

Buffalo County Minutes

Committee/Board: Human Resources Committee

Date of Meeting: Monday, October 25, 2021

Mr. Grisen called the meeting to order at 1:00 p.m.

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

Others Present for All or Parts of the Meeting: Ms. Sonya Hansen, Ms. Brenda Creighton, Ms. Roxann Halverson, Mr. Jacob Syndergaard, and Mr. Dave Rynders.

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: Mr. Syndergaard reviewed proposals he received from different carriers. Anthem Blue Cross came in with the lowest proposal at a 17.3% decrease from current premiums. The deductible will remain \$3,000/\$6,000 but will have a maximum out of pocket of \$4,000/\$8,000. The new policy will cover one eye exam per year and tooth extraction as part of a medical treatment or accident. Prescription drugs will be a tiered system of \$10/\$50/\$80/25% after the deductible is met. A policy for those employees living in MN will need to be purchased at a slightly higher rate. Mr. Syndergaard also reviewed other elective policies that he has been working on for the employees. Mr. Taylor made a motion to charge the same rate for both health insurance policies, seconded by Ms. McMillan Urell. Carried. Ms. McMillan Urell made a motion to approve Anthem Blue Cross Preferred Plus and Blue Access plans, seconded by Mr. Taylor. Carried. A roll call vote was taken and all were in favor. Carried.

Review/Discussion regarding Administrative Coordinator Goals & Expectations: A discussion was held on the goals and expectations. The chosen candidate had requested goals and expectations be created for him. Mr. Taylor made a motion to approve the goals and expectations, seconded by Ms. McMillan Urell. Carried.

Review/Discussion/Action regarding a Resolution to Change Three Limited Term Health Positions to Permanent Status through 2024: Mr. Rynders explained these positions were added in 2020 as a response to the COVID pandemic. Funding has been extended and there is still work to be done. He would like to continue the positions as long as there is a need and funding. A discussion was held on the use of the word "permanent." Ms. McMillan Urell made a motion to remove the word permanent from

the resolution, seconded by Mr. Nelson. Carried. Ms. McMillan Urell made a motion to approve the amended resolution, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding A Resolution to Extend Limited Term Public Health Worker Position to Support COVID-19 Response through 2024: Mr.

Rynders explained this position is for 600 hours or less per year and is set to expire the end of this year, but there is funding available to continue through 2024. This position would end earlier if the need were gone or the funding is gone. Ms. McMillan Urell made a motion to approve the resolution, seconded by Mr. Nelson. Carried.

Review/Discussion/Action regarding a Proposal to Change a Social Services Lead Worker Position to Social Services Manager Position, Effective 1, 2022: The

Social Worker III position had been elevated to Social Worker Lead and has been working with a team of Social Workers. This would expand that role to a Manager position with supervision over a portion of the Social Worker team. Mr. Taylor made a motion to approve the change, seconded by Mr. Nelson. Carried.

Review/Discussion/Action regarding Revising a Social Services Manager Position Description and Revise and Retitle Social Services Lead Worker Position

Description: Mr. Taylor made a motion to approve the position description, seconded by Ms. McMillan Urell. Carried.

The Committee May Go into Closed Session to Discuss Transfer of PSLB/PTO:

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

Ms. McMillan Urell made a motion to approve the transfer of PSLB /PTO, seconded by Mr. Nelson. Carried.

Review/Discussion/Action regarding the Proposed Wage Classifications & Scales for 2022 Budget:

Ms. Hansen explained the Finance Committee directed to have half of the health insurance savings used for wages and the other half to save for health insurance increases in the future. A discussion was held regarding recruitment, retention, and balancing the budget. The health insurance incentive was discussed. Mr. Taylor made a motion to raise the health insurance incentive to \$200 per month for an employee not taking the health insurance plan, seconded by Ms. McMillan Urell. Carried. Ms. Hansen was instructed to present the budget with the proposed wage classifications and scales.

Review/Discussion/Action regarding the Personnel Advisor Position Description:

Ms. Hansen reviewed the changes. The position description is changed to include duties of employee payroll, benefits, supervision, interviews, as well as other duties. Ms.

McMillan Urell made a motion to approve the position description, seconded by Mr. Nelson. Carried.

Review/Discussion/Action regarding Filling the Vacant Personnel Advisor

Position: Ms. McMillan Urell made a motion to fill the Personnel Advisor position, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding the Financial Advisor Position Description:

Ms. Hansen reviewed some of the changes to the description. The employee currently in this position has reviewed the description as well. Ms. McMillan Urell made a motion to approve the position description, seconded by Mr. Nelson. Carried.

Review/Discussion regarding Personal Time Off (PTO) and Personal Savings

Leave Bank (PLSB) Policies: A discussion was held about how vacation and sick leave was transferred and how it seems employees used to use vacation more when it was separated. Ways to reduce PTO was discussed. This will be brought back in December.

Committee Chair Report: None.

Personnel Advisor Report: None.

Administrative Coordinator Report: None.

Public Comments: None.

Next Meeting Date and Time: The next meeting will be November 15 at 9:00 am.

Adjournment: Mr. Taylor made a motion to adjourned at 3:25 p.m., seconded by Mr. Nelson. Carried.

Respectfully Submitted,

Roxann Halverson
Buffalo County Clerk