

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

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**Committee:** Human Resources Committee  
**Date:** Monday, September 14, 2020  
**Time:** 9:30 a.m.  
**Location:** 3<sup>rd</sup> Floor County Board Room – Buffalo County Courthouse  
407 S 2<sup>nd</sup> Street  
Alma, WI 54610

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**AMENDED AGENDA**

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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 ~ Major Medical Insurance Renewal & Options by Cottingham & Butler
6. Review/Discussion/Action ~ Medical Savings Accounts vs Medical Reimbursement Accounts
7. Review/Discussion/Action ~ A Resolution to Add Additional Limited Term 2020 Public Health Position for Providing Disease Investigations, Contact Tracing and Monitoring for Individuals to Contain the Spread of COVID-19
8. Review/Discussion/Action ~ Veterans Services Part-Time Administrative Secretary Position Description
9. Review/Discussion/Action ~ Night Shift Differential Pay for Communications/Corrections Officers
10. Review/Discussion/Action ~ Employer Social Security Tax Deferral
11. Review/Discussion/Action ~ Employee Social Security Tax Deferral September 1 to December 31
12. Review/Discussion ~ Review of Personnel Costs for 2021 Budget
13. Review/Discussion ~ Expectations for Newly Hired Department Managers
14. Review/Discussion ~ Request from Law & Emergency Response Committee to Consider Reimbursement for Education and Uniform Expense for Voluntary Separation
15. Review/Discussion/Action ~ Review of Highway Commissioner Wage Scale
16. Committee Chair Report
17. Personnel Advisor Report(s)
18. Administrative Coordinator Report
19. Review/Discussion/Action ~ Any Public Comment Not Related to Agenda Items
20. Next Meeting Date and Time ~ Monday, October 5, 2020 at 9:30 a.m.
21. Adjournment.

Date: September 9, 2020

Larry Grisen, Chair

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By: Roxann Halverson, County Clerk

**Board Members:** If unable to attend, please contact the Chair, Larry Grisen. If you are unable to reach the Chair, please contact the County Clerk's Office at 608-685-6209.

**Persons with Disabilities:** If you require special accommodations in order 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.

## **Buffalo County Minutes**

**Committee/Board:** Human Resources Committee

**Date of Meeting:** Monday, August 10, 2020

**Electronic and Hard Copy Filing Date:** Monday, August 24, 2020

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

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

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

**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. Taylor. Carried.

**Review/Discussion regarding a Presentation by Cottingham & Butler:** Mr. Syndergaard reviewed HRA and HSA services and costs the county may be looking at. He has sent out an RFP for administration of the HRA funds as current company has had some customer service issues. He reviewed a timeline of when we should receive our rates for 2021 and the steps after that. He recommends going out to market to see if other companies could give a better rate. With our loss ratio being low this year companies are showing competition for business. He will bring this information to the September 14<sup>th</sup> meeting.

**Review/Discussion/Action regarding Health Insurance Strategies and Health Savings Accounts:** No discussion held as this was reviewed by Mr. Syndergaard.

**Review/Discussion/Action regarding the COVID-19 Employee Return to Workplace Guidelines:** Ms. Hansen indicated the changes were highlighted and sent out with the packets. A discussion was held on air travel. Public Health has indicated that they would recommend an employee that travels by air to quarantine for 14 days following their return. A discussion was held regarding communication with Department Managers when attending events with more than 50 people in attendance. Mr. Taylor made a motion to approve the updated guideline, seconded by Mr. Hillert. Carried.

**Review/Discussion/Action regarding Telecommuting During COVID-19 and Beyond:** A discussion was held regarding how telecommuting was working. Ms. Hansen would like to see offices that rotate telecommuting not do so daily but have a different schedule. Mr. Rynders reported how telecommuting is working well for his department and is helping with opening much needed space. He distributed a chart showing which employees would continue to telecommute and which would rotate telecommuting schedules. He showed how the vacant office spaces would be used for other employees that were sharing space. Chair Grisen indicated at this time we would continue with how the telecommuting is working. Mr. Rynders would work on a more detailed telecommuting policy.

**Review/Discussion/Action regarding Compensation Strategies:** Chair Grisen reviewed the meeting held with the Finance Committee regarding compensation. HR will work on an overall

compensation package for employees and then review the compensation survey for those positions that may need adjusting.

**Review/Discussion/Action regarding Hiring Strategies for Filling Vacancies:** The HR Subcommittee and Finance Committee also discussed filling vacancies. Possibilities of leaving positions open to allow time to review the position description and the actual need for the position had been discussed. The joint committee also discussed having a list of essential and nonessential positions.

**The Human Resource Committees May Go into Closed Session to Discuss Highway Department Updates & Staffing and Military Leave Status:** Chair Grisen made a motion to go into closed session, seconded by Mr. Taylor. Mr. Don Hillert-yes, Mr. Larry Grisen-yes, Mr. Nathan Nelson-yes, Ms. Mary Anne McMillan Urell-yes, and Mr. Michael Taylor-yes.

**The Committee May Return to Open Session:** Chair Grisen made a motion to return to open session, seconded by Mr. Taylor. Mr. Don Hillert-yes, Mr. Larry Grisen-yes, Mr. Nathan Nelson-yes, Ms. Mary Anne McMillan Urell-yes, and Mr. Michael Taylor-yes.

Ms. McMillan Urell made a motion to pay out the 101 hours of compensatory time but do not allow it to accumulate above 60 hours in the future and all time needs to be used by the end of the year, seconded by Mr. Taylor. Carried.

**Chairperson Report:** Chair Grisen asked how the payroll deduction Order the President signed will affect our employees. Ms. Hansen indicated that she will find direction on how to proceed as it is too soon to tell.

**Personnel Advisor's Report:** Ms. Creighton was unable to attend the meeting but did provide her written position vacancy report.

**Administrative Coordinator Report:** Ms. Hansen indicated she is working with the court system regarding court hearings and COVID-19. The county board room will need to be able to have good communication with the court room so that Jurors can be able to hear and communicate between rooms.

**Public Comments:** None.

Next meeting date: September 14, 2020 at 9:30 a.m.

**Adjournment:** Mr. Taylor made a motion to adjourn at 11:50 a.m., seconded by Mr. Hillert. Carried.

Respectfully Submitted,

Roxann M. Halverson  
Buffalo County Clerk

**Resolution # \_\_\_\_\_**

**A Resolution to Add Limited Term 2020 Public Health Position for Providing Disease Investigations, Contract Tracing and Monitoring for Individuals to Contain the Spread of COVID-19**

Whereas, the local health departments partner with Wisconsin Department of Health Services (DHS) to help fight the spread of COVID-19 and help meet the needs of individuals contracting this disease by providing education, disease investigation, contact tracing, and monitoring including testing and

Whereas, DHS is supporting Buffalo County's local public health efforts designating \$196,000 portion from its Federal Coronavirus Aid, Relief, and Economic Security Act (CARES Act) appropriation in 2020; and

Whereas, current staffing levels are insufficient to provide COVID-19 response services at the anticipated level of need, and

Whereas, a Public Health Nurse or a Public Health Educator are deemed best qualified to provide the aforementioned services.

Now, Therefore Be It Resolved, that, effective from June 23<sup>rd</sup> through December 31, 2020, the Buffalo County Board of Supervisors hereby approves creating a single, full-time position, and that position be either a Public Health Nurse or Public Health Educator.

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

ATTEST:

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County Board Chairperson

# BUFFALO COUNTY

## POSITION DESCRIPTION

**Department:** Veterans Service Office

**Position Title:** Veterans Services Part Time/ Administrative Secretary

**Pay Rate:** Wage

**Direct Supervisor:** Veterans Service Officer

**Date:** September 1, 2020

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### **Purpose of Position:**

The purpose of this position is to perform and assist with services and advocacy of Veterans' benefits to beneficiaries, dependents and interested community members. The Veterans' part time administrative secretary also assists with administrative office duties and frequently assumes such roles as office secretary, office receptionist, liaison and office director in the absence of the department head.

### **Essential Duties:**

The following duties are expected of this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Receives telephone/TDD and client/visitor inquiries and gives information or directs to proper source.
- Maintains confidential records using Veterans office computer programs.
- Receives evidence in support of claims such as copies of military discharge, marriage, divorce, birth and death records, medical reports, and affidavits, etc.
- Searches and reviews obituaries and coordinates with funeral homes for Veterans' benefits.
- Interviews clients and uses available resources to solve problems and answer questions.
- Prepares/distributes correspondence, forms, and reports as required.
- Schedules appointments and takes messages for Veterans Services Officer.
- Assists clients in applications for benefits.
- Opens, sorts, and processes contents of mail.
- Maintains grave location on computer for veteran's burials.
- Creates, maintains, and pulls office files, memorandums and technical reference materials as needed.
- Receives, tracks, and records Information
- Makes photocopies as needed.
- Regular attendance and punctuality required.
- Performs related duties as may be required or assigned as needed.
- Provides data entry, prints hard copies, reproduces and assembles other documents
- Prepares vouchers for payment of invoices, prepares invoices, and deposit slips for depositing revenue.
- Electronically records and monitors data related to Veterans.
- Prepares and meeting agendas and related documents as necessary.
- Scans and Indexes conservation plan files and other documents as part of department's digital document imaging system.
- Inserts slides and photos on newsletters and reports, prepares PowerPoint slide shows for public presentations.

- Assists with the preparation of Veterans' Benefits applications and correspondences
- Advises veterans and beneficiaries regarding state and federal benefits and advocates on behalf of veterans and beneficiaries to appropriate third parties of interest
- Receives, processes, enters data and safeguards confidential information in accordance with HIPAA law and county policy
- Assists in providing information to veterans, beneficiaries, and third parties, regarding official documents, recorded documents, vital records, and legal information regarding VA benefits and programs.
- Performs bookkeeping/financial activities and may be required to close loans with Wisconsin Department of Veteran's Affairs
- Assists in handling, processing, scanning, entering and distributing vital records
- Assists in implementing office policies. Assesses office needs and recommends policy changes
- Assists CVSO in assuring office policies are carried out according to federal, state and county rules and regulations
- Assists in claim development; provides rational and effective arguments and assist in gathering supporting documentation, evidence and medical opinions
- Prepares affidavits and notarizes official documents
- Maintains office inventory of supplies, flags, and flag holders and is responsible for ordering within budget constraints
- Performs the CVSO duties in his/her absence

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

- Knowledge of modern office methods and practices.
- Knowledge of business English, grammar, and spelling.
- Working knowledge of Microsoft Office suite.
- Knowledge of record keeping required in maintaining department records.
- Basic knowledge of County, State, and Federal Veteran's benefit programs, knowledge of policies, procedures and regulations.
- Ability to answer inquires and complaints with tact and courtesy in a clear and concise manner.
- Ability to work with a variety of people of all ages to include those with physical/mental challenges etc.
- Ability to maintain confidentiality.
- Ability to understand and effectively carry out instructions.
- Ability to exercise independent judgment and work under minimal supervision.
- Ability to accurately enter information into a personal computer at a rate equivalent to 45 wpm.
- Ability to work under pressure and meet deadlines.
- Ability to establish and maintain effective public and internal working relationships.
- Ability to maintain accurate and complete records.
- Two year business related degree or 2 years qualified office experience. Familiarity with computer and software applications.
- Prefer exposure to medical/health related topics and ability to communicate effectively and work with people.
- **A valid driver's license and access to an insured vehicle.**

#### **EDUCATION AND EXPERIENCE**

**High school diploma or GED equivalent, including/supplemented by word processing/personal computer courses and three years of related office experience. Equivalent combination of education and experience which provides the necessary knowledge, skills and abilities may be considered. Preference given to a**

Veteran as defined by Wisconsin State Statute 45.01(12)(a) to (d) and at least one of the conditions list in 45.02(2).

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**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 from 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.

**Environmental Adaptability:**

- Office Working Conditions
- 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 pose little risk of injury, and are 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.

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Approved by Home Committee:  
Approved by Human Resources Committee:

September 1, 2020