

Buffalo County Minutes

Committee/Board:

Human Resources Committee

Date of Meeting:

Tuesday, October 5, 2021

Mr. Grisen called the meeting to order at 9:30 a.m.

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

Others Present for All or Parts of the Meeting: Ms. Sonya Hansen, Ms. Brenda Creighton, Ms. Roxann Halverson, Ms. Carol Burmeister, Mr. Mike Osmond, Mr. Lee Engfer, and Sheriff Mike Schmidtknecht.

Public Comments Regarding Posted Agenda Items: None.

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

Review/Discussion/Action regarding an Update on Health Insurance Options and Renewal: Ms. Hansen reviewed the health insurance update. Buffalo County is pooled with others and had a good claims experience, but because of the pool the renewal rate came in at 10.9% increase. RFPs were sent out to market and have not come back yet. The RFP was sent to Quartz, Group Health Trust, Anthem Blue Cross Blue Shield, Prevea360, Security Health Plan, WPS, and GHC of Eau Claire. The RFP sent to GHC of Eau Claire was withdrawn as each employee would need to complete an application. A 6% increase was included in budget preparations. Once all RFPs are returned HR will need to meet to make a decision.

Review/Discussion regarding Human Resources Sub-Committee Update: The HR Sub-Committee has been meeting to revamp classifications and the wage scales. The wage scales hinge on what happens to health insurance rates. Positions were grouped together based on like position descriptions, qualifications, experience, and other factors.

Review/Discussion regarding Paid Holidays: Paid holidays is an item that was discussed at the last Department Manager meeting. There was discussion on changing Columbus Day out for President's Day, but there was no real consensus to move forward with the change. This will be discussed more at a future meeting.

Review/Discussion/Action regarding A Resolution to Modify Policy 302 – Other Insurances to Include Inclusion Under the Income Continuation Insurance Plan Offered by Wisconsin Retirement System (WRS): Ms. Creighton explained this is a

voluntary insurance coverage that is offered through WRS with no cost to the employee. It is for short term disability with some specific qualifications. WRS does require a 60% participation rate. Ms. McMillan Urell made a motion to approve the resolution, seconded by Mr. Nelson. Carried.

Review/Discussion/Action regarding Wage Scale for Administrative Coordinator:

Ms. Hansen explained the wage scales for the Administrative Coordinator. This would be added to the scales just approved as Group A and re-lettering the remaining groups. Adding this to the scales will allow a new candidate to see the wage range for the position. Ms. Hansen explained she took the current DHHS Director scale and added \$.90 in the first step and \$.90 between steps. Ms. McMillan Urell made a motion to approve the wage scale for the Administrative Coordinator, seconded by Mr. Nelson. Carried.

Committee Chair Report: Chair Grisen explained the Committee of the Board will be meeting on Friday to go over expectations and goals for the Administrative Coordinator and HR will need to approve them after that.

Personnel Advisor Report: Ms. Creighton reviewed work she has done on recruitment and interviews. There is an accepted offer for the Highway Patrolman position. There will be additional interviews for the Land Conservationist position. There has been a resignation in DHHS. Interviews for Communications/Corrections Officers are being scheduled.

Administrative Coordinator Report: Ms. Hansen has been working on a spreadsheet showing duties and timelines for her position, as well as project updates and how to prioritize work.

Public Comments: None.

Next Meeting Date and Time: The next tentative meeting will be October 25th at 1:00 p.m. to review health insurance proposals.

Adjournment: Ms. McMillan Urell made a motion to adjourned at 10:11 a.m., seconded by Mr. Nelson. Carried.

Respectfully Submitted,

Roxann Halverson
Buffalo County Clerk