

Buffalo County Minutes

Committee/Board: Human Resources Committee

Date of Meeting: Monday, January 14, 2019

Electronic and Hard Copy Filing Date: Monday, January 14, 2019

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

Board Members Present: Mr. Larry Grisen, Mr. Michael Taylor, and Mr. Bernard Brunkow. Mr. Donald Hillert and Mr. Nathan Nelson were excused.

Others Present for All or Parts of the Meeting: Ms. Roxann Halverson, Ms. Sonya Hansen, Ms. Brenda Creighton, Sheriff Mike Schmidtknecht, Mr. Dave Rynders, Mr. Shawn Squires, Ms. Carrie Olson, Ms. Diane Mikelson, Mr. Dustin Steele, Ms. Crystal Bauer-Wieczorek, and Ms. Lisa Schuh.

Public Comments Regarding Posted Agenda Items: Sheriff Schmidtknecht indicated he would be present during the discussion of wage scales if the Committee had any questions.

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

Review/Discussion/Action regarding a Land Conservation Intern: Ms. Olson discussed the proposed intern for the Land Conservation Department. The Intern would help create a spreadsheet and maps of all Land Conservation practices so that the documents are not just in a file, but also in a digital format for easier use. She would only need the intern part-time, but thought that this person could help with inventory of culverts and address sign installation. Mr. Taylor made a motion to move forward with determining if there is interest and bring the info back to a future HR meeting, seconded by Mr. Brunkow. Carried.

Review/Discussion/Action regarding the Buffalo County Conservationist Position Description: Ms. Olson indicated the position description was reviewed as part of her evaluation. The position description was updated to be consistent with what her position actually does and was approved by the Land Conservation Committee. Mr. Brunkow made a motion to approve the position description, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding the Account Clerk Supervisor Position Description: Mr. Rynders indicated this was all part of the reorganization of the department. The position description shows the increased duties taken on by the Account Clerk Lead including the supervision of three 3 staff members. Mr. Brunkow made a motion to approve the position description, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding Clarification on Implementation of 2019 Wage Scales for New Hires: Sheriff Schmidtknecht explained when looking to hire a new Communication/Corrections Officer it was approved that the starting wage would be \$20.82 if

the person had the skill set needed for the position. If a new hire is set at this wage then there are a couple of Communication/Corrections Officers that would be at the same wage or less than a new hire's wage although they have more time in the position. Currently there are two male positions and one female position open. The training time for the position is three months so it is important to retain employees. A discussion was held to change the new hire wage to a two-step implementation for 2019 which would then be consistent with the implementation of the 2019 wage scale step increases. The Committee was advised to remember the wage scale is not about the person in the position, but about the scales themselves.

The Committee May Go into Closed Session to Discuss and Review Administrative Support-Administration Financial Wage Scale and Appeals: Mr. Grisen made a motion to go into closed session, seconded by Mr. Taylor. Mr. Larry Grisen-yes, Mr. Michael Taylor-yes, and Mr. Bernard Brunkow-yes.

The Committee May Return to Open Session: Mr. Grisen made a motion to return to open session, seconded by Mr. Taylor. Mr. Larry Grisen- yes, Mr. Michael Taylor- yes, and Mr. Bernard Brunkow- yes.

Mr. Taylor made a motion to move the Administration Personnel Advisor, HHSD Account Clerk Lead, Highway Office Manager, and Administration Financial Advisor in the same classification as the Class V General Foreman category, seconded by Mr. Brunkow. Carried.

Mr. Taylor made a motion to change the new hire wage to a two-step implementation for 2019, seconded by Mr. Brunkow. Carried.

Mr. Brunkow made a motion to deny the appeal from Mr. Steele based on the prior motion, as his appeal is no longer a valid claim as a new hire's wage without experience will not start above his wage, seconded by Mr. Taylor. Carried.

Mr. Brunkow made a motion to deny Ms. Wieczorek's appeal based on the prior two motions as her appeal is no longer a valid claim as a new hire's wage will not start above her wage and a step increase would create inconsistency in this classification with years of service, seconded by Mr. Taylor. Carried.

Mr. Taylor made a motion to approve a blended rate of pay in the amount of \$17.22 per hour for the Administration Assistant/Deputy Register in Probate for all hours worked which will create efficiencies, seconded by Mr. Brunkow. Carried.

Ms. Hansen indicated that these changes would need to be approved by the Finance Committee and the County Board of Supervisors.

Review/Discussion/Action regarding A Resolution to Amend Salary Classification and Compensation System for Non-Represented Employees-Skilled Craft Technicians (Highway): A discussion was held on a mathematical error that was made in adjusting the Highway scales. Ms. Hansen explained that when the Highway scales were originally created, they used Step 1 and then populated the steps upwards with a 1.75% between steps. When developing the 2019 scales, the scales were created using Step 7 to create

Step 8 and then populating the scales downwards. She stated that this resolution should correct the mathematical error and when future scales are created, all classifications can now be adjusted using the same consistent method. Mr. Taylor made a motion to approve the resolution, seconded by Mr. Brunkow. Carried.

Review/Discussion/Action regarding Administration Office Structure: A discussion was held in regards to the needs of the department. Ms. Hansen indicated that during the annual employee evaluation process, several duties were identified that needed to be addressed. The segregation of duties of the Financial Advisor with accounts payable was one of those areas. This was also identified by the Auditors. Ms. Hansen also indicated that she could envision the role of the Personnel Advisor changing to focus on HR issues to utilize the talents of current staff and that the payroll functions could be done by other staff members in the department. Ms. Hansen indicated that she was looking to assign the payroll function and parts of the accounts payable to the Administrative Assistant. The Economic Development position was discussed. There is no additional funding for making this position an in-house position at this time as we are currently contracting this position. Ms. Hansen indicated that she is continuing to have discussions with the Economic Development Committee to identify the needs and future plans for the position. A discussion was held regarding the need for a person to provide grant writing services and services as the Economic Development Coordinator. Mr. Taylor made a motion to have Ms. Hansen move forward with a position description for this and a job advertisement, seconded by Mr. Brunkow. Carried.

Public Comments: Ms. Creighton reviewed open positions and those positions that have been recently filled. Ms. Hansen informed the Committee of the upcoming retirement of the Veterans Service Officer, the cell phone policy, and holding “Active Shooter” training in February.

Next meeting date will be February 11, 2019 at 9:00 a.m.

Adjournment: Adjourn at 10:54 a.m.

Respectfully Submitted,

Roxann M. Halverson
Buffalo County Clerk