

BUFFALO COUNTY MINUTES

Committee of the Board:

Human Resources Sub-Committee

Date of the Meeting:

April 25, 2021

Chair Mr. Larry Grisen called the meeting to order at 9:00 a.m. in the third floor County Board meeting room, Buffalo County Courthouse, Alma, Wisconsin.

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

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

**Review/Discussion – Wage Scale Review Process & Guidelines:** Chair Mr. Larry Grisen stated that the purpose of the sub-committee was to review Buffalo County’s current wages, classification structure, and scales to identify areas of salary improvement and potential consolidation of like positions into fewer classifications. Chair Mr. Larry Grisen stated that the counties selected for this comparison are the same as presented to the LEER Union (Pepin County, Trempealeau County, Jackson County, Rusk County, Burnette County and Marquette County). The counties were selected based on location, population, and structure.

Ms. Sonya Hansen requested that when reviewing the wages that they do not associate them with the person in the current position but rather the duties and responsibilities of the position based on the current position description. She stated that the paperwork provided today are working documents and the final version will need be approved by the Human Resources Committee.

The Committee decided to use Step 1 of the scales provided by the counties as a starting point for comparison with Buffalo County’s Step 1. Committee members were assigned the following departments/classifications as follows:

DHHS – Carri Renchin                      Highway – Bob Platteter  
Elected Offices – Carol Burmeister    Department Managers/Supervisors – Brenda Creighton  
Sheriff’s Department/Administration – Larry Grisen & Michael Taylor  
All Remaining Classes – Sonya Hansen

Ms. Brenda Creighton requested that the committee members also review the educational requirements when reviewing positions. She will be creating the shared document.

Ms. Sonya Hansen stated that one of the challenges is that if you use titles, that not all counties have the same duties and responsibilities assigned to them. The committee members agreed that they can reach out to the other counties if they need additional clarification to place Buffalo County employees in the appropriate comparison classification.

Ms. Sonya Hansen stated that after the outside comparison step is completed, the committee could then look at the internal comparisons and develop a method or system for identifying like roles and responsibilities to place employees into like classifications.

**Review/Discussion/Action – Next Meeting Date and Time:** May 10, 2021 at 8:00 a.m. was set for the next meeting date.

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

**Adjourned:** The meeting was adjourned at 10:15 a.m.

Respectfully submitted,

Sonya J. Hansen  
Recording Secretary