

Buffalo County Minutes

Committee/Board: Human Resources Committee

Date of Meeting: Monday, February 10, 2020

Electronic and Hard Copy Filing Date: Monday, February 10, 2020

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

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

Others Present for All or Parts of the Meeting: Ms. Sonya Hansen, Ms. Roxann Halverson, Ms. Brenda Creighton, Ms. Carol Burmeister, Mr. Bob Platteter, and Ms. Roselle Schlosser.

Public Comments Regarding Posted Agenda Items: None.

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

Review/Discussion regarding Department Manager Hours of Work and Payroll Reporting: Ms. Creighton explained Appendix E in the Employee Manual shows which positions are exempt or non-exempt. There are 142 employees and 91 of those are non-exempt. Exempt employees are considered by the County as salaried employees and by Federal guidelines do not earn compensatory time. These employees are paid for work performed not the number of hours it takes and thus hours are not tracked. The Committee instructed Ms. Hansen to work with Department Heads on this issue.

Review/Discussion/Action regarding A Resolution to Establish the Elected Officials Total Annual Compensation Level for 2021 through 2024 Terms of Office: Ms. Hansen reviewed the changes she made to the draft resolution as instructed by Corporation Counsel. The years 2023 and 2024 would show a base salary with an asterisk indicating that these figures may change depending on the base wage rate but would never go lower than \$60,293.63. Chair Grisen explained he feels it would be in the best interest of those affected to proceed with a percentage set by the HR Committee versus the base wage. The base wage rate is the CPI, not the increase between steps in the scale. Ms. Schlosser discussed using comparable wages from other counties for each of these positions as is done with other Department Managers. She feels each office does something differently and should be paid differently. Ms. Halverson indicated she did not believe those affected by this resolution were thinking of the CPI as the yearly increase, but rather the step increases that other Department Managers receive. It was explained the amount between steps is no longer a percentage, but rather a fixed dollar amount that is adjusted at the base by the CPI. Mr. Hillert made a motion to approve the resolution but rescinded the motion after an explanation of the resolution setting the wage and not being able to review it after it is passed. Mr. Grisen made a motion to set the wage for 2021 at \$58,537.50, 2022 at

\$60,293.63, and then 2023 and 2024 to be increased by 2.5%, seconded by Mr. Taylor. A roll call vote was taken. All voting yes. Carried.

The Committee May Go into Closed Session to Address Appeal of Step

Placements for 2020: Mr. Grisen made a motion to go into closed session, seconded by Mr. Taylor. Mr. Hillert – yes, Mr. Grisen – yes, Mr. Taylor – yes, and Mr. Ruff - yes. Carried.

The Committee May Return to Open Session: Mr. Grisen made a motion to return to open session, seconded by Mr. Hillert. Mr. Hillert – yes, Mr. Grisen – yes, Mr. Taylor – yes, and Mr. Ruff - yes. Carried.

Chair Grisen called for a motion on the appeals three times. The appeals were denied for lack of a motion.

Public Comments: None.

Review/Discussion regarding Committee Chair Report: Chair Grisen asked that protection language for Department Managers be looked at. Ms. Hansen explained she will bring back the list of Department Managers and how they are employed.

Review/Discussion regarding Administrative Coordinator Report: Ms. Hansen reported the Grant Writer position has been advertised and she has already received a call from one person that is interested. She would like to set up interviews the week of February 24th. She and Ms. Creighton met with Cottingham and Butler to review strategies for health insurance. As of September, there was a 76% loss ratio and 32% of participants used the HRA. She is having them look into setting up a HSA plan. They also discussed a discount prescription medical card, but the only disadvantage is if a person uses this card the medicine does not apply to their deductible. The Surveyor has resigned effective January 17th. The Deputy Surveyor may be appointed for a short period of time.

Review/Discussion regarding Personnel Advisor Report: Ms. Creighton reviewed the increase in the number of employees signed up for the Vitality program, position vacancies, and new hires. She also explained an upcoming wellness event and a “lunch and learn” event in March.

The next meeting will be March 9th at 9:00 a.m.

Adjournment: Mr. Taylor made a motion to adjourn at 10:40 a.m., seconded by Mr. Ruff. Carried.

Respectfully Submitted,

Roxann M. Halverson
Buffalo County Clerk