

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

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**Committee:** Human Resources Committee

**Date:** Monday, October 5, 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

**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 ~ Major Medical Insurance Renewal & Options by Cottingham & Butler
6. Review/Discussion/Action ~ A Resolution to Approve Health Insurance Benefit Plan
7. Review/Discussion/Action ~ Veterans Services Part-Time Administrative Secretary Position Description
8. Review/Discussion/Action ~ A Resolution to Add Communicable Disease Program Duties to One Limited Term 2020 Public Health Position
9. Review/Discussion/Action ~ Night Shift Differential Pay for Communications/Corrections Officers
10. Review/Discussion ~ Night Shift Differential Handbook Language for Communications/Corrections Officers
11. Review/Discussion ~ Language for Communications/Corrections Officer Reimbursement for Education and Uniform Expense for Voluntary Separation
12. Review/Discussion/Action ~ Use of Existing County Employees to Serve as Poll Workers on Election Day
13. Review/Discussion/Action ~ The Committee May Go into Closed Session to Discuss Department Manager Evaluation Process, Military Leave Status, Administration Office Vacancy and Veterans Services Funding Options

*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.*

14. Review/Discussion/Action ~ The Committee May Return to Open Session
15. Review/Discussion/Action ~ 2021 Hiring Strategies
16. Committee Chair Report
17. Personnel Advisor Report(s) – Update on Vacant Positions
18. Administrative Coordinator Report
19. Any Public Comment Not Related to Agenda Items
20. Next Meeting Date and Time ~ Monday, November 9, 2020 at 9:30 a.m.
21. Adjournment.

Date: September 30, 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.

*County of Buffalo*  
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14. Review/Discussion/Action ~ The Committee May Return to Open Session
15. Committee Chair Report
16. Personnel Advisor Report(s)
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18. Any Public Comment Not Related to Agenda Items
19. Next Meeting Date and Time ~ Monday, November 9, 2020 at 9:30 a.m.
20. Adjournment.

Date: September 29, 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.

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## Buffalo County Minutes

**Committee/Board:** Human Resources Committee

**Date of Meeting:** Monday, September 14, 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, Ms. Brenda Creighton, Sheriff Mike Schmidtknecht, Mr. Jacob Syndergaard, and Mr. Dave Rynders.

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

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

**Review/Discussion regarding a Major Medical Insurance Renewal & Options by Cottingham & Butler:** Mr. Syndergaard discussed the 3.8% increase proposed by WEA Trust. The trend he has been seeing is 6%-7% increase. He is not proposing any plan changes at this time. He is working with WEA Trust to have no rate increase and is willing to go to market to see what other rates are available. He reviewed the RFP he did with the FSA plan. BPA is still the lowest at \$7,349. Other companies were DBS at \$8,299 and EBC at \$8,346. We have 59 employees that participate in the FSA program. He reviewed the timeline he is looking at and open enrollment meetings.

**Review/Discussion/Action regarding Medical Savings Accounts vs Medical Reimbursement Accounts:** Mr. Syndergaard indicated that he does have a plan for a HSA but would like to wait until the rates come back on the health insurance.

**Review/Discussion/Action regarding Highway Commissioner Wage Scale:** Mr. Hillert explained that there were very good candidates for the Highway Commissioner position. The first candidate turned down the position as he was making more at his current job. The second candidate had verbally accepted the position, but later turned it down as her employer offered her more money to stay. Both candidates had an engineering degree which would be helpful to the county. Mr. Hillert discussed having a wage scale for individuals with an engineering degree and a wage scale without. Ms. Hansen explained the wage scale for a person with the engineering degree could be set at \$36.89-\$42.77 and the wage scale without an engineering degree could be kept at the current scale for the Highway Commissioner position which is \$23.00-\$38.25. Mr. Taylor made a motion to have a two tier wage scale for the Highway Commissioner position, seconded by Ms. McMillan Urell. Carried.

**Review/Discussion/Action regarding 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:** Mr. Rynders explained there are more and more cases coming in and the staff has a full workload. This resolution will allow additional limited term staff to be added for contact tracing and investigations. Mr. Taylor made a motion to approve the resolution, seconded by Ms. McMillan Urell. Carried.

**Review/Discussion/Action regarding Veterans Services Part-Time Administrative Secretary Position Description:** Ms. Hansen explained this position was discussed as part of the budget hearings. She would like to see some changes in the position description. Mr. Grisen made a motion to send the position description back to the home committee, seconded by Mr. Taylor. Carried.

**Review/Discussion/Action regarding Night Shift Differential Pay for Communications/Corrections Officers:** The \$1.00 per hour shift differential was approved by the Law Enforcement Committee and was included in the 2021 budget request. This will need HR Committee approval and a revision of the employee handbook. A discussion was held regarding what the work schedule would be that is affected with this differential pay and what other departments could request this type of pay. Mr. Taylor made a motion to approve drafting language for the \$1.00 per hour shift differential, seconded by Mr. Nelson. Mr. Grisen voting no. Carried.

**Review/Discussion/Action regarding Employer Social Security Tax Deferral:** Ms. Creighton explained this deferral was opted out of during the second quarter payroll and is being brought back for review. The payment would be deferred to 2021. Mr. Taylor made a motion to opt out of the deferral and continue to pay the Social Security Tax, seconded by Ms. McMillan Urell. Carried.

**Review/Discussion/Action regarding Employee Social Security Tax Deferral September 1 to December 31:** The President is allowing employees to defer paying Social Security Tax until 2021. This is a liability for the county if an employee leaves employment prior to the deferral payment date. Mr. Taylor made a motion to opt out of this deferral, seconded by Mr. Nelson. Carried.

**Review/Discussion/Action regarding Personnel Costs for 2021 Budget:** Ms. Hansen explained the 2021 budget would include an increase of \$110,940 for a .6 wage scale increase and 5% health insurance increase. This number can be adjusted once the health insurance increase amount is set. There are also some vacant positions that would decrease this amount.

**Review/Discussion regarding Expectations for Newly Hired Department Managers:** Ms. Hansen explained this came about with the Highway Commissioner position. Some items a new department manager should do is give a fiscal report each month to their committee, report any accidents or incidents that have occurred, and work with the Administration Office if there are position vacancies or disciplinary action that is needed. Department Managers should be required to attend the monthly

Department Manager meeting, make sure all meeting packets are complete and include information on items that will be discussed, and work closely with the Chair to discuss expectations of the department and Department Manager. The Department Manager should also know the flow of the office within 60 days and have knowledge of the employee handbook and purchasing policy.

**Review/Discussion/Action regarding Request from Law & Emergency Response Committee to Consider Reimbursement for Education and Uniform Expense for Voluntary Separation:** Sheriff Schmidtknecht discussed the union contract having a provision for repayment of expenses if an individual leaves employment within a certain time period. He would like to explore a similar policy for the Communications/Corrections positions. The Committee would like language drafted to review next month.

**Chairperson Report:** None.

**Personnel Advisor's Report:** Ms. Creighton reviewed the open positions and interviews that are being held. The Highway Commissioner position will be re-advertised.

**Administrative Coordinator Report:** Ms. Hansen explained she is working on the budget at this time. She recommended that HR Committee look at exempt and nonexempt employees and develop a consistent policy for how hours are tracked for "comp" time. The employee handbook should also be reviewed and updated.

**Public Comments:** None.

Next meeting date: Monday, October 5, 2020 at 9:30 a.m.

**Adjournment:** Mr. Taylor made a motion to adjourn at 11:40 a.m., seconded by Ms. McMillan Urell. Carried.

Respectfully Submitted,

Roxann M. Halverson  
Buffalo County Clerk

**Buffalo County**  
**Renewal Health Plan Options**  
**January 1, 2021**



September 15, 2020

	Current Rates / Current Benefits			Renewal Rates / Current Benefits		
<b>Health Plan</b>	Essential Qualified			Essential Qualified		
<b>Deductible (Single/Family)</b>						
Network	\$3,000/\$6,000			\$3,000/\$6,000		
Non-Network	\$6,000/\$12,000			\$6,000/\$12,000		
<b>Coinsurance</b>						
Network	100%			100%		
Non-Network	80%			80%		
<b>Maximum Out-of-Pocket (Single/Family)</b>						
Network	\$3,000/\$6,000			\$3,000/\$6,000		
Non-Network	\$8,000/\$16,000			\$8,000/\$16,000		
<b>Copayments</b>	Primary	Specialty		Primary	Specialty	
Network Office Visit	\$0	\$0	ded/coins	\$0	\$0	ded/coins
Non-Network Office Visit	\$0	\$0	ded/coins	\$0	\$0	ded/coins
Network Convenient Care/Telehealth Office Visit	\$0		ded/coins	\$0		ded/coins
Urgent Care	\$0		ded/coins	\$0		ded/coins
Emergency Room	\$0		ded/coins	\$0		ded/coins
Advanced Imaging Copay	\$0/\$0		ded/coins	\$0/\$0		ded/coins
<b>Pharmacy</b>						
Drug Plan	ded/coins			ded/coins		
Includes Erectile Dysfunction Benefits	No			No		
<b>Optional Benefits</b>						
Vision Benefit	Enhanced Vision No Cost Sharing			Enhanced Vision No Cost Sharing		
Extraction/Replacement of Teeth	Extr/Repl Teeth (\$1500 Limit)			Extr/Repl Teeth (\$1500 Limit)		
Waiver of Premium	No			No		
Vitality	Activate - Employee Only			Activate - Employee Only		
<b>Premium Rates</b>	Current					
	Subscribers					
Single	16	\$845.62		\$858.30		
Family	35	\$1,924.58		\$1,953.44		
Single Medicare	-	\$759.82		\$771.22		
Family Medicare	-	\$1,519.64		\$1,542.44		
Single Medicare w/o Drug	-	\$250.74		\$254.50		
Family Medicare w/o Drug	-	\$501.48		\$509.00		
Special Medicare (1 over/1 under) one Rx	-	\$1,096.36		\$1,112.80		
<b>Monthly Premium</b>	51	\$80,890.22		\$82,103.20		

1.5%

Check Box for plan you are Selecting:

The rates include the following commission:      This calculation includes standard commission

*The rates in this chart are renewal options for illustrative purposes and are not a contract for coverage. The pricing assumes a single plan design per employee segment with the Trust as the sole carrier. These rates are subject to change and contain no guarantee. Moreover, this information is intended only for the use of the individual or entity to which it is addressed. It may contain information that is privileged, confidential, and prohibited from disclosure under law. If the reader of this message is not the intended recipient, you are notified that any dissemination, distribution, or copying of this communication is strictly prohibited.*

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Buffalo County**  
**Renewal Health Plan Options**  
**January 1, 2021**

September 15, 2020



	Current Rates / Current Benefits			Renewal Rates / Current Benefits		
Health Plan	Essential Qualified - Mayo			Essential Qualified - Mayo		
<b>Deductible (Single/Family)</b>						
Network	\$3,000/\$6,000			\$3,000/\$6,000		
Non-Network	\$6,000/\$12,000			\$6,000/\$12,000		
<b>Coinsurance</b>						
Network	100%			100%		
Non-Network	70%			70%		
<b>Maximum Out-of-Pocket (Single/Family)</b>						
Network	\$3,000/\$6,000			\$3,000/\$6,000		
Non-Network	\$9,000/\$18,000			\$9,000/\$18,000		
<b>Copayments</b>	Primary	Specialty		Primary	Specialty	
Network Office Visit	\$0	\$0	then ded/coins	\$0	\$0	then ded/coins
Non-Network Office Visit	\$0	\$0	then ded/coins	\$0	\$0	then ded/coins
Network Convenient Care/Telehealth Office Visit	\$0		then ded/coins	\$0		then ded/coins
Urgent Care	\$0		then ded/coins	\$0		then ded/coins
Emergency Room	\$0		then ded/coins	\$0		then ded/coins
Advanced Imaging Copay	\$0/\$0		then ded/coins	\$0/\$0		then ded/coins
<b>Pharmacy</b>						
Drug Plan	ded/coins			ded/coins		
Includes Erectile Dysfunction Benefits	No			No		
<b>Optional Benefits</b>						
Vision Benefit	Enhanced Vision No Cost Sharing			Enhanced Vision No Cost Sharing		
Extraction/Replacement of Teeth	Extr/Repl Teeth (\$1500 Limit)			Extr/Repl Teeth (\$1500 Limit)		
Waiver of Premium	No			No		
Vitality	Activate - Employee Only			Activate - Employee Only		
<b>Plan Contribution Rates</b>	Current Subscribers					
Single	11	\$786.44		\$798.22		
Family	20	\$1,788.90		\$1,815.74		
Single Medicare	-	\$706.64		\$717.24		
Family Medicare	-	\$1,413.28		\$1,434.48		
Single Medicare w/o Drug	-	\$233.20		\$236.70		
Family Medicare w/o Drug	-	\$466.40		\$473.40		
Special Medicare (1 over/1 under) one Rx	-	\$1,019.64		\$1,034.92		
<b>Monthly Contribution</b>	31	\$44,428.84		\$45,095.22		

1.5%

Check Box for plan you are Selecting:



The rates include the following commission: This calculation includes standard commission

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Signature \_\_\_\_\_

Date \_\_\_\_\_



# Buffalo County Resolution



**Drafted By:**  
Sonya J. Hansen  
**Presented Month/Year:**  
October 2020  
**Involved Committees:**  
Human Resources  
Finance Committee

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

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

## **A RESOLUTION TO APPROVE HEALTH INSURANCE BENEFIT PLAN FOR 2021**

WHEREAS, the Employee Handbook, Policy 301 states that the design and selection of health care plans is determined by the Buffalo County Board of Supervisors as recommended by the Buffalo County Human Resource Committee, and;

WHEREAS, the Buffalo County Human Resource Committee recommends to the County Board of Supervisors to accept the Essential Qualified Plan renewal and the Essential Qualified – May Plan renewal proposal from WEA Trust with Cottingham & Butler as the agent of record to be effective January 1, 2021, as referenced in the attached Exhibit A to be incorporated herein and made a part of this resolution for current employees; and,

WHEREAS, the Buffalo County Human Resource Committee recommends to the County Board of Supervisors to continue to offer the Essential Qualified Plan or the Essential Qualified – Mayo plan for employees hired prior to December 31, 2018.

WHEREAS, the Buffalo County Human Resource Committee recommends to the County Board of Supervisors to continue to offer only the Essential Qualified – Mayo plan for employees hired on January 1, 2019 and after.

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby approves the renewal plans as referenced in the attached Exhibit A with WEA Trust and Cottingham & Butler as the agent of record to be effective January 1, 2021.

NOW, THEREFORE BE IT FURTHER RESOLVED, that employees hired prior to December 31, 2018 are eligible for either the Essential Qualified Plan or the Essential Qualified – Mayo plan and employees hired on January 1, 2019 or after are eligible for the Essential Qualified – Mayo plan only.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

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

ATTEST:

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



Respectfully Submitted:

Human Resources Committee

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

\_\_\_\_\_  
Donald Hillert

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

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

\_\_\_\_\_  
Michael Taylor

Finance Committee

\_\_\_\_\_  
Dennis Bork

\_\_\_\_\_  
Donald Hillert

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

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

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

**ANTICIPATED FINANCIAL IMPACT STATEMENT**

2021	Total Premiums	\$1,568,049.00
	Employee Contribution	\$ 344,971.00
	Employer Contribution	\$1,223,078.00
	Health Reimbursement:	\$ 85,000.00
	Insurance Incentive:	<u>\$ 34,800.00</u>
	Total Budget Impact	\$1,342,878.00

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

**Department:** Veterans Service Office  
**Position Title:** Veterans Services ~~Support Staff Specialist Part Time/ Administrative Secretary~~  
**Pay Rate:** ~~Hourly – (N) Non-Exempt 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' Office Support Staff Specialist part time administrative secretary will also assists with and be responsible for a wide variety of support staff functions. This individual should possess a sound knowledge of and ability to perform all types of clerical duties, office procedures, and maintain a courteous and professional manner 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 directed, 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.

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- Scans and Indexes conservation plan files and other documents as part of department's digital document imaging system.
- Prepares Microsoft PowerPoint slide shows for public presentations; may also include creating newsletter and report presentations. 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, according to federal, state, and county rules and regulations. Recommends policy changes, as appropriate. 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 which may include 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 Performs related duties as may be required or assigned as needed.

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

- 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).
- Working knowledge of Microsoft Office suite.
- 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.
- Knowledge of modern office methods and practices.
- Knowledge of business English, grammar, and spelling.
- Regular attendance and punctuality required.
- 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

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- policies, procedures and regulations preferred.
- Ability to answer inquiries and complaints with tact and courtesy in a clear and concise manner.
- Ability to work with and communicate effectively with a variety of diverse people, including but not limited to all -of-all- age & race groups, s-to-include those with physical & /mental abilities, challenges and medical & health conditions, 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.
- Ability to deal with stressful situations.

#### **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:                      September 1, 2020  
Approved by Human Resources Committee:

# ***Buffalo County Resolution***



**Drafted By:**

Dave Rynders

**Presented Month/Year:**

September, 2020

**Involved Committees:**

DHHS & Veterans Services

Human Resources

Finance

**County Department:**

DHHS

**Fiscal Impact:** YES / NO

**CA Approved:** YES/ NO

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

**A RESOLUTION TO ADD COMMUNICABLE DISEASE PROGRAM DUTIES TO ONE LIMITED TERM 2020 HEALTH POSITION**

WHEREAS, the Buffalo County Department of Health and Human Services (DHHS) has added three full time limited term positions in 2020 to help contain the spread of COVID-19 and help its Public Health unit meet the needs of individuals contracting this disease by providing education, disease investigation, contact tracing, monitoring including testing and COVID-19 immunization planning; and

WHEREAS, DHHS receives Federal Coronavirus Aid, Relief, and Economic Security (CARES) Act funding to pay for all the 2020 costs of these three; and

WHEREAS, these positions are filled by either a Public Health Nurses or a Public Health Educators who are qualified and able to provide education, disease investigation, contact tracing, and monitoring including testing related to COVID-19 as well as providing similar services to prevent the spread of other communicable diseases; and

WHEREAS, Buffalo County Public Health has had a longstanding role providing contract tracing and other services limiting the spread of a range of communicable diseases; and

WHEREAS, as Buffalo County Public Health is now expanding services to provide Reproductive Health Services to Buffalo County residents, in order to create sufficient capacity to support this expansion, assignment of communicable disease duties from permanent Public Health staff to the limited term positions is necessary; and

WHEREAS, revenues from CARES and Reproductive Health third party reimbursement are projected to be sufficient to support the requested reassignment of duties without requiring additional county tax funding.

NOW, THEREFORE BE IT RESOLVED, that, effective from October 1 through December 31, 2020, the Buffalo County Board of Supervisors hereby approves reassigning communicable disease duties to limited term Public Health positions.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

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

ATTEST:

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

Respectfully Submitted:

**Veterans/DHHS Committee**

**Human Resources Committee**

**Finance Committee**

  
Mary Anne McMillan Urell, Chair

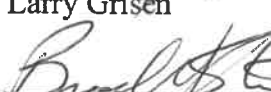
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Larry Grisen, Chair

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Dennis Bork, Chair

  
Larry Grisen


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Mary Anne McMillan Urell

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David Danzinger

  
Brad Schmidt

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

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Max Weiss

  
Carol McDonough

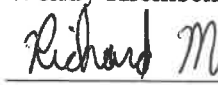
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Michael L. Taylor

\_\_\_\_\_  
Brad Schmidt

  
Wendy Kleinschmidt <sup>vig</sup> - Zoom

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

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Donald A. Hillert

  
Richard Mueller

  
Joette Gillett


  
Steve Nelson

**ANTICIPATED 2020 FINANCIAL IMPACT STATEMENT:**

2020 .4 FTE LTE Public Health Worker Cost:

\$4,800 

Projected Available Non-County Revenue to Cover Cost:

\$9,300 



## **POLICY 511. SEPARATION FROM EMPLOYMENT**

1. **Policy:** Separation from employment includes but is not limited to resignation, retirement, reduction in workforce, failure to return from approved leave, discharge from employment, or disability. Such employment separations may be voluntary or involuntary.
2. **Resignations:**
  - 2.1 Resignations shall be considered voluntary acts on behalf of employees.
  - 2.2 All resignations shall be by written notice at least two (2) weeks in advance, except in the case of Department Managers who shall give at least thirty (30) days advance notice.
  - 2.3 When an employee resigns, a notice of resignation must be provided to their supervisor or Department Manager, which will be forwarded within two (2) working days to the County Administration Office.
    - 2.4.1 The notice of resignation will contain:
      - The employee's full name;
      - The accurate position title and department;
      - The current date of the letter;
      - The effective date of the resignation; and
      - The date of the last day to be worked.
  - 2.4 If an employee fails to give the required notice, the employee may be considered to have resigned not in good standing, unless the County Administrative Coordinator determines that acceptable reasons for a shorter notice period exist.
  - 2.5 The County Administrative Coordinator shall maintain the right to negotiate compensation settlements in regards to employee/employer separation, with approval of the Buffalo County Human Resources Committee.
  - 2.6 Any employee on an unauthorized absence for one (1) business day or who fails to report for duty within three (3) consecutive business days after the expiration of leave or upon recall from layoff, shall normally be held to have resigned not in good standing.

**Policy 511. SEPARATION OF EMPLOYMENT**

**Effective Date: May 31, 2015**

**Revised Date:**

**Buffalo County  
Employee Handbook**

- 2.7 The County Administrative Coordinator or designee shall notify the employee of such action by personal service or by certified mail.
  - 2.8 Upon resignation or termination, the last day worked will be used as a basis for cessation of benefits.
  - 2.9 Employees are to contact the County Administration Office prior to the last week of employment to make arrangements for final payroll deductions and discuss cessation of benefits.
- 3. Reduction in Work Force:**
- 3.1 Due to economic or efficiency measures, changes in organizational structure, or other business reasons, the County Board of Supervisors may eliminate Non-temporary positions.
  - 3.2 Non-temporary employees separated as a result of such action shall:
    - 3.2.1 Be given two (2) weeks' written notice of Non-temporary separation by the County Administrative Coordinator or designee.
    - 3.2.2 Be eligible for reinstatement to the position occupied by the employee pre-layoff for one (1) year.
- 4. Exit Interview:**
- 4.1 When deemed necessary by the County Administrative Coordinator, an exit interview shall be conducted with a terminating employee regardless of length of service, position, status, or circumstance of separation.
  - 4.3 The exit interview shall be conducted no later than the employee's last working day.
  - 4.4 The County Administrative Coordinator, or designee, will conduct all exit interviews and a review of said interview shall be made available to appropriate Department Manager.

**Policy 511.**  
**Effective Date:**  
**Revised Date:**

**SEPARATION OF EMPLOYMENT**  
**May 31, 2015**

**Buffalo County**  
**Employee Handbook**

5. **Return of County Equipment:**

- 5.1 Employees leaving county service shall return all county property on or before their last day worked. Such equipment includes, but is not limited to key(s), laptop computers, calculators, and cell phones.
- 5.2 It shall be the responsibility of the Department Manager to verify in writing to the County Administration Office that this has been accomplished.
- 5.3 It shall be the responsibility of the County Administrative Coordinator to verify in writing that all county property has been returned for Department Managers.

6. **Last Day of Employment:**

- 6.1 Last day worked will in most cases be considered the last day of employment. The County reserves the right to determine the last day of employment.

7. **Communications/Corrections Officer Reimbursement for Uniforms and Training Upon Voluntary Separation Prior to Three Years of Service**

- 7.1. New employees hired on or after January 1, 2021, will reimburse Buffalo County for training and uniform costs if they voluntarily leave employment prior to completing three (3) years of service. Training costs include actual costs (including labor/fringe costs). The reimbursement amount is not to exceed \$1,000.00.
- 7.2 The Administrative Coordinator and the Buffalo County Sheriff may waive this provision with just cause.