

Buffalo County Minutes

Committee/Board: Human Resources Committee

Date of Meeting: Monday, July 6, 2021

Mr. Grisen called the meeting to order at 8:30 a.m.

Committee Members Present: Mr. Larry Grisen, Mr. Don Hillert, Ms. Mary Anne McMillan Urell, and Mr. Michael Taylor. Mr. Nathan Nelson was excused.

Others Present for All or Parts of the Meeting: Ms. Sonya Hansen, Ms. Roxann Halverson, Ms. Brenda Creighton, Mr. Brian Symes, Ms. Janet Starck, Sheriff Mike Schmidtknecht, Mr. Mike Osmond, Mr. Mike Backus, Mr. Logan Olson, and Ms. Tina Anibas.

Public Comments Regarding Posted Agenda Items: None.

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

The Committee May Go into Closed Session for Consultation with Legal Counsel on Wisconsin Professional Police Association WPPA/LEER Contract Negotiation

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

Review/Discussion/Action regarding A Resolution to Approve Identification & Key

Card Policy: Ms. Hansen discussed the key card policy. Access to the courthouse and office doors can be assigned individually to employees. The photo/name badge will also be used as the key card. Access can be suspended at any time. Each employee will need to sign the policy. This will be effective September 1st. Mr. Taylor made a motion to table this item to the next meeting, seconded by Mr. Hillert. Carried.

Review/Discussion/Action regarding the Flexible Schedule for County Treasurer's

Office: Ms. Anibas explained the alternate work schedule her office has been working for the past year. She would like to make this more permanent. Mr. Grisen made a motion to approve the alternate work schedule for one year, seconded by Mr. Hillert. Carried.

The Committee May Go into Closed Session for Bargaining Union Negotiations: Mr. Grisen made a motion to go into closed session, seconded by Mr. Taylor. Mr. Grisen – yes, Ms. McMillan Urell -yes, Mr. Hillert – yes, and Mr. Taylor – yes. Carried.

Mr. Taylor left the meeting at 1:50 p.m.

The Committee May Return to Open Session: Mr. Grisen made a motion to return to open session, seconded by Ms. McMillan Urell. Mr. Grisen – yes, Mr. Hillert – yes, and Ms. McMillan Urell -yes. Carried.

Review/Discussion regarding the American Recovery Funding – Hazardous Pay Consideration for Essential Workers: Ms. Hansen discussed the meeting she had with Department Managers regarding hazard pay. She reviewed essential employees and how it is determined if the employee is eligible. The Committee recommended this be placed on the Committee of the Board agenda for further discussion.

Review/Discussion regarding the Human Resources Sub-Committee Update: The Sub-Committee is still working on wage scales.

Review/Discussion regarding the Joint Meeting with the Finance Committee for Budget Strategy: The Finance Committee approved the HR Committee continuing their work.

Review/Discussion regarding the Meal Reimbursement – Review of Policy 108 Travel, Meals, and Lodging: The state rate is \$8, \$10, and \$20 for meals. The rate paid by Buffalo County has not been adjusted for many years. Ms. Hansen will work on this policy and bring it back.

Review/Discussion regarding Holidays- Policy 201: A discussion was held regarding holidays. This will be further discussed at the next meeting.

Committee Chair Report: None.

Personnel Advisor Report(s): Ms. Creighton reviewed the three new hires, openings that have been posted, and interviews that will be scheduled.

Administrative Coordinator Report: Ms. Hansen reviewed her report. Administrative Assistant interviews will be held next week. She will be working on setting up an interview committee for the Emergency Management and Safety Director position. She reviewed the reduction in revenues with the Auditor and found about \$324,000 of reduced revenue that can be claimed in the ARPA funds.

Public Comments: None.

Next Meeting: The next meeting date and time will be August 16, 2021, at 10:00 a.m.

Adjournment: Adjourned at 3:15 p.m.

Respectfully Submitted,

Roxann M. Halverson
Buffalo County Clerk