

## Buffalo County Minutes

**Committee/Board:**

**Human Resources Committee**

**Date of Meeting:**

Monday, November 15, 2021

Mr. Grisen called the meeting to order at 9:00 a.m.

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

**Others Present for All or Parts of the Meeting:** Ms. Sonya Hansen, Ms. Brenda Creighton, Ms. Roxann Halverson, Mr. Lee Engfer and Ms. Josie Knauber.

**Public Comments Regarding Posted Agenda Items:** None.

**Review/Discussion/Action regarding Minutes of the Previous Meeting:** Mr. Hillert made a motion to approve the minutes with the following amendment “one vision exam is paid for by the new health insurance carrier and tooth extraction is covered if it is a part of a medical treatment or the result of an accident”, seconded by Ms. McMillan Urell. Carried.

**Review/Discussion/Action regarding A Resolution to Approve Health Insurance Benefit Plan for 2022:** Open enrollment was held for the new health insurance plan. Mr. Taylor made a motion to approve the resolution, seconded by Ms. McMillan Urell. Carried.

**Review/Discussion/Action regarding A Resolution to Adopt Salary Classification and Compensation System for Non-Represented Employees:** A discussion was held regarding placement of employees into the new scales. An employee will be placed into a step that is closest to the pay they currently receive. If the employee has 5 or more years of service and less than a \$.50 difference in placement, they will move up a step to help alleviate the possibility of them being at the same step as a new hire. Mileage was added to the bottom of the pay scales. County Board had indicated they would like to see the mileage rate set at the IRS rate. Ms. McMillan Urell made a motion to set the mileage rate at the IRS amount and those without proof of insurance receiving \$.26 per mile, seconded by Mr. Taylor. Carried. Ms. McMillan Urell made a motion to approve the amended resolution, seconded by Mr. Hillert. Carried.

**Review/Discussion/Action regarding A Resolution to Amend Policy 111 of the Buffalo County Employee Handbook – Salary Classification and Compensation System:** Policy 111 was reviewed. Section 4.2.4, 4.2.5 and 4.2.6 were discussed regarding discouraging hiring an individual at Step 9. That should be changed to Step 6. Ms. McMillan Urell made a motion to approve the resolution with those changes, seconded by Mr. Taylor. Carried.

**Review/Discussion/Action regarding A Resolution to Amend Policy 301 of the Buffalo County Employee Handbook – Health Insurance and Cobra:** The changes were reviewed. Ms. Creighton explained the changes were mostly clarification and procedures that are currently practiced. Mr. Hillert made a motion to approve the resolution, seconded by Mr. Taylor. Carried.

**Review/Discussion/Action regarding A Resolution to Increase Buffalo County Coroner, Chief Deputy Coroner and Deputy Coroner Per Diem:** Ms. Hansen explained the per diem was increased in the budget by \$25 in an effort to retain Deputy Coroners. The per diem has not been changed since 2018. Ms. McMillan Urell made a motion to approve the resolution, seconded by Mr. Taylor. Carried.

**Review/Discussion/Action regarding A Resolution Recognizing and Honoring the Retirement of Randy Johnson:** Mr. Taylor made a motion to approve the resolution, seconded by Ms. McMillan Urell. Carried.

**Review/Discussion/Action regarding A Resolution Recognizing and Honoring the Retirement of Diane Mikelson:** Mr. Taylor made a motion to approve the resolution, seconded by Ms. McMillan Urell. Carried.

**Review/Discussion/Action regarding A Resolution Recognizing and Honoring the Retirement of Sonya Hansen:** Ms. McMillan Urell made a motion to approve the resolution, seconded by Mr. Taylor. Carried.

**Review/Discussion/Action regarding the Jail Administrator Position Description:** Mr. Engfer explained the qualifications were reviewed and updated. He discussed changing the position to Captain so it would have protected status, but after further review with counties that have a Captain, it was decided it would not work in Buffalo County at this time. The normal working hours for this position would be from 8:00 a.m. to 4:30 p.m. unless needed for other times. The HR Committee discussed the Physical and Mental Requirements section. Ms. McMillan Urell made a motion to add the word “performance” before counseling in the Physical and Mental Requirements section, seconded by Mr. Taylor. Carried. Mr. Hillert made a motion to approve the amended description, seconded by Ms. McMillan Urell. Carried.

**Review/Discussion/Action regarding approval of Employer Contribution Towards Medical Insurance Premium Benefit:** The employee/employer contribution amounts were discussed. Full-time Non-Represented Employees will pay 22% for both a single or family plan and the County will pay 78% of each plan. Part-time Non-Represented Employees will pay 38% of a single or family plan and the County will pay 62% of the plan. Full-time WPPA Deputies will pay 15% for a single plan and 20% for a family plan. The County will pay 85% of the single plan and 80% of the family plan for WPPA employees. The percentage paid will be the same for both WI and MN employees. Mr. Taylor made a motion to approve the contribution amounts, seconded by Ms. McMillan Urell. Carried.

**Review/Discussion/Action regarding Approval of Employer Health**

**Reimbursement Account Contribution:** The HRA will contribute \$2,250.00 to a single plan or \$4,500.00 to a family plan. Mr. Taylor made a motion to approve the reimbursement contribution, seconded by Ms. McMillan Urell. Carried.

**Review/Discussion/Action regarding Approval of Non-Medical Insurance Providers and Plans (Delta Dental – Vision and Dental Insurance; Sun Life – Voluntary Life, Voluntary Short Term Disability, Voluntary Long Term Disability, Voluntary Accident and Voluntary Critical Illness Coverage; BPA- Plan Administrator for HRA and Flex Accounts; Optum Financial – Continue with Optum Financial as 3<sup>rd</sup> Part COBRA Administrator; Establish Opt Out Incentive Amount for 2022):**

Ms. Creighton explained the insurance provider changes and which ones will remain the same. The opt out incentive amount will be \$100.00 per pay period. Mr. Hillert made a motion to approve the providers and opt out incentive amount, seconded by Mr. Taylor. Carried.

**Review/Discussion/Action regarding an Interview Committee for Personnel**

**Advisor:** Ms. Hansen was looking for volunteers for the Personnel Advisor interviews. Mr. Grisen is willing to sit on the interview committee and suggested Ms. Schuh be invited also. Mr. VanDeWalle has asked that he be allowed to participate as well.

**Review/Discussion/Action regarding OSHA Ruling on COVID-19 Testing and Mandatory Vaccination Requirements:**

At this time counties do not fall under the OSHA ruling, but WCA is advising everyone to get official advice from their Corporation Counsel. A letter was received from the Farm Service Agency to amend the lease agreement to meet Federal requirements for vaccinations and testing. A discussion was held on who would be responsible for testing and what type of test would be used. Other questions arose as to if the testing was on county time or PTO and if they get vaccinated and have a reaction to it is Workers Comp involved. A draft policy will be done and reviewed with Mr. Grisen.

**Committee Chair Report:** None.

**Personnel Advisor Report:** DHHS has filled a few positions, but has two remaining open. The Parts Inventory Specialist in the Highway Department has three interviews set up for tomorrow. The Recycling Supervisor has had two applicants. The Jail Administrator opening will close the end of November. The Personnel Advisors position has received a couple of applications.

**Administrative Coordinator Report:** The Land Conservation Resource Specialist has resigned with his last day November 12<sup>th</sup>. Mr. Cale Severson started as the Land Conservationist last week. Ms. Hansen is working on a record keeping policy for Law Enforcement regarding employees. She will have Mr. VanDeWalle look at the PTO Policy when he starts.

**Public Comments:** Mr. Engfer reported a computer failure in the dispatch center. The auxiliary system has been put into place to get them by until the original can be replaced. The system is supposed to be replaced within 24 hours, but it may be close with what needs to be done. This computer is used for paging fire and emergency.

**Next Meeting Date and Time:** The next meeting will be December 13, 2021, at 9:00 a.m.

**Adjournment:** Mr. Hillert made a motion to adjourned at 10:58 a.m., seconded by Mr. Taylor. Carried.

Respectfully Submitted,

Roxann Halverson  
Buffalo County Clerk