

Buffalo County Minutes

Committee/Board: Human Resources Committee

Date of Meeting: Monday, April 12, 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, and Mr. Dave Rynders.

Public Comments Regarding Posted Agenda Items: None.

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

Review/Discussion/Action regarding the County Patrol Superintendent Position Description: Mr. Platteter explained this position is created as part of succession planning, he was instructed to do when he was hired back. It is not a new hire as the position will be filled by a current employee. This employee will keep the same job duties he currently has and some of the duties the Commissioner does will be transitioned to this position. The Highway Committee approved the position description, and the pay will be equal to that of the State Superintendent. Mr. Taylor made a motion to approve the position description, seconded by Ms. McMillan Urell. Carried.

Review/Discussion/Action regarding County Patrol Superintendent Wage Scale – Highway Department: Ms. Hansen explained the wages for the position needed to fit the additional duties the position will be responsible for. The pay scale will be equal to that of the State Superintendent and the individual will be placed at step 2 which is an increase of \$1.88 per hour effective with the next payroll. Mr. Taylor made a motion to approve the wage scale for the County Patrol Superintendent position, seconded by Mr. Nelson. Carried.

Review/Discussion/Action regarding the Parts/Safety & Training Coordinator Position Description – Highway Department: This position will be responsible for parts inventory and safety training of staff. The position existed previously when there was a union. The employee in the position retired, but the vacancy was never filled. Mr. Hillert made a motion to amend the position description to change the years of experience to 5 years and that a minimum of 30 hours of additional training are required each year, seconded by Ms. McMillan Urell. Carried. Mr. Hillert made a motion to approve the amended position description, seconded by Ms. McMillan Urell. Carried.

Review/Discussion/Action regarding A Resolution to Create and Fill a Parts/Safety & Training Coordinator Position – Highway Department: Ms. McMillan Urell made a motion to approve the resolution, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding the Parts/Safety & Training Coordinator Wage Scale: The wage scale for the Parts/Safety & Training Coordinator will be equal to the Class 3 Patrolman with step 1 at \$21.06 and step 8 at \$24.00. Mr. Taylor made a motion to approve the wage scales for the Parts/Safety & Training Coordinator, seconded by Ms. McMillan Urell. Carried.

Review/Discussion/Action regarding Telecommuting Policy Update & Elimination of Temporary Telecommuting & Alternative Schedules due to COVID19: Ms. Hansen explained she worked with Mr. Rynders on the Telecommuting Policy and also reviewed policies from other counties. This policy will offer flexibility to employees but will not be a fit for all positions. Mr. Rynders explained that telecommuting can work, but there needs to be a plan in place and documentation of work accomplished. A discussion was held on how mileage would be paid to an individual working from home. Mr. Hillert made a motion that no mileage or hourly wage will be paid to an employee that normally telecommutes but is coming to work in the courthouse, seconded by Ms. McMillan Urell. Carried. Mr. Hillert made a motion to table the policy pending review with Department Managers, seconded by Ms. McMillan Urell. Carried.

Review/Discussion/Action regarding Modification to Buffalo County Employee Return to Workplace Guidelines – Modification to Air Travel Based on CDC Guidance & Wellness Workout Center: Mr. Rynders gave an update on COVID variants and the vaccination process. The updated guidelines would have employees returning to work by June 1st unless other arrangements are made. Face masks would be strongly encouraged to be worn instead of required and vaccine information has been added to the guidelines. The guidelines would be effective April 21st after County Board approval. Mr. Hillert made a motion to forward the guidelines to County Board for approval, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding A Resolution to Modify Wage Scales to Include County Patrol Superintendent/Parts/Safety & Training Coordinator and Change Materials Recovery Facility Supervisor/Truck Driver: This resolution would update the scales to include approved changes. Ms. McMillan Urell made a motion to approve the resolution, seconded by Mr. Nelson. Carried.

Review/Discussion/Action regarding Appointment of Wage Sub-Committee & Schedule Meeting Date: Ms. Hansen explained that Mr. Bob Platteter, Ms. Carol Burmeister, Ms. Carrie Renchin, Ms. Brenda Creighton, Mr. Larry Grisen, Mr. Mike Taylor, and herself will work together on the wage study. Ms. Hansen will schedule the meeting to begin the process.

Review/Discussion/Action regarding Chairperson Report: None.

Personnel Advisor's Report: Ms. Creighton reviewed the vacancies, positions that have been filled, and interviews that are being held. She is also working on ETF training to help financially educate employees and she is working on the American Rescue Plan and how that will affect COBRA.

Administrative Coordinator Report: Ms. Hansen reported that she is still working on creating an HR Department.

Public Comments: None.

Next meeting date: Monday, May 10, 2021 at 9:30 a.m.

Adjournment: Mr. Taylor made a motion to adjourn at 11:20 a.m., seconded by Ms. McMillan Urell. Carried.

Respectfully Submitted,

Roxann M. Halverson
Buffalo County Clerk