approve the resolution, seconded by Ms. McMillan Urell. Carried.

**Review/Discussion/Action regarding Resolution to Merge Buffalo County WIC Program with Trempealeau County WIC Program:**

Mr. Rynders explained the WIC program does not use tax levy dollars. By merging with Trempealeau County, the cost of the program decreases. Trempealeau County has already passed the resolution and by Buffalo County passing the resolution it allows Mr. Rynders to enter a MOU with them for WIC program services. Ms. Hansen discussed language in the MOU that is unclear who pays if the program is overbudget. Mr. Rynders indicated that he will get that wording corrected as no one would have to pay, services would be reduced if it looked like funds were running low. Ms. McMillan Urell made a motion to approve the resolution, seconded by Mr. Nelson. Carried.

**Review/Discussion/Action regarding A Resolution to Approve 2021 Wage Increase for Administrative Coordinator:**

The Committee of the Board recommended a 3% wage increase for the Administrative Coordinator retroactive to

January 1<sup>st</sup>. Mr. Grisen made a motion to approve the resolution, seconded by Mr. Hillert. Carried.

**Review/Discussion/Action regarding Comparable Counties for Union**

**Negotiations:** Sheriff Schmidtknecht discussed comparable counties and suggested we use a few counties adjacent to Buffalo County and a few with similar populations. Different counties were discussed. Jackson, Trempealeau, Pepin, Rusk, Burnett, and Marquette counties were chosen as comparable counties.

**Review/Discussion/Action regarding Appointment of Wage Subcommittee:** Ms. Hansen explained the wages scales and how the subcommittee was comprised in the past. It was discussed to have the Administrative Coordinator Personnel Advisor, a representative from Highway, a representative from the Department Managers, a representative from DHHS, and two members from the HR Committee. The subcommittee will look at the pay scales and pass on any concerns or recommendations to the HR Committees.

**Review/Discussion/Action regarding Draft Policy Amendments Related to Exempt/Non-Exempt Positions and Hours Worked and Compensatory Time Accumulation and Usage:** The policies were not ready and will be brought to the next meeting.

**Review/Discussion/Action regarding Chairperson Report:** None.

**Personnel Advisor's Report:** Ms. Creighton reported that there were two new hires in Economic Support Specialist positions. There will be interviews for male Communications/Corrections Officer positions. She reviewed other positions that have been posted to be filled and a couple of openings that will be coming up.

**Administrative Coordinator Report:** Ms. Hansen reported on the year-end workers comp claims, health insurance claims, and health reimbursements claims. Green Lake is offering their employees a health insurance buyout. Ms. Hansen will be looking into this and report back.

**Public Comments:** None.

Next meeting date: Monday, April 12, 2021 at 9:30 a.m.

**Adjournment:** Ms. McMillan Urell made a motion to adjourn at 12:02 p.m., seconded by Mr. Nelson. Carried.

Respectfully Submitted,

Roxann M. Halverson  
Buffalo County Clerk