

## Buffalo County Minutes

**Committee/Board:** Human Resources Committee

**Date of Meeting:** Monday, August 16, 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, Mr. Michael Taylor, and Mr. Nathan Nelson.

**Others Present for All or Parts of the Meeting:** Ms. Sonya Hansen, Ms. Roxann Halverson, Ms. Brenda Creighton, Sheriff Mike Schmidtknecht, Mr. Bob Platteter, Mr. Dave Rynders, Ms. Diane Mikelson, Mr. Jacob Syndergaard (TEAMS), and Ms. Melissa Brunner (TEAMS).

**Public Comments Regarding Posted Agenda Items:** Sheriff Schmidtknecht expressed concern with the resolution for meal reimbursement. He feels it is hard to find lunch in the price range of \$10 even from a fast food restaurant. He would like to see that increased.

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

**Review/Discussion/Action regarding a Presentation by Cottingham & Butler for Health Insurance Options and Renewal:** Mr. Syndergaard reviewed our various types of insurance policies, health insurance loss ratio, HRA and the timeline for renewal. He will bring back more information on the renewal at the next meeting.

**Review/Discussion/Action regarding A Resolution to Approve Identification & Key Card Policy:** Ms. Hansen reviewed the policy on ID & key cards. The program will allow individualized access to locations. A Department Manager can request a card for an outside person that does work within the courthouse (example State Patrol Officer). The policy described use of the key card, not lending out the key card, what happens if an employee loses the key card, and costs for replacements. Mr. Hillert made a motion to approve the resolution to approve the policy, seconded by Ms. McMillan Urell. Carried.

Design of the key card was reviewed. Mr. Taylor made a motion to approve the top right key card and use the first name and last initial on the card as identification with the exception of Law Enforcement (their cards will have the full first and last name), seconded by Ms. McMillan Urell. Carried.

**Review/Discussion/Action regarding A Resolution to Update Employee Handbook Policy 108 Travel, Meals and Lodging:** A discussion was held on the meal reimbursement amounts. Mr. Grisen made a motion to pass the resolution with breakfast being \$10, lunch being \$12, and dinner being \$20, seconded by Ms. McMillan Urell. Carried.

**Review/Discussion regarding A Resolution to Rescind Resolution #21-04-01 “A Resolution to Create and Fill a Parts/Safety & Training Coordinator Position”:** Ms. Hansen explained the transition from the original plan to the need for more accounting support and inventory duties in the highway department. Mr. Hillert made a motion to approve the resolution, seconded by Mr. Taylor. Carried.

**Review/Discussion regarding the Parts and Inventory Specialist Position Description:** Mr. Hillert made a motion to approve the position description, seconded by Ms. McMillan Urell. Carried.

**Review/Discussion/Action regarding A Resolution to Create and Fill an Emergency Management and Risk Management/Safety Director Position:** Mr. Nelson made a motion to approve the resolution, seconded by Mr. Taylor. Carried.

**Review/Discussion/Action regarding A Resolution to Fill a Parts and Inventory Specialist Position:** Mr. Taylor made a motion to approve the resolution, seconded by Ms. McMillan Urell. Carried.

**Review/Discussion/Action regarding the Administrative Coordinator Position Description:** Ms. Creighton reviewed the description. She added the statutory duties of the position and skills and abilities required of the position. Ms. McMillan Urell made a motion to approve the position description and forward to County Board, seconded by Mr. Hillert. Carried.

**Review/Discussion/Action regarding Revisions to the Social Services Lead Worker and Social Services Manager Position Description:** Mr. Rynders explained this position description and the Social Services Manager position description were both approved at the DHHS Committee meeting. After the meeting more questions came about, and he would like to take these back to his committee for further review and discussion. Mr. Nelson made a motion to send both position descriptions back to the home committee, seconded by Mr. Taylor. Carried.

**Review/Discussion/Action regarding the Veteran Services Administrative Benefit Specialist/Deputy Position Description:** Ms. Hansen explained that Ms. Decker would like to either add a Benefit Specialist or Deputy to her office as part of the budgeting process. Her home committee reviewed the position description and approved it. The actual position has not been approved yet. A Deputy would be able to do everything that Ms. Decker can do as they are accredited. A Benefit Specialist would assist Ms. Decker, but not have full credentials a Deputy has. Mr. Grisen made a motion to return this to the home committee and have the positions each have their own description, seconded by Mr. Taylor. Carried.

**Review/Discussion/Action regarding the 911 Coordinator Formal Telecommute Request:** This position is a part-time position, with 36 hours in a two week pay period. The flexibility of working from home has assisted the Sheriff’s Department in updating maps more frequently, especially alerting staff and EMT during the COVID pandemic. The person in this position works physically in the courthouse on Mondays and the remaining hours are worked remotely and the hours have been very flexible. A discussion was held on being available to work with GIS staff in the courthouse and having set work hours. Mr. Taylor made a motion to

approve the telecommuting request with a review in 6 months and a requirement to work with GIS staff, seconded by Mr. Nelson. Carried.

**Review/Discussion regarding the Human Resources Subcommittee Update:** Mr. Taylor gave an update of the subcommittee. Ms. Creighton will be doing some cost analysis for the next meeting.

**Committee Chair Report:** None.

**Personnel Advisor Report(s):** Ms. Creighton reported the Administrative Assistant position has been filled and the individual started today. The Emergency Management & Safety Director will start next week, as well as the Public Health Specialist.

**Administrative Coordinator Report:** Ms. Hansen reported she received an email from the Law Enforcement Union on the accepted contract. Those documents will be signed shortly. She also received the bill for attorney services, and it was higher than previous years. She explained she approved a three week telecommuting plan for an individual in DHHS. Masks and vaccines were discussed. The Committee would like this put on the County Board agenda for discussion.

**Public Comments:** None.

**Next Meeting:** The next meeting date and time will be September 14<sup>th</sup> at 9:30 a.m.

**Adjournment:** Mr. Taylor made a motion to adjourn at 12:05 p.m., seconded by Mr. Nelson.

Respectfully Submitted,

Roxann M. Halverson  
Buffalo County Clerk