

BUFFALO COUNTY MINUTES

Committee of the Board: Buffalo County Human Resources Committee

Date of the Meeting: Monday, September 13, 2021

Chair Mr. Larry Grisen called the meeting to order at 9:30 a.m. in the third floor County Board meeting room.

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

Others Present for All or Parts of the Meeting: Ms. Sonya Hansen, Ms. Brenda Creighton, Ms. Roselle Schlosser, and Sheriff Michael Schmidtknecht appeared in person. Ms. Lisa Schmitt, Ms. Carol Burmeister and Ms. Lisa Schuh appeared via Teams.

Public Comments regarding Agenda Items: There were no public comments.

Review/Discussion/Action ~ Minutes of the Previous Meeting: A motion was made by Mr. Don Hillert seconded by Mr. Nathan Nelson to approve the minutes of the previous meeting as sent. Motion Carried.

Review/Discussion ~ Written Presentation by Cottingham & Butler on Insurance Options and Renewals: The initial renewal from WEA Trust was a 10.9% increase based on past claim experience and potential future claim experience. Cottingham & Butler will be conducting a medical insurance Request for Proposal (RFP) for the opportunity for competitive proposals with a response required by the end of September. Other options discussed were self-insurance, getting a quote from Group Health Trust through the Wisconsin Counties Association, contacting another broker for input, and incentive proposals under a Health Reimbursement or Health Savings account.

Ms. Brenda Creighton reviewed the non-medical plan renewals for employee paid lines: Life, Short Term Disability, Long Term Disability and Accident and Critical Illness coverage as these would renew on January 1, 2022. She indicated that we have a premium lock for another year on the Dental and would not propose any changes at this time to the dental coverage.

A motion was made by Mr. Don Hillert seconded by Ms. Mary Anne McMillan Urell to table this matter for the next meeting to allow responses from any RFP and allow administration to also explore additional options. Motion Carried.

It was noted that the Law Enforcement Union should be notified of the next meeting date as health insurance options will be discussed.

Review/Discussion/Action ~ A Resolution to Change a Position Providing Children’s Long-Term Services and Public Health Services to Allow for A Public Health Educator or Social Worker or a Four-Year Degree Related to Social Work to Fill this Position in Addition to a Public Health Nurse:

The Department of Health and Human Services Director, Mr. Dave Rynders, advised the Committee that they have been unable to fill the vacant position approved in May with a Public Health Nurse. His committee has approved modifying the resolution to add the ability to fill the position with a Public Health Educator, Social Worker or a Four-Year Degree related to social work to broaden the pool of eligible candidates.

Director Mr. Dave Rynders stated that there are four position descriptions already developed that allow these duties to be performed under and no new position description would be required.

A motion was made by Ms. Mary Anne McMillan Urell seconded by Mr. Nathan Nelson to approve the resolution. Motion Carried.

Review/Discussion/Action ~ A Resolution to Update the 2021 Non-Represented Wage Scales to Reflect Accurate Positions and Titles for 2021 Classifications:

Ms. Brenda Creighton explained that this resolution is necessary to add the necessary position for the Parts and Inventory Specialist position to the wage scales due to the action taken by the County Board. She stated that this also corrects the title to the HHSD Child Support Specialist and deletes the Public Health Dietician/WIC Director and the Parts/Safety Training Coordinator.

A motion was made by Mr. Don Hillert seconded by Mr. Nathan Nelson to approve the resolution as drafted. Motion Carried.

Review/Discussion/Action ~ A Resolution to Approved 2022-2023 Contract with Buffalo County Law Enforcement Employees, Wisconsin Professional Police Association, Law Enforcement Employees Relations Division:

The committee discussed the possibility of alternatives to negotiation strategies to reduce legal fees at the next contract term.

A motion was made by Mr. Don Hillert seconded by Ms. Mary Anne McMillan Urell to approve the resolution as drafted. Motion Carried.

Review/Discussion/Action ~ Account Clerk Supervisor Position Description:

Department of Health and Human Services Director Mr. Dave Rynders informed the members that his committee had made one change to the prior position description to clarify that this position would have the ability to supervise employees and/or perform administrative functions.

A motion was made by Mr. Larry Grisen seconded by Mr. Don Hillert to amend the position description to have a Bachelor's Degree or a minimum of an Associate Degree in Accounting to allow the ability for future fiscal planning for the County. A roll call vote was taken: Mr. Don Hillert – yes, Mr. Nathan Nelson – yes, Mr. Larry Grisen – yes, Ms. Mary Anne McMillan Urell – yes and Mr. Michael Taylor – excused. Motion Carried.

A motion was made by Ms. Mary Anne McMillan Urell to approve the amended position description seconded by Mr. Nathan Nelson. Motion Carried.

Review/Discussion/Action – Veterans Services Administrative Benefit Specialist/Deputy Position Description:

A motion was made by Ms. Mary Anne McMillan Urell seconded by Mr. Don Hillert to remove the words full-time from both position descriptions. Motion Carried.

A motion was made by Ms. Mary Anne McMillan Urell seconded by Mr. Nathan Nelson to approve the amended position descriptions. Motion Carried.

Ms. Sonya Hansen informed the Committee that the proposed 2022 budget approved additional time for Mr. Stephen Schiffli to support the increase in services in this department. She stated that this position will be reviewed in 2023.

Review/Discussion/Action ~ Deputy Clerk of Court Temporary Office Coverage During Family Medical Leave in 2021 & 2022:

Ms. Sonya Hansen explained that under current policy, the ability to fill the position during 2021 is covered as there is sufficient funding in the budget to offset the cost. She stated that since the 2022 budget is not yet adopted, the Human Resources Committee needs to address this request.

Clerk of Court Roselle Schlosser informed the Committee that she would need full-time or 40 hours per week for approximately 8-12 weeks and would not have an additional fiscal impact to the budget.

A motion was made by Mr. Don Hillert seconded by Ms. Mary Anne McMillan Urell to approve temporary office coverage for up to twelve (12) weeks commencing from the time the employee is out of the office on Family Medical Leave. Motion Carried.

Review/Discussion/Action ~ Policy 201. Paid Holidays: Holidays observed by the County, State and Federal Government were reviewed. Discussion was held regarding the addition of Juneteenth as a way to show appreciation to employees. A motion was made by Ms. Mary Anne McMillan Urell seconded by Mr. Don Hillert to have the Administrative Coordinator address this with the Department Managers/Elected Officials at their next meeting and to bring back input for the next Human Resources Committee meeting. Motion Carried.

Review/Discussion ~ Human Resources Sub-Committee Update: Ms. Brenda Creighton informed the members that they are working on a new classification structure to place like job duties and responsibilities in the same classification and determine the fiscal impact. The sub-committee will be meeting again on Monday, September 20th. Chair Mr. Larry Grisen stated that this Committee will be involved in making the final recommendations.

Committee Chair Report: The Chair had nothing additional to report at this time.

Personnel Advisor Report(s): Ms. Creighton reviewed the current vacancies and status of new hires.

Administrative Coordinator Report(s): Ms. Hansen stated that Land Conservationist interviews were being conducted and that she is currently working on budget and wage and benefits.

Public Comment Unrelated to Agenda: There were no public comments.

Next meeting date and time: The next meeting date will be Tuesday, October 5, 2021 9:30 a.m.

Adjournment: A motion was made by Ms. Mary Anne McMillan Urell seconded by Mr. Nathan Nelson to adjourn the meeting. Motion Carried.

Respectfully submitted,

Sonya J. Hansen
Recording Secretary