

Buffalo County Minutes

Committee/Board: Human Resources Committee

Date of Meeting: Monday, February 11, 2019

Electronic and Hard Copy Filing Date: Monday, February 11, 2019

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

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

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

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/Action regarding 2019 Summer Intern Projects: This is a request originated from Land Conservation, but may also be needed in the Highway Department to work on culvert inventory. The Finance Committee will need to decide on the funding source for the intern. There are a couple of interns interested in the position. Mr. Hillert made a motion to approve moving forward with the intern position, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding the February 18, 2019 Active Shooter Training: Ms. Hansen has spoken with the State offices in the courthouse. They had no problem with the training and did not feel it would interrupt their work. A notice will be placed on the website, Facebook page, and on each door letting the citizens know the courthouse will be closed on Monday, February 18, 2019.

Review/Discussion/Action regarding the Pilot Highway Holiday Work Hour Schedule: The Highway Committee voted to allow a one-year trial of working 10-hour days during a holiday week and requiring the employee to use two hours of PTO or no pay to make a 40 hour work week. A discussion was held regarding how to handle requests from other departments wishing to use this work schedule. At this time this is a pilot program for a one-year period. Mr. Brunkow made a motion to approve the pilot program for Highway on a one-year trial period, seconded by Mr. Hillert. Carried.

The Committee May Go into Closed Session to Discuss and Review Administrative Assistant and Highway Scales: Mr. Grisen made a motion to go into closed session, seconded by Mr. Taylor. Mr. Larry Grisen-yes, Mr. Michael Taylor- yes, Mr. Bernard Brunkow-yes, and Mr. Hillert-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, Mr. Bernard Brunkow-yes, and Mr. Hillert-yes.

Mr. Brunkow made a motion to approve a \$.10 increase to the Class IV Signman with a \$.50 difference between the Class IV and V, seconded by Mr. Taylor. Carried

Mr. Taylor made a motion to fill the Deputy Register in Probate portion of the Administrative Assistant position as part-time limited term, seconded by Mr. Hillert. Carried.

Mr. Brunkow was excused from the meeting at 10:00 a.m.

Review/Discussion/Action regarding A Resolution to Add Policy No. 112 to the Buffalo County Handbook County Credit Card Use Policy: Ms. Hansen explained the policy was reviewed with Department Managers and no issues were found. This will be safer for employees as the cards will not be in their names alone. The card will be issued to the department and tracked within that department. Employees will need to bring receipts back and the department will match those to the invoice. The employee will need to pay attention to make sure sales tax is not being charged as the County does not pay sales tax. Mr. Taylor made a motion to approve the resolution, seconded by Mr. Hillert. Carried.

Public Comments: Ms. Creighton explained the open positions and the interviews that have been taking place, as well as interviews that are scheduled. Closing the courthouse during bad weather was discussed. A policy will be reviewed.

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

Adjournment: Mr. Hillert made a motion to adjourn at 10:16 a.m., seconded by Mr. Taylor. Carried.

Respectfully Submitted,

Roxann M. Halverson
Buffalo County Clerk