

Buffalo County Minutes

Committee/Board: Human Resources Committee

Date of Meeting: Monday, January 13, 2020

Electronic and Hard Copy Filing Date: Tuesday, January 14, 2020

Mr. Larry Grisen called the meeting to order at 9:00 a.m.

Board Members Present: Mr. Larry Grisen, Mr. Michael Taylor, and Mr. Don Hillert. Mr. Dwight Ruff was excused, and Mr. Nathan Nelson was absent.

Others Present for All or Parts of the Meeting: Ms. Roxann Halverson, Ms. Brenda Creighton, Ms. Roselle Schlosser, Ms. Diane Prenot, Ms. Tina Anibas, Ms. Carol Burmeister, Mr. David Rynders, and Ms. Mary Anne McMillan Urell.

Public Comments Regarding Posted Agenda Items: None.

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

Review/Discussion regarding Department Manager Hours of Work and Payroll Reporting: Ms. Creighton explained that currently extra hours worked for an exempt employee are not tracked through the payroll system, but on a separate spreadsheet. The Administration Office is looking for direction on how to handle if a Department Manager works more than 40 in a work week and then less than 40 the next work week. Does this become a liability for the County? Chair Grisen asked Ms. Creighton to put some figures together and bring to the February meeting.

Review/Discussion/Action regarding Pilot Highway Holiday Work Hour Schedule: The one year of the pilot program is up and the holiday schedule needs to be reviewed. Ms. Prenot indicated that she has not heard of any issues. Mr. Grisen made a motion to continue the holiday work schedule for the Highway Department, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding A Resolution to Amend Policy 101 of Buffalo County Employee Handbook – Hours of Operation: Mr. Grisen made a motion to approve the resolution, seconded by Mr. Hillert. Carried.

Review/Discussion regarding Establishing the Elected Officials Total Annual Compensation Level for 2021 through 2024 Terms of Office: Chair Grisen explained this item will have no action today, it is only for initial discussion. In the past the first two years match the last two years of other elected officials. There is no rule it must be this way, it is just past practice. He asked the thoughts of those affected. Ms. Burmeister spoke and indicated that if there was a way to match what Department Managers are

given, as that would be fair. Ms. Anibas spoke regarding finding a way to review this on an annual basis as it is hard to predict what the financial status of the County will be four years in advance. Ms. Halverson indicated she knows there are other counties that set the elected official wage at the same percentage as Department Managers so that wage increases are more uniform and fairer across the board. This will be investigated and brought back to the next meeting.

Review/Discussion regarding the Wellness Committee Update: Ms. Creighton explained the committee met and reviewed goals, the mission and vision. An employee survey will be completed during the January 20th training day to have employees indicate what they would like to see. The Wellness Committee is trying to bring back the biometric day for employees. There will be no \$50 gift card, but it is the hopes that employees will still want to partake in this health screening. Ms. Prenot wanted the HR Committee to know that the support of the Wellness Committee is very much appreciated and wants to see it continue for employees. There was some discussion on obtaining more AED's for the courthouse and Highway Department.

Review/Discussion/Action regarding the Public Health Educator Position

Description: Mr. Rynders indicated that there were some small adjustments to the description. He explained it is important to change the title of the position as there is a Community Health Educator degree, but it is not required for this position. This broadens the recruitment possibilities. The DHHS home committee has already approved the changes. Mr. Hillert made a motion to approve the position description, seconded by Mr. Taylor. Carried.

The Committee May Go into Closed Session to Discuss Reimbursement of Health Insurance Incentive, Retiree Acknowledgment Request & Appeal Request: Mr. Grisen made a motion to go into closed session, seconded by Mr. Hillert. Mr. Hillert – yes, Mr. Grisen – 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. Taylor. Mr. Hillert – yes, Mr. Grisen – yes, and Mr. Taylor – yes. Carried.

Mr. Taylor made a motion to approve the request to move the Real Property Lister/Chief Deputy County Treasurer from Step 5 to Step 6. The motion dies for lack of a second. The request is denied.

Mr. Hillert made a motion to approve the request for Retirement Acknowledgment, seconded by Mr. Taylor. Carried. A resolution will be prepared for the next HR meeting and go to the County Board following that.

Mr. Taylor made a motion to approve the payout of half of the insurance incentive, seconded by Mr. Hillert. Carried. The amount of payout will be \$250.

Review/Discussion regarding Committee Chair Report: None.

Review/Discussion regarding Personnel Advisor Report: Ms. Creighton reviewed the open positions, interviews that will be scheduled, and recently filled positions. She reviewed the number of vacated positions in 2018 versus 2019. She questioned if the Committee would like to have a monthly report on overtime. The Committee said only if something comes up out of the ordinary.

Public Comments: None.

The next meeting will be February 10, 2020 at 9:00 a.m.

Adjournment: The meeting adjourned at 10:00 a.m. Carried.

Respectfully Submitted,

Roxann M. Halverson
Buffalo County Clerk