

Buffalo County Minutes

Committee/Board: Human Resources Committee

Date of Meeting: Monday, March 11, 2019

Electronic and Hard Copy Filing Date: Tuesday, March 12, 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 excused.

Others Present for All or Parts of the Meeting: Ms. Roxann Halverson, Ms. Sonya Hansen, Ms. Brenda Creighton, Ms. Mary Anne McMillan Urell, Mr. Dave Rynders, and Ms. April Loeffler.

Public Comments Regarding Posted Agenda Items: None.

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

Review/Discussion/Action regarding Narcan Training: Ms. Loeffler and Mr. Rynders spoke regarding the work they are doing to have a Narcan training for their staff, law enforcement, and school staff. There will be trainings held in a couple locations in the county. This is made possible with the Opioid grant they received. The hope is to have staff equipped with Narcan (nasal spray) for use during their work. The grant does not cover the Narcan and DHHS is looking into ways to fund this portion. A policy will need to be put into place to show the proper use and handling of the drug. Although there is no adverse effects if given to someone who is not suffering from an overdose, the medication still has proper handling requirements, like being kept in a climate controlled area. Mr. Brunkow made a motion to move forward with creating a policy and planning the training, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding a Request for Language Change in the Telecommute Pilot Project: Mr. Rynders indicated this would be for creating an exception to the 48-hour rule during unsafe commuting conditions. Ms. Hansen had concerns with changing the language. This issue may be better covered under Policy 205 (leaves during emergency conditions). Mr. Rynders explained the situation this would be used in. If a person was scheduled to go to a meeting and the meeting is canceled they would then be allowed to work from home. The committee discussed concerns of this being abused. Mr. Grisen made a motion to strike "and unsafe commuting conditions", seconded by Mr. Brunkow. Carried. Mr. Rynders indicated he would be working closely with Ms. Hansen on these cases and if she does not approve it, it will not happen. Mr. Taylor made a motion to approve the amended Telecommuting Pilot Project, seconded by Mr. Brunkow. Carried.

The Committee May Go into Closed Session to Discuss and Review and Evaluate the Administrative Office Staff Structure: 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. Donald Hillert-yes. Carried.

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. Donald Hillert-yes. Carried.

Mr. Brunkow made a motion to have Ms. Hansen proceed with the Administrative Office organizational format, seconded by Mr. Hillert. Carried.

Review/Discussion regarding the Administrative Assistant Position Description: The position description was reviewed. This will be discussed and approved by the Finance Committee for approval then brought back to HR.

Review/Discussion/Action regarding A Resolution to Adopt Policy 111 Cell Phone Policy: Ms. Hansen reviewed the cell phone policy. She explained there needs to be a small adjustment made to indicate that if your position requires you to have a phone for emergency or weather related events there will be no reimbursement. Mr. Brunkow made a motion to add “This policy is not intended to reimburse an employee who is required to have a phone number on file to be contacted for weather related activities or emergency services as part of their job duties.” under the “Purpose” section, seconded by Mr. Taylor. Carried. Mr. Taylor made a motion to approve the amended resolution, seconded by Mr. Brunkow. Carried.

Review/Discussion/Action regarding the Review of Policy 205 – Leaves – Emergency Conditions: The current emergency leave policy was reviewed. A discussion was held on closing office for weather and what steps to take if the Governor issues a declaration of emergency and closes offices. It was decided to add section 2.3.1 to section 2.1.1 and bring it back for review.

Review/Discussion regarding an Update on Insurance Transition: Ms. Creighton discussed the rocky transition for the insurance. They are still having trouble with the MetLife disability insurance. The price quoted is not what the county was billed for. There was a difference of \$5,000. Although it is still cheaper than the previous company, it is not what was explained to the employees during the enrollment process. She has been working with them to get this corrected. Ms. Hansen feels MetLife should follow through with the original quote for the year and then change it. MetLife is only willing to guarantee the quote for January, February and March. The next step is to begin working on the HSA account.

Committee Chair Report: Chair Grisen indicated that work should begin on gathering comparable wages for next year.

Administrative Coordinator Report: Ms. Hansen explained the meetings she has attended regarding Senate Bill #5 to bring Jailers into the protective class. This would mean an earlier retirement and a higher multiplier when computing the amount of retirement. Not many counties have the Communications/Corrections Officers like we do. It is still unsure how this would affect them as the Bill is very specific to Jailers.

A survey was done after the active shooter training. Employees felt the training was very well done and informative.

The overtime and position vacancies were reviewed.

Public Comments: None.

Next meeting date will be April 8th at 9:00 a.m.

Adjournment: Mr. Hillert made a motion to adjourn at 10:55 a.m., seconded by Mr. Taylor. Carried.

Respectfully Submitted,

Roxann M. Halverson
Buffalo County Clerk