

*County of Buffalo*  
Alma, Wisconsin  
**Notice of Public Meeting**  
**Agenda**

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**Committee:** Human Resources Committee  
**Date:** Monday, March 8, 2021  
**Time:** 9:30 a.m.  
**Location:** 3<sup>rd</sup> Floor County Board Room – Buffalo County Courthouse

[Click here to join the meeting](#)

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The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Call to Order
2. Roll Call of the Members
3. Public Comments Regarding Agenda Items
4. Review/Discussion/Action ~ Minutes of the Previous Meeting
5. Review/Discussion/Action ~ Materials Recovery Facility Supervisor & Truck Driver Position Description
6. Review/Discussion/Action ~ Review/Discussion/Action ~ The Committee May Go Into Closed Session to Discuss Employee Step Appeal & Classification Appeal

*The Committee may enter into closed session and return to open session pursuant to WI State Statutes 19.85(1)(f) for the purpose of discussing employee performance which may have a substantial effect on the reputation of any person involved over which the governmental body has jurisdiction or exercises responsibility.*

7. Review/Discussion/Action ~ The Committee May Return to Open Session
8. Review/Discussion/Action ~ Step Appeal & Classification Appeal Decisions
9. Review/Discussion/Action ~ Courthouse Public Access Due to COVID-19
10. Review/Discussion/Action ~ Modification to Buffalo County Employee Return to Work Place Guidelines
11. Review/Discussion/Action ~ Public Health Worker Position Description
12. Review/Discussion/Action ~ Resolution to Approve Limited Term Public Health Care Worker Position to Support COVID-19 Response
13. Review/Discussion/Action ~ Resolution to Merge Buffalo County WIC Program with the Trempealeau County WIC Program
14. Review/Discussion/Action ~ A Resolution to Approve 2021 Wage Increase for Administrative Coordinator
15. Review/Discussion/Action ~ Comparable Counties for Union Negotiations
16. Review/Discussion/Action ~ Appointment of Wage Subcommittee
17. Review/Discussion ~ Review of Draft Policy Amendments Related to Exempt/Non-Exempt Positions and Hours Worked and Compensatory Time Accumulation and Usage
18. Committee Chair Report
19. Personnel Advisor Report(s)
20. Administrative Coordinator Report(s)
21. Any Public Comment Not Related to Agenda Items
22. Next Meeting Date and Time ~ Monday, April 12, 2021 at 9:30 a.m.
23. Adjournment.

Date: March 1, 2021

Larry Grisen, Chair

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By: Roxann Halverson, County Clerk

**Board Members:** If unable to attend or wish to attend remotely, please contact the Chair. If the Chair is unavailable, please contact the County Clerk's Office at 608-685-6209. If the Chair and the County Clerk are not available, please call the Administrative Coordinator at 608-685-6234.

**Persons with Disabilities:** Buffalo County shall attempt to provide reasonable accommodations to the public for access to its public meetings, provided reasonable notice of special need is given. If you require special accommodations to attend this meeting, please contact the County Clerk's Office at 608-685-6209.

**Public Access to the Courthouse:** The South Entrance will be the only access to the building after 4:30 p.m.

*Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended, and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body*

## Buffalo County Minutes

**Committee/Board:**

Human Resources Committee

**Date of Meeting:**

Monday, February 8, 2021

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

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

**Others Present for All or Parts of the Meeting:** Ms. Sonya Hansen, Ms. Roxann Halverson, Ms. Brenda Creighton, Mr. Bob Platteter, Mr. Mike Osmond, Sheriff Mike Schmidtknecht, and Mr. Dave Rynders.

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

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

**Review/Discussion/Action regarding A Resolution to Amend Wage Classification to Establish Wage Scale for Economic Development Coordinator/Grant Writer:** Ms. Hansen explained this position had been created but was not added to the wage scale. It has been added to like positions and shows the step increases the employee would receive with an acceptable performance review. Mr. Hillert 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 Polly Glentz:** Ms. Creighton explained the resolution honors Ms. Glentz for her 20 years of service to Buffalo County. Mr. Taylor made a motion to approve the resolution, seconded by Mr. Nelson. Carried.

**Review/Discussion/Action regarding Comparable Counties for Union Negotiations:** A request was made by the Union to know which comparable counties would be used so they could request information from those counties as well. The labor attorney made a suggestion although some of those counties have a greater population than Buffalo County does. No action was taken at this time pending further review of comparable counties.

**Review/Discussion/Action regarding Courthouse Public Access Due to COVID19:** A discussion was held regarding the current access to the courthouse. The intercom system for the entryway has broken and is quite expensive to replace. This does cause issues to gain access to the courthouse before and after regular hours. The status of other courthouses around the area is a mixture of open and closed. Mr. Taylor made a

motion to leave the access as is until further review at the March HR meeting, seconded by Ms. McMillan Urell. Carried.

**Review/Discussion/Action regarding A Resolution to Modify Policy 206 – Leaves – Sick Leaves for Use of Personal Sick Leave Bank (PSLB) for COVID19**

**Quarantine or Isolation Orders:** A discussion was held on approving time off to employees for quarantine or isolation due to COVID. This would not include an employee that voluntarily travels and needs to quarantine. There would need to be paperwork to complete for use of the leave. There could be work that can be done through telecommuting or a reassignment of duties while telecommuting for an employee that is quarantined. Mr. Nelson made a motion to approve the resolution and review it at the March meeting, seconded by Ms. McMillan Urell.

**Review/Discussion/Action regarding Flexible Benefits Plan Consolidated**

**Appropriations Act (CAA) Amendment:** Ms. Creighton explained this would approve carrying over the full amount an employee has placed into their flex benefits plan. This is not county funds, rather funds an employee has set aside out of their wages. Ms. McMillan Urell made a motion to approve the amendment to the plan, seconded by Mr. Taylor. Carried.

**The Committee May Go into Closed Session to Discuss Compensatory Time Off**

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

**Review/Discussion/Action regarding PTO and Comp Time Policy Appeal:**

Mr. Hillert made a motion to pay out the Highway Office Manager comp time contingent upon the acceptance of additional help to minimize the workload, seconded by Mr. Taylor. Carried.

Mr. Taylor made a motion to reinstate and convert 46.5 hours of comp time for the Highway Superintendent into PTO, seconded by Mr. Hillert. Carried.

**Review/Discussion/Action regarding the Exempt Employee Classifications:**

A flowchart showing how to properly classify employees was reviewed. Depending on the employee's classification is how comp time would accrue if it would accrue at all. A discussion on a policy limiting comp time accrual, payouts, and how WRS can penalize for not handling this properly was discussed. A draft policy will be brought to the next meeting.

**Chairperson Report:** None.

**Personnel Advisor's Report:** Ms. Creighton reviewed vacancies and recruitments.

**Administrative Coordinator Report:** Ms. Hansen explained the GIS position was tabled. Mr. John Ebert and Ms. Greta Poser will look through records for things that need to be completed soon. An emergency position in DHHS was approved. This position is a temporary position to assist with calls related to the COVID vaccine.

**Public Comments:** Ms. McMillan Urell would like to look at obtaining rapid COVID tests in the courthouse jail to help keep employees and inmates safe.

Next meeting date: Monday, March 8, 2021 at 9:30 a.m.

**Adjournment:** Mr. Nelson made a motion to adjourn at 12:08 p.m., seconded by Mr. Hillert. Carried.

Respectfully Submitted,

Roxann M. Halverson  
Buffalo County Clerk

**BUFFALO COUNTY**  
**POSITION DESCRIPTION**

**Department:** Recycling  
**Position Title:** Materials Recovery Facility Supervisor- and Truck Driver  
**Pay Rate:** Hourly – (N) Non-Exempt  
**Direct Supervisor:** Emergency Management/Recycling Manager  
**Date:** February 2021

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**Purpose of Position:**

The purpose of this position is Supervise the collection and preparation of single-stream recyclable materials for transport to the County’s contracted recycling processing facility. The Supervisor is further responsible for the coordination of activities at the Buffalo County Sponsored Materials Recovery Facility (Mondovi) to assure proper collection of recyclable products, and the segregation of unacceptable wastes as is practical. The Supervisor will oversee any other department-shared or part-time positions personnel that assist in the collection/preparation process.

**Essential Duties:**

Essential duties may be modified as the need arises, and include, but are not limited to:

- Analyses routine collection of recyclables from the participating county municipal sites and develops an effective schedule.
- Maintains appropriate trip records, tonnage collected, and loads sent to the contracted processor.
- Monitor to assure procedures are being followed properly and safely.
- Assist site attendants with questions or concerns as they arise.
- Assure Recycling Brochures and educational material is available for distribution to customers at the sites.
- Maintain positive working relationship with County residents, site attendants, and contract workers.
- Reports complaints, non-compliance issues, potential hazards, etc. to supervisor. Assist as needed to resolve issues. Monitor for success of solution.
- Maintain truck and equipment according to manufacturer recommendations. Assure preventative maintenance is completed and documented. Conduct routine safety inspection of all equipment and log observations. Make recommendations for repair or replacement.

- Maintain a reasonably clean and organized environment in County recycling buildings.
- Perform minor repairs to County recycling buildings as able to. Notify Recycling Director of major repair needs and work collaboratively to ensure repairs are completed.
- Train and assist the development of employees supervised, including annual performance evaluations.
- Perform administrative duties that correspond with daily operations, such as receipt retention and filing, monthly reconciliation of invoices and annual budget recommendations for areas involved with.
- Provide updates of activities and concerns to the Recycling Director and Recycling Committee as directed.
- Provide accumulated summary data as needed for annual reporting requirements.
- Provide and document all safety training.
- Other duties and special functions as directed.

**Minimum Training, Experience, and Qualifications Required to Perform Essential Job Functions:**

Buffalo County will consider a variety of educational and experience to meet the needs of the position.

- High School diploma or equivalency.
- Valid driver's license with CDL (Class A) endorsement.
- Experience with operation of a commercial vehicle, prefer experience with hydraulic systems.
- Forklift and/or skid steer operation.
- Familiar with freight loading.
- General knowledge of recycling guidelines and community expectations.
- Experience in welding and materials manufacturing.

**Physical Requirements:**

- Ability to operate equipment and machinery such as trucks, hydraulic systems, skid-steers, forklift, and tractors with some requiring complex and rapid adjustments.
- Ability to coordinate eyes, hands, feet, and limbs in performing slightly skilled movements.
- Ability to exert moderate physical effort to heavy work, typically involving some combination of stooping, kneeling, crouching and crawling, lifting, carrying, pushing and pulling up to 200 pounds.
- Ability to recognize and identify degrees of similarities or differences between characteristics of shapes, sounds, and objects associated with job related objects, materials, and tasks.
- Ability to sustain prolonged visual and mental concentration.

- Ability to effectively communicate orally and in writing with others.

**Environmental Adaptability:**

- Ability to work under generally safe conditions where exposure to environmental factors or other hazardous conditions or exposure to unsanitary conditions may cause discomfort, but pose little risk of injury, and are present only in unusual situations.
- Routine activity will result in exposure to extreme heat and cold and other weather conditions in an outdoor environment varying with the seasons.

Buffalo County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Approved by Recycling Committee: February 18, 2021

Approved by Human Resources Committee: \_\_\_\_\_.

## **BUFFALO COUNTY EMPLOYEES RETURN TO WORK PLACE / GUIDELINES**

**Version I: May 18, 2020 Updated: July 13, 2020 (HR Committee)**

**Updated: July 31, 2020 (Governor Emergency Order #1)**

**Updated: March 8, 2020 (HR Committee)**

**The health and safety of our citizens and employees remains our top priority. Buffalo County continues to receive guidance from other governmental agencies and public health authorities to ensure that the most up-to-date information and protocols are in place.**

### **Basic Facts About Coronavirus:**

COVID-19 is a respiratory illness caused by a virus. Symptoms often include a cough or shortness of breath and may also include fever, chills, muscle pain, headache, sore throat, diarrhea, vomiting, fatigue and a new loss of taste or smell or as additional symptoms are identified and updated from the CDC. The virus is spread mainly from person-to-person:

Between people who are in close contact with one another (within about six feet)

Through droplets produced when an infected person coughs, sneezes, or talks

The virus may be spread by people who are not showing symptoms. It may be possible for a person to get COVID-19 by touching a surface or object that has the virus on it and then touching their face. Older adults and those with serious underlying medical conditions may be at higher risk for more serious complications.

Effective May 26, 2020, employees are to return to work at the courthouse unless they have received prior approval from the Department Manager/Elected Official for alternative work arrangements. Employees who have had previously reassigned work outside the scope of their department should return to their normal duties unless approval obtained from Home Committee.

Effective, August 1, 2020 at 12:01 a.m. or by a subsequent superseding emergency order or other state legislative action, all Buffalo County employees and visitors age 5 and older are required to wear a mask or cloth face-covering that covers his or her mouth and nose when inside a Buffalo County building. In accordance with CDC guidance, the following individuals are exempt from this face covering requirement:

- Individuals who have trouble breathing.
- Individuals with medical conditions, intellectual or developmental disabilities, mental health conditions, or other sensory sensitivities that prevent the individual from wearing a face covering.
- When Federal or state law or regulations prohibit wearing a face covering.

Additional guidance for employees is listed below. Employees and visitors are also reminded to maintain a six-foot physical distance from other people whenever possible, even when wearing a face covering. Visitors and employees may remove their face coverings temporarily when necessary to confirm the individual's identity.



### **Employee Health and Hygiene:**

- Face Coverings:
  - Employees working in the field will always be required to wear face coverings as communicated by their Department Manager/Elected Official. If the face covering causes some other unforeseen safety hazard, these issues should be brought to the attention of their supervisor and addressed through work accommodation or physical adjustments to the worksite.
  - Employees scheduling appointments should inform visitors that masks are required and encourage them to bring their own.
  - In a work environment that allows an employee to work alone in segregated spaces such as a private office, employees may remove their masks.
  - Employees are required to wear a mask when entering or leaving their office (i.e. in hallways, lobby areas and stairwells, going to the restroom or break room, etc.) as timing your move through these spaces to avoid others is not feasible or practical.
  - Employees riding in Buffalo County vehicles with multiple persons on board are required to wear a mask. Vehicles should be cleaned regularly and after use, like workstations.
  - Employees should always keep face coverings with them and to notify your supervisor if you need any additional face coverings, or if you need training on the use of face coverings.
  - Employees may remove their face coverings when communicating with an individual who is deaf or hard of hearing and communication cannot be achieved through other means.
  - Employees working in the Buffalo County Jail shall follow department protocol to ensure the health and safety of its staff and individuals in its care.
  - Additional information regarding face coverings can be found at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html> .
- Employees are encouraged to self-monitor daily for signs and symptoms of COVID-19 prior to reporting to work using the tool provided to them by their direct supervisor.
  - Self and monitoring tool: <https://www.dhs.wisconsin.gov/publications/p02598a.pdf>
  - Temperature Kiosk devices are available. Employees are encouraged to use them. If an employee experiences an abnormal temperature reading after two attempts, they should immediately contact their direct supervisor or designee to determine what steps should be taken prior to entering their department.
- Employees shall talk with their supervisors if they have any concerns about this return to workplace guidelines.
- Employees must report contact with any person who tests positive or who have symptoms for COVID-19 to their supervisor and their local health officer.
- Employees shall wash their hands frequently and effectively (at least 20 seconds) with soap and water throughout the day. Some workstations may have hand-sanitizer dispensers that can be used for hand hygiene in place of soap and water, if hands are not visibly soiled.

- Employees shall cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward.
- Employees should avoid touching others including handshakes, hugs or other close contact.
- Department Managers/Elected Officials shall post signage to promote worker hygiene. Signage may be found in the P Drive/Department Manager/COVID-19/Signs.
- Employees are discouraged from using other workers' phones, desks, offices or other work tools and equipment, when possible. Department Managers/Elected Officials are responsible to make sure that shared workspaces allow for social distancing (6 feet) between employees.
- Employees working from shared phones, desks, offices and other work tools and equipment shall sanitize shared workplace items before and after each use.
- Employees accepting cash and papers should avoid touching their face afterwards. Any cash exchanged should be placed on the counter (not in hand), including when providing change back to visitor. Clean the counter after each visitor.

Buffalo County will take appropriate action to prevent, suppress, and control COVID-19 and other communicable diseases. In order to maintain a safe work environment, Department Managers/Elected Officials may send employees home who report to work that display symptoms to prevent the spread of COVID-19 to others. Department Managers/Elected Officials shall consult with Buffalo County Administration before sending an employee home. Employees who are experiencing COVID-19 symptoms are highly recommended to stay home.

**EMPLOYEES WHO HAVE BEEN TESTED, DIAGNOSED, OR CAME INTO CONTACT WITH SOMEONE WITH COVID-19 AND NOT VACCINATED:**

Employees who have been tested, diagnosed, or come into contact with someone with COVID-19 should report the situation to their supervisor or their department manager immediately. Supervisors/department managers should then consult with Public Health, who will collaborate with Buffalo County Administration, in determining the work status for the employee.

**A. Employees with COVID-19 symptoms:**

- a. Employee should stay home, call their supervisor, and call their primary health care provider.
  - i. Mayo Clinic
    1. Eau Claire: 715-838-5222
    2. La Crosse: 608-785-0940
    3. Mondovi: 715-926-4858
  - ii. Winona Health
    1. General line: 507-454-3650
    2. COVID-19 Nurse Line: 507-457-7619
  - iii. Gunderson
    1. General line: 608-782-7300
    2. After hours: 608-775-4454 or 800-858-1050
    - 3.

- b. Employees who are tested:
  - i. Employee will need to stay home and self-quarantine until they receive the results of their tests.
  - ii. If test is negative, employee may return to work once symptoms have resolved for 24 hours and continue to self-monitor for symptoms.
  - iii. If test is positive, the employee's local health department will work with them to determine when they may resume working. Employee should report test results to their supervisor and discuss guidance provided by the local health department. Department Manager/Elected Official shall notify the Administration Office as soon as possible.
  - iv. Antibody tests do not rule out illness. Consult with public health if questions or concerns arise.
  
- c. If employee chooses not to get tested, there is no way to know if their symptoms are because of COVID-19 or something else. Therefore, public health will work with them to determine if we suspect them to have COVID-19. Generally, we will recommend:
  - i. Self-isolating at their home until symptoms have resolved for 72 hours and 10 days after symptom onset (whichever is later).
  - ii. Working from home if they can.

***B. Directions for employees with symptoms that aren't typical for COVID-19:***

- a. Employee should not come to work, call their supervisor, and call their primary health care provider if needed. Consult with public health if there are questions or concerns about whether symptoms could be related to COVID-19.
  
- b. Employee may resume working once their symptoms have resolved for 24 hours.
  - i. This is a general practice that all employees should practice, and it is not specific to COVID-19.

***C. Directions for employees with a contact exposure:***

You are a "close contact" if any of the following situations happened while you spent time with the person with COVID-19, even if they didn't have symptoms:

- Had direct physical contact with the person (for example, a hug or handshake).
  - Were within 6 feet of the person for more than 15 minutes.
  - Had contact with the person's respiratory secretions (for example, cough or sneezed on; contact with a dirty tissue; sharing a drinking glass, food, towel, or other personal items).
  - Stayed overnight for at least one night in a household with the person.
- a. Employees should report their exposure to their supervisor and local health department.

- b. The local health department for the employee will work with them to determine when they may resume working.
  - i. Generally, recommendations include:
    1. Self-quarantine for 14 days following exposure.
    2. In some circumstances, employees may work if they remain asymptomatic and have the ability to wear a mask at all times or able to telecommute.
    3. If an employee develops symptoms during this time and they resolve before their quarantine period is over, they still need to self-quarantine for the full 14 days since their exposure.
- c. The Department Manager/Elected Official shall notify Buffalo County Administration to report incident.
- d. Administration will discuss with Department Manager / Elected Official (and the applicable employee) in collaboration with the Public Health Department:
  - 1) The appropriate form(s) to complete, and
  - 2) The expectations for returning to work, which follows the State of WI Dept. of Health Services (DHS) isolation timeframe – regardless if they have been tested for COVID-19. Isolation Release: <https://www.dhs.wisconsin.gov/publications/p02632.pdf>

If you had contact with someone who was diagnosed, but it was not close contact, you may be able to work and should self-monitor for 14 days from the date of contact. If you develop any symptoms you should stay home from work. The local health department will contact you if you were considered to have ‘close contact’ with someone who was diagnosed with COVID-19. For more information go to <http://www.dhs.wisconsin.gov/covid-19/diagnosed.htm> .

**EMPLOYEES WHO COME INTO CONTACT WITH SOMEONE WITH COVID-19 AND WHO HAVE BEEN VACCINATED:**

The CDC has issued modified public health recommendations for people who have been fully vaccinated for COVID-19. Provided that they meet all the following criteria:

- Are fully vaccinated (i.e., exposure occurs greater than or equal to two (2) weeks following receipt of the second dose in a 2-dose series, or greater than or equal to two (2) weeks following receipt of one dose of a single-dose vaccine)
- Are within 90 days following receipt of the last dose in the series
- Have remained asymptomatic since the current COVID-19 exposure

They are no longer required to quarantine following close contact with a person with COVID-19 and should monitor themselves for symptoms for 14 days after the last date of exposure. If you develop any symptoms of COVID-19, isolate from others, contact your health care provider, and notify your immediate supervisors, and get tested.

Because data about the duration of vaccine-induced protection are still accumulating, the duration of quarantine exemption for vaccinated persons is currently limited to the ninety (90) days after receiving the last dose in a vaccine series.

Employees still need to practice normal pandemic behavior to protect themselves and others.

This guidance may be subject to change in the future as more data is collected and will adjust and follow CDC recommendations.

**REFERENCES:**

- A. [COVID 19: Businesses, Employers, and Workers](#)
- B. [COVID-19 Health Alert #2](#)
- C. [FAQs for Law Enforcement Agencies and Personnel](#)
- D. [COVID-19: Symptoms of Illness](#)
- E. [What is the difference between isolation and quarantine?](#)
- F. [Isolation Guidance](#)

**Building Access and Safeguards:**

- Access to the courthouse will be limited to the Sheriff's Department entrance door. Exceptions will be approved on a case-by-case basis by the County Administrative Coordinator.
- Signage will be posted at the entrance to remind people experiencing COVID-19 symptoms should not enter the building and call for services. A list of contact numbers will be posted at the entrance.
- Appointments for services are encouraged. Services may be available to the public via other means than physically coming to the courthouse. The county website will encourage the public to call for services prior to arrival.
- Signage will instruct visitors to maintain social distancing for the duration of their visit.
- All office counter windows will have a physical barrier in place.
- Masks will be required by visitors who meet with employees in their offices or workspace. Employees shall also wear masks when meeting with visitors. Masks will be available for sale at the County's cost to the public. Mask will be provided for employees.
- Department Managers may develop their own face covering/mask policy for employees to follow within their departments that may be more restrictive than this policy.
- Employees will immediately clean their workspace after the conclusion of the meeting. Supplies will be available in each department.
- Employees are encouraged to utilize curbside services as much as possible. Employees shall wear a face covering when delivering services in this manner and shall sanitize any shared resources and wash their hands after delivery of services.
- Employees are encouraged to direct visitors to use the drop box in the Sheriff's Department entrance whenever possible.
- Employees will be trained in using cleaners and disinfectants by Buildings and Grounds Manager or Janitor.
- Visitors will be advised to use the hand sanitizer before and after any meetings. Signs will be displayed to inform the public of this safe practice. Employees should either wash their hands or use hand sanitizer before and after any meetings.
- Elevator shall be limited to two (2) persons unless parties are from the same household. Signage will be posted outside the elevator to encourage compliance.
- No loitering signs will be placed throughout the courthouse.

- Department Managers/Elected Officials shall remove items from visitor contact that cannot be sanitized.
- Department Managers/Elected Officials shall sanitize pens between usages or develop a method to sanitize pens at the end of each workday.
- The Second-Floor restroom will be designated as the Public Restroom and will be cleaned and sanitized under a schedule by the Buildings and Grounds Manager. Signage will be posted in the building and on the restroom, doors informing the public of access.
- The First, Third and Fourth Floor restrooms will be designated for employee use only and will be cleaned and sanitized under a schedule by the Buildings and Grounds Manager. Signs will be displayed on the restroom doors.
- Department Managers/Elected Officials will encourage staggered breaks and lunch schedules to minimize occupancy; or limit and monitor occupancy based on the size and layout of the room in order to maintain appropriate social distancing measures.
- Employees are encouraged to prop open doors to reduce touching of handles whenever possible.

**Building Cleaning:**

- Each Department shall develop protocol for cleaning, sanitizing and wiping down high-touch surfaces between visitors and department employees.
- Employees are responsible for cleaning their own tablets, touchscreens and keyboard or other high touch surfaces in their workspace.
- Employees will be provided with disinfectant wipes, cleaner, or sprays that are effective against the virus and will receive training from the Buildings and Grounds department.
- If an employee was present at the job site during their infectious period (within 48 hours) of suspected or confirmed to have COVID-19 infection, the Buildings and Grounds staff will follow the CDC’s cleaning and disinfecting guidelines.
- Buildings and Grounds will clean high-touch surfaces in public areas of the courthouse at a minimum of two (2) times per day.
- Buildings and Grounds will work closely with Department Managers/Elected Officials to provide additional cleaning measures on a case-by-case basis.

**TRAVEL RESTRICTIONS**

This information in this section is subject to change at any time given the fluid nature of the COVID-19 situation. The most current guidance from the CDC, Wisconsin DHS, and/or the Buffalo County Department of Public Health supersedes all other guidance/language in this section.

At this time, based on the recommendations of federal and state public health authorities, Buffalo County recommends stay home as much as possible, especially if the trip is non-essential, and practice social distancing especially if you are at higher risk of severe illness. Don’t travel if you are sick or travel with someone who is sick.

**Business Travel:**

- Business travel will be considered on a case-by-case basis and must be approved by the Department Manager/Elected Official. Travel outside the State of Wisconsin for business shall

be highly discouraged and must be approved by Home Committee. Business travel for client services required for program compliance are exempt from requiring Home Committee approval.

- Employees are to self-monitor for symptoms of COVID-19 before travel and cancel if they become sick. Employees shall refer to protocol on pages 2-3.

**Personal Travel in the United States:**

COVID-19 cases and deaths have been reported in all 50 states, and the situation is constantly changing. Because travel increases chances of getting infected and spreading of COVID-19, staying home is the best way to protect yourself and others from getting sick.

At this time, based on the recommendations of federal and state public health authorities, Buffalo County is asking all employees to cooperate in reporting non-essential travel plans outside or beyond their normal routine or attendance or participation in mass gatherings (50 or more people) to their direct supervisor at least two weeks prior to travel or attendance. For purpose of defining normal routine use your recent last month of travel. Air travel is highly discouraged and more than likely will require self-isolation. CDC guidelines recommend getting tested 3-5 days after travel and stay home for 7 days after travel. If you don't get tested, it's safest to stay home for 10 days. A negative test does not mean that you were not exposed; you can still develop COVID-19. Watch for symptoms for 14 days after travel, immediately isolate yourself if you develop symptoms. If you test positive, immediately isolate yourself and follow public health recommendations. Do not travel until it is safe for you to be around others; this includes your return trip home. The Department Manager/Elected Official in consultation with the Administration Office and Public Health will access and develop a return to work plan based on the risk that may include self-isolation and/or telecommute options. CDC information and data, along with any other relevant information available, will be used as references in developing plans. Notification timelines may be modified on a case-by-case basis.

If an employee voluntarily travels and is subject to a Federal, State or local quarantine or isolation order due to the COVID-19 virus, they may not be eligible for Emergency Paid Sick Leave under the Emergency Family Medical Leave Expansion Act. Employees shall use Personal Time Off (PTO)/Vacation, Sick Leave or Holiday Pay prior to using any unpaid leave.

If you travel protect yourself and others during your trip:

- Clean your hands often.
- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing, and before touching your face or eating.
- If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub your hands together until they feel dry.
- Avoid touching your eyes, nose, or mouth.
- Avoid close contact with others. Keep 6 feet of physical distance from others.
- Wear a cloth face covering in public.
- Cover coughs and sneezes.
- Pick up food at drive-throughs, curbside restaurant service, or store.

For more information on travel, please go to the CDC website and review the following information <https://www.cdc.gov/coronavirus/2019-ncov/travels/travel-in-the-us.html#travel-restrictions> .

**Personal International Travel:**

The CDC recommends that travelers avoid all nonessential travel to all global destinations. Employees who plan to travel internationally must inform their supervisor/department manager, who will contact the Administration Office, prior to the departure. For more information see <https://www.cdc.gov/coronavirus/2019-non/travelers/map-and-travel-notice.html> .

**Return to Work after Travel:**

If an employee develops symptoms after travel, they should report those symptoms and the situation to their supervisor or department manager immediately. Supervisor/department managers should then consult with the Administration Office, in determining the work status for the employee. The Administration Office will work with the Buffalo County Public Health Department.

**Social Distancing:**

- All departments are encouraged to develop and implement policies to maintain social distancing to reduce the risk of infection. Physical space should always be increased between employees and visitors to maintain at least a six-foot distance.
- Employees are encouraged to use e-mail, text, call or use virtual methods to communicate with co-workers rather than meeting with them in person.
- Markings will be placed throughout the courthouse to identify areas for social distancing.
- Marking will be placed throughout corridors with directional tape where appropriate to encourage one-way traffic flow and minimize interactions.
- Benches located within the courthouse will be moved to improve social distancing practices.
- Breakrooms should limit occupancy to maintain social distancing.
- Signage will be placed throughout the courthouse building to encourage compliance with social distancing.

**Wellness Workout Facility:**

Access will be limited to two (2) employees at a time. A schedule will be posted in the outlook calendar for employees to sign up to use the facility on a first come, first served basis. A sign will be placed on the door indicating when the facility is in use. No guests will be allowed until further notice. Face coverings will be required.

Employees must sign in and sign out to assist if contact tracing becomes necessary.

Employees will wipe down all equipment they use after each use, dispose of the wipes appropriately and will place the placard on the equipment with their initials and date that the equipment was cleaned.

Employees should wash their hands before and after leaving the facility.

Signage will be displayed to remind employees of safe practices, such as hand hygiene and cough/sneeze etiquette.



**County Vehicles:**

- Employees shall wipe down keys, steering wheel, doorknobs, shifting lever and other high touch areas after use and complete placard card showing date and initial that vehicle has been cleaned. Sanitary wipes will be placed in county-owned vehicles.
- Occupancy is limited to two (2) people per vehicle and both individuals are required to wear face coverings unless exemptions apply.

**Committee and Board Meetings and Conference Rooms:**

- Conference rooms will not be available for public meetings until further direction from the Executive Committee or County Administrative Coordinator.
- Conference rooms will be limited to occupancy and set up for social distancing of six (6) feet between attendees.
- Meetings will be held in person only when social distancing practices can be implemented. Meetings may be held virtually if public participation is made available thru virtual means and prior approval is granted by the County Board Chair. Meeting rooms will be set up to accommodate social distancing or an alternative meeting place in an open, well ventilated space will be secured. Face coverings will be required unless exemptions apply.
- Buildings and Grounds staff will clean meeting and conference rooms that are not located in any departments. Department Managers/Elected Officials shall assist with cleaning meeting and conference rooms after use and complete the Verification of Cleaning form.
- Department Managers will coordinate with Buildings and Ground staff to develop any department conference rooms cleaning schedules.

**Vendor Deliveries:**

- Vendors will be requested to call the Administrative Office to accept deliveries for courthouse offices. Administration staff will place delivery in the first-floor mail room and notify department of delivery by telephone.
- Vendors will be requested to call other offices and arrange for delivery. State and Federal offices are encouraged to limit vendor access.
- Signage will be posted to provide directions for vendors to follow.
- Vendors will be required to wear face coverings.

**Enforcement:**

Any violation of this policy may be subject to disciplinary action up to and including termination.

**Adoption and Modifications:**

This guideline shall become effective August 1, 2020 at 12:01 a.m. by Governor's Emergency Order #1 and may be modified or terminated as recommended by the Human Resource Committee and approved by the County Board of Supervisors as of March 22, 2021.

**EMPLOYER NAME FLEXIBLE BENEFITS PLAN  
CONSOLIDATED APPROPRIATIONS ACT (CAA) AMENDMENT**

**ARTICLE I PREAMBLE**

- 1.1 **Adoption and effective date of amendment.** The Employer adopts this Amendment to EMPLOYER NAME Flexible Benefits Plan (the “Plan”). The sponsor intends this Amendment as good faith compliance with the requirements of these provisions. This Amendment shall be effective on or after the date the Employer elects in Section 2.1 below.
- 1.2 **Supersession of inconsistent provisions.** This Amendment shall supersede the provisions of the Plan to the extent those provisions are inconsistent with the provisions of this Amendment.
- 1.3 **Construction.** Except as otherwise provided in this Amendment, any reference to "Section" in this Amendment refers only to sections within this Amendment and is not a reference to the Plan. The Article and Section numbering in this Amendment is solely for purposes of this Amendment, and does not relate to any Plan article, section, or other numbering designations.

**ARTICLE II ELECTIONS**

- 2.1 **Effective Date.** The provisions of this Amendment, unless otherwise indicated are effective as of January 1<sup>st</sup>, 2021 (the “Effective date”).
- 2.2 **H.R. 133 Consolidated Appropriations Act Amendment(s).** The Employer hereby amends the Plan as follows:

**Carry Forward Rule for Dependents who Aged Out During Pandemic**

On December 27, 2020, H.R. 133 Consolidated Appropriations Act was signed into law, impacting section 125 cafeteria plans. This guidance is designed to provide temporary flexibility for employers and employees and assist with the National response to the 2019 Novel Coronavirus outbreak (COVID-19).

Effective as of the effective date, the Employer amends their plan to allow for reimbursement out of Dependent Care Flexible Spending Arrangements for dependents up to a maximum age of 13 (increased from 12) for any dependent who attained age 13 during the last plan year where the participant enrolled during regular open enrollment in a Daycare Flexible Spending Arrangement by January 31, 2020. And for any remaining funds carried forward into the subsequent plan year.

1) In general-In the case of any eligible employee, section 21(b)(1)(A) of the Internal Revenue Code of 1986 shall be applied by substituting “age 14” for “age 13” for purposes of determining the dependent care assistance which may be paid or reimbursed with respect to such employee under the dependent care flexible spending arrangement referred to in paragraph (3)(A) with respect to such employee during—

- (A) the plan year described in paragraph (3)(A), and
- (B) in the case of an employee described in paragraph (3)(B)(ii), the subsequent plan year.

(2) Application of subsequent plan year limited to unused balance from preceding plan year. Paragraph (1)(B) shall only apply to so much of the amounts paid for dependent care assistance with respect to the dependents referred to in paragraph (3)(B) as does not exceed the unused balance described in paragraph (3)(B)(ii).

(3) Eligible Employee. For purposes of this section, the term “eligible employee” means any employee who—

- (A) is enrolled in a dependent care flexible spending arrangement for the last plan year with respect to which the end of the regular enrollment period for such plan year was on or before January 31, 2020, and

- (B) has one or more dependents (as defined in section 152(a)(1) of the Internal Revenue Code of 1986) who attain the age of 13—

- (i) during such plan year, or
- (ii) in the case of an employee who (after the application of this section) has an unused balance in the employee's account under such arrangement for such plan year (determined as of the close of the last day on which, under the terms of the plan, claims for reimbursement may be made with respect to such plan year), the subsequent plan year.

**Carryover of Unused Funds in Health and Dependent Care Flexible Spending Arrangements for 2020 and 2021 Plan Years.**

On December 27, 2020, H.R. 133 Consolidated Appropriations Act was signed into law, impacting section 125 cafeteria plans. This guidance is designed to provide temporary flexibility for employers and employees and assist with the National response to the 2019 Novel Coronavirus outbreak (COVID-19).

Effective as of the effective date, the Employer amends their plan to allow the carryover of unused funds from plan year 2020 to plan year 2021 and unused funds from plan year 2021 to plan year 2022.

For plan years ending in 2020 and 2021, a plan that includes a health flexible spending arrangement or dependent care flexible spending arrangement shall not fail to be treated as a cafeteria plan under the Internal Revenue Code of 1986 merely because such plan or arrangement permits participants to carryover (similar to the rules applicable to health flexible spending arrangements) any unused benefits or contributions remaining in any such flexible spending arrangement from such plan years to the plan year ending in 2021 and 2022.

These changes permit participants to carryover any unused benefits or contributions remaining in their 2020 and 2021 flexible spending arrangement from such plan year to the subsequent plan year.

The carryover guidance is an extension of coverage that is not HSA compatible, consequently any employee with unused amounts remaining at the end of a plan year or grace period ending in 2020 or 2021 will not be eligible to contribute to an HSA during the extend period (unless the FSA is a limited FSA).

**Section 125 Change in Status under the Health or Dependent Care FSA**

Effective as of the effective date, the Employer amends their plan to allow for the below change in status flexibility. This is a temporary change effective only for the plan year ending in 2021.

On December 27, 2020, H.R. 133 Consolidated Appropriations Act was signed into law, impacting section 125 cafeteria plans. This guidance is designed to provide temporary flexibility for employers and employees and assist with the National response to the 2019 Novel Coronavirus outbreak (COVID-19). These changes permit, under certain circumstances, prospective changes to health and dependent care FSA elections as follows:

- a) employees may revoke a health FSA election, make a new election, or decrease or increase an existing election on a prospective basis; and
- b) employees may revoke a dependent care FSA election, make a new election, or decrease or increase an existing election on a prospective basis.

Employers are not required to allow unlimited election changes but may determine the extent to which such changes are permitted and applied. Any change allowed shall not permit a revocation or decrease in election below the amount already disbursed.

This amendment has been executed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Name of Employer: \_\_\_\_\_

By: \_\_\_\_\_  
EMPLOYER

The undersigned authorized representative of **EMPLOYER NAME** hereby certifies that the following resolutions were duly adopted on \_\_\_\_\_ (date) and that such resolutions have not been modified or rescinded as of the date hereof;

RESOLVED, that the Amendment to the Plan (the Amendment) is hereby approved and adopted, and that an authorized representative of the Employer is hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the amendment.

The undersigned further certifies that attached hereto is a copy of the Amendment approved and adopted in the foregoing resolution.

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

\_\_\_\_\_  
*[print name/title]*

**SUMMARY OF MATERIAL MODIFICATIONS for the**

**Employer Name**  
Flexible Benefits Plan

**I**  
**INTRODUCTION**

This is a Summary of Material Modifications regarding the **Employer Name** Flexible Benefits Plan (the "Plan"). This is merely a summary of the most important changes to the Plan and information contained in the Summary Plan Description ("SPD")

previously provided to you. It supplements and amends that SPD so you should retain a copy of this document with your copy of the SPD. If you have any questions, contact the Administrator. If there is any discrepancy between the terms of the Plan, as modified, and this Summary of Material Modifications, the provisions of the Plan will control.

## II SUMMARY OF CHANGES

**H.R. 133 Consolidated Appropriations Act Amendment(s).** The Employer hereby amends the Plan as follows:

### **Carry Forward Rule for Dependents who Aged Out During Pandemic**

On December 27, 2020, H.R. 133 Consolidated Appropriations Act was signed into law, impacting section 125 cafeteria plans. This guidance is designed to provide temporary flexibility for employers and employees and assist with the National response to the 2019 Novel Coronavirus outbreak (COVID-19).

Effective as of the effective date, the Employer amends their plan to allow for reimbursement out of Dependent Care Flexible Spending Arrangements for dependents up to a maximum age of 13 (increased from 12) for any dependent who attained age 13 during the last plan year where the participant enrolled during regular open enrollment in a Daycare Flexible Spending Arrangement by January 31, 2020. And for any remaining funds carried forward into the subsequent plan year.

1) In general-In the case of any eligible employee, section 21(b)(1)(A) of the Internal Revenue Code of 1986 shall be applied by substituting “age 14” for “age 13” for purposes of determining the dependent care assistance which may be paid or reimbursed with respect to such employee under the dependent care flexible spending arrangement referred to in paragraph (3)(A) with respect to such employee during—

(A) the plan year described in paragraph (3)(A), and

(B) in the case of an employee described in paragraph (3)(B)(ii), the subsequent plan year.

(2) Application of subsequent plan year limited to unused balance from preceding plan year. Paragraph (1)(B) shall only apply to so much of the amounts paid for dependent care assistance with respect to the dependents referred to in paragraph (3)(B) as does not exceed the unused balance described in paragraph (3)(B)(ii).

(3) Eligible Employee. For purposes of this section, the term “eligible employee” means any employee who—

(A) is enrolled in a dependent care flexible spending arrangement for the last plan year with respect to which the end of the regular enrollment period for such plan year was on or before January 31, 2020, and

(B) has one or more dependents (as defined in section 152(a)(1) of the Internal Revenue Code of 1986) who attain the age of 13—

(i) during such plan year, or

(ii) in the case of an employee who (after the application of this section) has an unused balance in the employee’s account under such arrangement for such plan year (determined as of the close of the last day on which, under the terms of the plan, claims for reimbursement may be made with respect to such plan year), the subsequent plan year.

### **Carryover of Unused Funds in Health and Dependent Care Flexible Spending Arrangements for 2020 and 2021 Plan Years.**

On December 27, 2020, H.R. 133 Consolidated Appropriations Act was signed into law, impacting section 125 cafeteria plans. This guidance is designed to provide temporary flexibility for employers and employees and assist with the National response to the 2019 Novel Coronavirus outbreak (COVID-19).

Page 1 of 1 Effective as of the effective date, the Employer amends their plan to allow the carryover of unused funds from plan year 2020 to plan year 2021 and unused funds from plan year 2021 to plan year 2022.

For plan years ending in 2020 and 2021, a plan that includes a health flexible spending arrangement or dependent care flexible spending arrangement shall not fail to be treated as a cafeteria plan under the Internal Revenue Code of 1986 merely because such plan or arrangement permits participants to carryover (similar to the rules applicable to health flexible spending arrangements) any unused benefits or contributions remaining in any such flexible spending arrangement from such plan years to the plan year ending in 2021 and 2022.

These changes permit participants to carryover any unused benefits or contributions remaining in their 2020 and 2021 flexible spending arrangement from such plan year to the subsequent plan year.

The carryover guidance is an extension of coverage that is not HSA compatible, consequently any employee with unused amounts remaining at the end of a plan year or grace period ending in 2020 or 2021 will not be eligible to contribute to an HSA during the extend period (unless the FSA is a limited FSA).

### **Section 125 Change in Status under the Health or Dependent Care FSA**

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On December 27, 2020, H.R. 133 Consolidated Appropriations Act was signed into law, impacting section 125 cafeteria plans. This guidance is designed to provide temporary flexibility for employers and employees and assist with the National response to the 2019 Novel Coronavirus outbreak (COVID-19). These changes permit, under certain circumstances, prospective changes to health and dependent care FSA elections as follows:

- a) employees may revoke a health FSA election, make a new election, or decrease or increase an existing election on a prospective basis; and
- b) employees may revoke a dependent care FSA election, make a new election, or decrease or increase an existing election on a prospective basis.

Employers are not required to allow unlimited election changes but may determine the extent to which such changes are permitted and applied. Any change allowed shall not permit a revocation or decrease in election below the amount already disbursed.

## **BUFFALO COUNTY**

### **POSITION DESCRIPTION**

**Department:** Health & Human Services  
**Position Title:** Public Health Worker  
**Pay Rate:** Hourly – Non Exempt  
**Direct Supervisor:** Health Officer/Public Health Supervisor  
**Date:** March, 2021

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#### **Purpose of Position:**

The purpose of this position is to promote, maintain and improve individual and community health; implement and evaluate countywide comprehensive health promotion and protection programs; provide technical assistance to professionals and the general public; help coordinate vaccine clinic activity, provide outreach for vaccine eligible populations, and market public health programs.

The employee in this position is expected to complete assignments and operate programs with minimal level of supervision, and may lead and/or advise other public health staff in areas of programmatic expertise.

#### **Essential Duties:**

This list of duties is not to be construed as all-inclusive, and may be modified as need requires. Special duty assignments will occur.

- Provides outreach to individuals, families, and the community about the availability and benefits of vaccine via face to face and phone contacts.
- Contributes to the development of educational materials such as press releases and presentations for staff, committees, community groups and the public.
- Adds qualified people to the vaccination registry.
- Schedules individuals for vaccination clinic appointment.
- Recruits volunteers for the purposes of staffing vaccine clinics.
- Provide information and consultation regarding Medicare and other public health benefit programs to Public health staff and all clients to facilitate vaccination billing.
- Collaborates with the Health Officer/Public Health Supervisor, Health and Human Services Department staff, County Board of Supervisors, and Buffalo County residents.
- Provides direct operational support at vaccination clinics.

- Provides back up to other public health programs as needed.
- Establishes and maintains effective working relations and coordinates activities with appropriate county and state agencies.
- Participates in civic meetings, community coalitions, task forces, and professional meetings and trainings as a representative of the Health Department.
- Investigates communicable diseases and provides follow-up according to State Statutes.
- Maintains confidentiality in accordance with HIPAA and agency policies.
- Maintain knowledge of state statutes, administrative rules and local ordinances governing public health services.
- Participates in educational training to enhance skills and knowledge needed to perform and manage programs and duties.
- Performs other duties as assigned by the Health Officer or designee.

**Minimum Training, Experience, and Qualifications Required to Perform Essential Job Functions:**

- High School education with post High School training and/or experience in governmental agencies, business, insurance, or a related field.
- An interest in working with people and the ability to relate well to them.
- A valid driver's license to make home visits is necessary.
- Demonstrated ability to function independently, excellent verbal and written communication skills, and knowledge of and ability to use Word, Excel, Outlook, and Internet Explorer.
- Valid driver's license required.
- Reliable vehicle with proof of insurance

**Physical Requirements:**

- Ability to operate a variety of office equipment and machinery with some requiring complex and rapid adjustments, including computer terminal, telephone, fax machine, calculator, photocopier, and TV/VCR.
- Ability to coordinate eyes, hands, feet and limbs in performing slightly skilled movements.
- Ability to exert very moderate physical effort to sedentary to light work, typically involving some combination of stooping, kneeling, crouching and crawling, lifting, carrying, pushing and pulling up to 20 pounds.
- Ability to recognize and identify degrees of similarities or differences between characteristics of shapes, sounds, and objects associated with job related objects, materials, and tasks.
- Ability to sustain prolonged visual and mental concentration.
- Ability to communicate orally and in writing with others.
- Ability to deal with stressful situations.



**Environmental Adaptability:**

- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as hazardous conditions or exposure to disease may cause discomfort, but poses little risk of injury, and is present only in unusual situations.

Buffalo County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Approved by Home Committee: \_\_\_\_\_

Approved by Human Resources: \_\_\_\_\_

# ***Buffalo County Resolution***



**Drafted By:**

Dave Rynders

**Presented Month/Year:**

March, 2021

**Involved Committees:**

DHHS & Veterans Services

Human Resources

Finance

**County Department:**

DHHS

**Fiscal Impact: YES / NO**

**CA Approved: YES/ NO**

**RESOLUTION # \_\_\_\_\_**

**A RESOLUTION TO ADD LIMITED TERM PUBLIC HEALTH WORKER POSITION TO SUPPORT COVID-19 RESPONSE**

WHEREAS, the Buffalo County Department of Health and Human Services (DHHS) added three full time limited term positions in 2020 to help its Public Health unit meet the needs of individuals contracting COVID-19 and to support reducing the spread of this disease; and

WHEREAS, DHHS permanent staff and limited term staff continued effort to control the spread of COVID-19 now includes providing local vaccination clinics; and

WHEREAS, the operation of these vaccination clinics requires additional support services in order to efficiently function; and

WHEREAS, needed support services include outreach and registration of eligible residents, recruitment of volunteers, billing consultation, and other direct COVID-19 response support activities; and

WHEREAS, a Public Health Worker job description has been created to perform the duties mentioned above; and

WHEREAS, the Wisconsin Department of Health Services (DHS) has allocated \$86,200,000 Centers for Disease Control and Prevention (CDC) Epidemiology and Laboratory Capacity (ELC) supplemental funds to local and tribal health departments; and

WHEREAS, the Buffalo County portion of ELC funds, available for use until November 15, 2022, is \$432,000; and

WHEREAS, less than \$200,000 of the \$432,000 ELC allocation ELC is committed to cover current limited term positions, the public health on-call system, highway shop rental for use for clinic sites, the dedicated COVID phone line and law enforcement clinic support. There are sufficient ELC funds available to pay for this limited term Public Health Worker position; and

WHEREAS, the federal COVID-19 relief bill, which if passed would include additional funds supporting Buffalo County's COVID-19 response efforts.

NOW, THEREFORE BE IT RESOLVED, effective March 23, 2021 through December 31, 2021, a 600 hour limited term Public Health Worker position is created for the purposes of providing COVID-19 vaccination clinic and other COVID-19 support services.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
County Clerk

ATTEST:

\_\_\_\_\_  
County Board Chairperson

Respectfully Submitted:

**Veterans/DHHS Committee**

**Human Resources Committee**

**Finance Committee**

\_\_\_\_\_  
Mary Anne McMillan Urell, Chair

\_\_\_\_\_  
Larry Grisen, Chair

\_\_\_\_\_  
Dennis Bork, Chair

\_\_\_\_\_  
Larry Grisen

\_\_\_\_\_  
Mary Anne McMillan Urell

\_\_\_\_\_  
David Danzinger

\_\_\_\_\_  
Brad Schmidtknecht

\_\_\_\_\_  
Nathan Nelson

\_\_\_\_\_  
Max Weiss

\_\_\_\_\_  
Carol McDonough

\_\_\_\_\_  
Michael L. Taylor

\_\_\_\_\_  
Brad Schmidtknecht

\_\_\_\_\_  
Wendy Kleinschmidt

\_\_\_\_\_  
Donald A. Hillert

\_\_\_\_\_  
Donald A. Hillert

\_\_\_\_\_  
Richard Mueller

\_\_\_\_\_  
Steve Nelson

\_\_\_\_\_  
Vacant

\_\_\_\_\_  
Vacant

**ANTICIPATED FINANCIAL IMPACT STATEMENT:**

2021 Salary =  $\$15.41 \times 600 \text{ hours} = \$9,246$

2021 Benefits = Social Security:  $\$707.32$  + Work Comp:  $\$342.10 = \$1,392$

TOTAL IMPACT =  $\$10,638$

# **Buffalo County Resolution**



**Drafted By:**

Dave Rynders

**Presented Month/Year:**

March, 2021

**Involved Committees:**

DHHS & Veterans Services

**County Department:**

DHHS

**Fiscal Impact: YES / NO**

**CA Approved: YES / NO**

**RESOLUTION # \_\_\_\_\_**

**A RESOLUTION TO MERGE BUFFALO COUNTY WIC PROGRAM WITH THE  
TREMPEALEAU COUNTY WIC PROGRAM**

WHEREAS, throughout Wisconsin and locally, WIC programs have experienced a gradual decline in caseload due to birth rate reduction trends; and

WHEREAS, The State of Wisconsin is strongly encouraging counties to form regional consortiums to administer WIC programs to reduce administrative time and allow maximum resources to be used for program benefits and outreach, and

WHEREAS, The WIC programs in Trempealeau and Buffalo Counties have been sharing staff and program responsibilities for the last 2 years through Memorandums of Understanding (MOUs), billing each other for staff time. Recently, Buffalo County has lost their program dietician/nutritionist and the responsibilities are now being covered by Trempealeau County Staff through previous MOU. Administration requirements are being executed separately for each county, doubling the administration time required for a merged county program, and

WHEREAS, Merging the two WIC Programs will save time and expenses for invoicing/payments as Trempealeau County will be the financial manager of the two programs and their related grants and all Program staff will be employed by Trempealeau County, and

WHEREAS, The Buffalo County Veterans/Health and Human Services Committee voted on December 1, 2020 to support the merger and have verbally agreed to the roles and responsibilities shown in the merger MOU, and

WHEREAS, The merger of the two programs will increase administrative efficiency and increase resources for client counseling, services and community outreach, and

WHEREAS, WIC participation has been declining and the grant funding is allocated based on the number of clients served by the program and the merger will increase the number clients and increase time allotment for recruitment of new clients, and

WHEREAS, Trempealeau County will be recognized as a regional leader in the WIC Program, and

WHEREAS, No additional county levy is required at this time. If levy is required due to a shortfall of grant funds in the future, the costs will be shared by both counties in proportion to the home county of the WIC recipients.

NOW, BE IT RESOLVED that the Buffalo County WIC Program will merge with the Trempealeau County WIC Program as shown in the MOU for the merger. Trempealeau County will be the administrator for the combined Program.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on the \_\_\_\_\_ day of March, 2021.

\_\_\_\_\_  
County Clerk

ATTEST:

\_\_\_\_\_  
County Board Chairperson

Respectfully Submitted:

**Veterans/DHHS Committee**

**Human Resources Committee**

**Finance Committee**

\_\_\_\_\_  
Mary Anne McMillan Urell, Chair

\_\_\_\_\_  
Larry Grisen, Chair

\_\_\_\_\_  
Dennis Bork, Chair

\_\_\_\_\_  
Vacant

\_\_\_\_\_  
Mary Anne McMillan Urell

\_\_\_\_\_  
David Danzinger

\_\_\_\_\_  
Brad Schmidtkecht

\_\_\_\_\_  
Nathan Nelson

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Max Weiss

\_\_\_\_\_  
Carol McDonough

\_\_\_\_\_  
Michael L. Taylor

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Brad Schmidtkecht

\_\_\_\_\_  
Wendy Kleinschmidt

\_\_\_\_\_  
Donald A. Hillert

\_\_\_\_\_  
Donald A. Hillert

\_\_\_\_\_  
Richard Mueller

\_\_\_\_\_  
Joette Gillett

\_\_\_\_\_  
Steve Nelson

\_\_\_\_\_  
Larry Grisen

**ANTICIPATED FINANCIAL IMPACT STATEMENT**

\$0

**Memorandum of Understanding**  
**Expanding Trempealeau County WIC to Buffalo County Residents**  
**Trempealeau County Health Department and Buffalo County Health and Human Services**

**I. Purpose and Scope**

The purpose of this Memorandum of Understanding (MOU) is to clearly identify the roles and responsibilities of each party as they relate to expanding the Trempealeau County Health Department's Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) programs, including the Peer Breastfeeding Counselor program, Farmers Market Nutrition Program, and Fit Families Program to serve Buffalo County residents. This agreement describes how eligible WIC participants in Buffalo County will be served by the Trempealeau County Health Department's WIC program. This is an intergovernmental agreement authorized pursuant to Sec 66.0301 Wis. Stats.

**II. MOU Term**

This agreement becomes effective when signed by authorized Trempealeau County and Buffalo County representatives.

This agreement may be amended in writing at any time by mutual consent of the parties. Amendments will be written and signed by the proper representatives of each party and shall identify the exact nature of the amendment(s). Any amendments will be attached as amendments or as clarifications to this agreement.

Either party may terminate its participation in this agreement by providing a 90-day notice in writing to all other parties prior to the end of the agreement period. The termination would be effective at the end of the 90-day period. The agreement shall be annually reviewed by authorized Trempealeau County and Buffalo County representatives and revised upon the mutual concurrence of the parties.

**III. Trempealeau County Health Department Responsibilities**

Trempealeau County Health Department shall undertake the following activities during the duration of the MOU term:

- a. The Trempealeau County WIC program will manage the two-county WIC program administration, staff, clinics, and budget. This will include all communication and reporting to the state WIC program. Staff will be maintained, managed, and hired through the Trempealeau County Health Department. Trempealeau County will maintain all records under both programs.
- b. In consultation with Buffalo County staff, Trempealeau County will determine the schedule of WIC clinics to Buffalo County residents.
- c. Trempealeau County Health Department shall be the fiscal agent for the agreement with the state and will maintain the contractual and financial relationship with the state.
- d. Trempealeau County will maintain general liability insurance, worker's compensation insurance and any other applicable insurance to cover Trempealeau County staff operating during WIC clinics.
- e. Trempealeau County WIC staff will utilize appropriate interpreter services.

- f. The WIC Director will communicate quarterly to the Buffalo County Health Officer via an advisory group.
  - i. The group will consist of Trempealeau County Health Officer, Buffalo County Health Officer, Trempealeau County nursing staff representative, Buffalo County nursing staff representative, WIC Director, and WIC Project Nutritionist.
  - ii. Discussion areas will include policies and procedures, budget, staffing pattern changes, clinic location or time changes, evaluation, and other areas that may need troubleshooting.
  - iii. Advisory group will update Trempealeau and Buffalo County Boards of Health annually.
- g. Trempealeau County Health Department will supply all lab machines, lab supplies, anthropometric equipment and computers. Any Buffalo County WIC supplies purchased up to the time of the execution of this Agreement can be used for WIC purposes under this Agreement.
- h. Trempealeau County WIC staff will refer clients to Buffalo County Health Department programs as appropriate.
- i. Trempealeau County WIC staff will implement capillary blood lead tests on children ages 1 and 2 if they are enrolled in Badger Care for Buffalo County residents. Trempealeau County WIC staff will forward billing to Buffalo County to bill Badger Care. Trempealeau County WIC staff will refer children with a capillary lead of 5 or over to a Buffalo County Public Health Nurse for referral and counseling.

**IV. Buffalo County Health and Human Services Responsibilities**

Buffalo County Health and Human Services shall undertake the following activities during the duration of the MOU term:

- a. Buffalo County will support the provision of WIC services to Buffalo County residents by Trempealeau County Health Department.
- b. Buffalo County Health and Human Services will assist in recruitment of a Spanish-speaking interpreter if requested.
- c. Buffalo County will maintain general liability insurance, worker's compensation insurance and any other applicable insurance to cover any Buffalo County staff that may provide assistance under this agreement.
- d. Buffalo County will provide and maintain confidential clinic space at its Alma office building, occasional printing, and internet access for two clinics to be held each month in Buffalo County at no cost to Trempealeau County Health Department. For any IT services or equipment provided by Buffalo County, the Buffalo County IT Department will provide ongoing maintenance and troubleshooting assistance for such equipment and services. Office space will include a private office for the Nutritionist and a private office for Support Staff. Storage space will also be provided. The space will also include a shared waiting room. Buffalo County will insure all office space provided pursuant to this agreement under its general liability insurance policy and hold Trempealeau County harmless from any liability for injuries and any other damages to guests, invitees or clients arising from the use of the facilities.
- e. Buffalo County will provide toys and educational material in the waiting room.



- f. Buffalo County staff will provide outreach and referrals to Buffalo County families about the WIC program.

**V. Funding**

Trempealeau County assumes all financial responsibility for providing WIC services to Buffalo County residents using the funds received through the State WIC grant. The State WIC Office will provide a one-time start up allowance of \$2500.

The Trempealeau County WIC program is currently fully funded by the Wisconsin State WIC program's annual financial allocations. No Trempealeau County tax levy is currently used to support the program directly, though office space and some operational assets are provided in-kind.

No Buffalo County tax levy will be used to support the program unless the WIC grant allocation does not cover all expenses. At the end of the fiscal year, if the WIC grant allocation does not cover all expenses, the deficit will be shared between the two counties based on the participant count ratio per county. The parties understand that any expenses that are not covered by the WIC grant allocation are not included in either County's current budget. Each County must obtain approval from its respective County Board to cover any expenses not covered by the WIC grant allocation. Such approval shall be solely at the discretion of each County Board and such approval is not guaranteed.

- a. Participation will be broken down monthly by county and then averaged to determine the split of the expenses not covered by the WIC grant allocation.
- b. For example, if 70% of the participants are from Trempealeau County and 30% are from Buffalo County, then Trempealeau County would be responsible for 70% of the deficit and Buffalo County would be responsible for 30% of the deficit.

**VI. Miscellaneous Provisions**

**Waiver:** Waiver by either party of breach of any provision of this Agreement by the other shall not operate or be construed as a continuing waiver.

**Assignment:** The Contractor shall not assign any of his rights under this Agreement, or delegate the performance of any of his duties hereunder, without the prior written consent of the County.

**Modification or Amendment:** No amendment, change or modification of this Agreement shall be valid unless in writing signed by the parties hereto.

**Unenforceability of Provisions:** If any provision of this Agreement, or any portion thereof, is held to be invalid and unenforceable, then the remainder of this Agreement shall nevertheless remain in full force and effect.

The undersigned represent that they are authorized to sign this Agreement and have the authority to bind their respective Counties to the terms of this Agreement.

\_\_\_\_\_  
Barbara Barczak  
Trempealeau County Health Officer/Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dave Rynders  
Buffalo County Health and Human Services Director

\_\_\_\_\_  
Date

# ***Buffalo County Resolution***



**Drafted By:**  
Sonya J. Hansen  
**Presented Month/Year:**  
February 2021  
**Involved Committees:**  
Committee of the Board  
Human Resources  
Finance

**County Department:**  
Administration  
**Fiscal Impact: YES / NO**  
**AC Approved: YES / NO**

**RESOLUTION # \_\_\_\_\_**

## **A RESOLUTION TO APPROVE 2021 WAGE INCREASE FOR ADMINISTRATIVE COORDINATOR**

WHEREAS, the Administrative Coordinator position does not have an established wage scale as other non-represented positions within Buffalo County and,

WHEREAS, the proposed wage rate adjustment and applicable fringe benefits are accounted for in the current 2021 budget and,

WHEREAS, the Committee of the Board conducted an annual performance review on Ms. Sonya Hansen, Administrative Coordinator on February 22, 2021, reflecting on her meritorious performance during calendar year 2020,

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby grants authorization for a 3% wage rate increase, which would be an annualized salary of \$87,517 to the Administrative Coordinator, retroactive to January 1, 2021.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Roxann Halverson,  
County Clerk

ATTEST:

\_\_\_\_\_  
Dennis Bork, County Board Chairperson

Respectfully Submitted:

**Human Resources Committee:**

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Larry Grisen, Chair

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Mary Anne McMillan Urell

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Nathan Nelson

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Donald A. Hillert

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Michael L. Taylor

**Finance Committee:**

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Dennis Bork, Chair

---

Max Weiss

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David Danzinger

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Brad Schmidtknecht

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Donald A. Hillert

**ANTICIPATED FINANCIAL IMPACT STATEMENT**

2021 Budget:

None