

## BUFFALO COUNTY MINUTES

Committee of the Board:

Human Resources Sub-Committee

Date of the Meeting:

May 10, 2021

Chair Mr. Larry Grisen called the meeting to order at 8:05 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, and Sonya Hansen. **Absent:** Bob Platteter

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

**Review/Discussion/Action – Minutes of the Previous Meeting:** A motion was made by Michael Taylor seconded by Brenda Creighton to approve the minutes of the previous meeting. Motion Carried.

**Review/Discussion – Wage Scale and New Steps:** The committee members reviewed the wage information input by them on the shared document of their findings with the departments/offices assigned to them from the other counties. A discussion was held regarding the challenges of the different organizational structures of each county and that they may not exactly match Buffalo County's structure. The Committee identified those positions that are 19% - 10% below the five (5) county average as a starting point. It was noted that one position was potentially 41% below the five (5) county average. It was noted that the Highway wages were not yet entered on the shared document. Brenda Creighton will put together some cost analysis for the committee to review at the next meeting.

The committee discussed the goal to identify like duties and responsibilities and placing them into the same classifications to create internal equity. Sonya Hansen explained that when developing our current classifications, a score sheet had been used that identified education or certification, experience required, supervisory functions, level of responsibility for projects, collaboration, use of policy knowledge, client contact, communication, and risk exposure. The position descriptions were used as the primary tool. She indicated each category was defined. Sonya Hansen indicated that the advanced clerical support was created for the support positions in the elected offices as they are unique positions as they are deputized. The committee will review position descriptions at the next meeting and develop a scoring tool to use to meet the objective of reduction in classifications.

The committee also discussed the need to develop more scales beyond 8 steps and looking at a minimum, mid-point, and maximum range like other counties. This will be explored at a future meeting.

**Review/Discussion/Action – Next Meeting Date and Time:** Monday, June 7, 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 8:55 a.m. upon motion of Michael Taylor seconded by Brenda Creighton. Motion Carried.

Respectfully submitted,

Sonya J. Hansen  
Recording Secretary