

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

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**AGENDA**

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**Committee:** Human Resources Sub-Committee  
**Date:** Tuesday, July 6, 2021  
**Time:** 8:00 a.m.  
**Location:** 3<sup>rd</sup> Floor County Board Room  
Buffalo County Courthouse  
407 S. 2<sup>nd</sup> Street  
Alma, Wisconsin 54610  
**Remote Access:** N/A

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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 ~ Finish Review of Position Descriptions & Evaluation Tool
5. Review/Discussion ~ Determination of Next Steps
6. Review/Discussion/Action ~ Next Meeting Date and Time
7. Public Comment Not Related to Agenda Items
8. Adjournment

Date: June 29, 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: June 7, 2021

Chair Mr. Larry Grisen called the meeting to order at 8:05 a.m. in the third floor County Board meeting room, Buffalo County Courthouse, Alma, Wisconsin.

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

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

**Review/Discussion/Action – Minutes of the Previous Meeting:** A motion was made by Brenda Creighton seconded by Carol Burmeister to approve the minutes of the previous meeting. Motion Carried.

**Review/Discussion – Wage and Scale Updates and Costs:** The cost to bring the 17 positions within the five (5) county averages were as follows:

10% of the 5-county average	\$	21,300.00
5% of the 5-county average	\$	32,500.00
3% of the 5-county average	\$	41,100.00

Chair Mr. Larry Grisen informed the members that he and Mr. Michael Taylor would be meeting with the Finance Committee to discuss 2022 budget strategy planning and funding available for wages and benefits so that this committee would have some direction to assist with making recommendations to the Human Resource Committee on wages and scales.

**Review/Discussion ~ Position Description Rating System:** Ms. Sonya Hansen presented the forms and definitions for reviewing the position descriptions to assist in the development of new wage scales. The committee members divided and worked in groups to complete the forms for each position description assigned to them. The committee did not finish this task and would continue this at their next meeting.

**Review/Discussion/Action – Next Meeting Date and Time:** Tuesday, July 12, 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 9:30 a.m. upon motion of Brenda Creighton seconded by Carol Burmeister. Motion Carried.

Respectfully submitted,

Sonya J. Hansen  
Recording Secretary