

County of Buffalo
Alma, Wisconsin
Notice of Public Meeting

AGENDA

Committee: Human Resources Sub-Committee
Date: Monday, May 10, 2021
Time: 8:00 a.m.
Location: 3rd Floor County Board Room
Buffalo County Courthouse
407 S. 2nd Street
Alma, Wisconsin 54610
Remote Access: N/A

The meeting is open to the public. The following matters may be considered and acted upon at the meeting, but deviation from the order shown may occur:

1. Call to Order
2. Public comment regarding any matters that will be taken up by the Committee at this meeting.
3. Review/Discussion/Action ~ Minutes of the Previous Meeting
4. Review/Discussion ~ Wage Scale Review & Next Steps
5. Review/Discussion/Action ~ Next Meeting Date and Time
6. Public Comment Not Related to Agenda Items
7. Adjournment

Date: May 6, 2021

Larry Grisen, Chair

By: _____
Roxann Halverson, County Clerk

Board Members: If unable to attend, 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 of the Board:

Human Resources Sub-Committee

Date of the Meeting:

April 25, 2021

Chair Mr. Larry Grisen called the meeting to order at 9:00 a.m. in the third floor County Board meeting room, Buffalo County Courthouse, Alma, Wisconsin.

Members Present: Larry Grisen, Michael Taylor, Brenda Creighton, Carri Renchin, Carol Burmeister, Bob Platteter and Sonya Hansen.

Public Comment Related to the Agenda: There were no public comments.

Review/Discussion – Wage Scale Review Process & Guidelines: Chair Mr. Larry Grisen stated that the purpose of the sub-committee was to review Buffalo County’s current wages, classification structure, and scales to identify areas of salary improvement and potential consolidation of like positions into fewer classifications. Chair Mr. Larry Grisen stated that the counties selected for this comparison are the same as presented to the LEER Union (Pepin County, Trempealeau County, Jackson County, Rusk County, Burnette County and Marquette County). The counties were selected based on location, population, and structure.

Ms. Sonya Hansen requested that when reviewing the wages that they do not associate them with the person in the current position but rather the duties and responsibilities of the position based on the current position description. She stated that the paperwork provided today are working documents and the final version will need be approved by the Human Resources Committee.

The Committee decided to use Step 1 of the scales provided by the counties as a starting point for comparison with Buffalo County’s Step 1. Committee members were assigned the following departments/classifications as follows:

DHHS – Carri Renchin Highway – Bob Platteter
Elected Offices – Carol Burmeister Department Managers/Supervisors – Brenda Creighton
Sheriff’s Department/Administration – Larry Grisen & Michael Taylor
All Remaining Classes – Sonya Hansen

Ms. Brenda Creighton requested that the committee members also review the educational requirements when reviewing positions. She will be creating the shared document.

Ms. Sonya Hansen stated that one of the challenges is that if you use titles, that not all counties have the same duties and responsibilities assigned to them. The committee members agreed that they can reach out to the other counties if they need additional clarification to place Buffalo County employees in the appropriate comparison classification.

Ms. Sonya Hansen stated that after the outside comparison step is completed, the committee could then look at the internal comparisons and develop a method or system for identifying like roles and responsibilities to place employees into like classifications.

Review/Discussion/Action – Next Meeting Date and Time: May 10, 2021 at 8:00 a.m. was set for the next meeting date.

Public Comments Unrelated to the Agenda: There were no other public comments.

Adjourned: The meeting was adjourned at 10:15 a.m.

Respectfully submitted,

Sonya J. Hansen
Recording Secretary