

## Buffalo County Minutes

**Committee/Board:** Human Resources Committee

**Date of Meeting:** Monday, April 8, 2019

**Electronic and Hard Copy Filing Date:** Monday, April 8, 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, Mr. Donald Hillert and Mr. Nathan Nelson.

**Others Present for All or Parts of the Meeting:** Ms. Roxann Halverson, Ms. Sonya Hansen, Ms. Brenda Creighton, Ms. Renee Pronschinske, Ms. Roselle Schlosser, and Sheriff Mike Schmidtknecht.

**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. Brunkow. Carried.

### **Review/Discussion/Action regarding the Administrative Assistant Position**

**Description:** Ms. Hansen explained this position is currently vacant and therefore the position description has been reviewed for any updates or corrections. The position will take on duties more closely related to financial and payroll duties. Mr. Brunkow made a motion to approve the position description with changes, seconded by Mr. Nelson. Carried

### **Review/Discussion/Action regarding the Deputy Clerk of Court/Deputy Register in Probate Position Description:**

Previously the position was a split position between the Administration Office and Deputy Register in Probate Office. The position descriptions will be kept separate as the employee will be working part-time for each office and will be performing the duties in each description. The position description was updated to reflect that the employee is non-exempt and that it is a 50/50 split position. Mr. Brunkow made a motion to approve the position descriptions as updated, seconded by Mr. Taylor. Carried.

### **Review/Discussion/Action regarding A Resolution to Create and Fill a Combination Deputy Clerk of Court and Deputy Register in Probate Position:**

Ms. Schlosser discussed how this position would be like it was years ago when she had shared a person with the Register in Probate's Office. The person will be cross trained for both offices, but be physically placed in the Register in Probate's Office. The person will be working on the debt collection services which will help to fund the position. All staff will be trained on how to operate the new equipment for recording court cases. Someone has come from the State to look at the courtroom and the upgrades needed for this equipment. Ms. Schlosser also discussed ADA compliance issues that the County may want to look at. The Jury area would need to be updated as well as the seating for the attorneys and defendants. Ms. Hansen discussed who the employee would report to as their primary supervisor. Ms. Pronschinske indicated the primary supervisor would be her as this individual would be her only backup

when she is gone. She will still communicate with Ms. Schlosser on vacations or time off so that offices are covered. The Committee agreed that the Register in Probate will be the primary supervisor for this position. Mr. Nelson made a motion to approve the resolution, seconded by Mr. Hillert. Carried.

**Review/Discussion/Action regarding the Review of Policy 205 – Leaves – Emergency Conditions:** The updates were reviewed. There were very minimal changes. One change was to clarify that Safety Services would need to contact their Department Manager for clarification on the policy and if the Governor declares a State of Emergency for Wisconsin, Buffalo County may close, but does not have to. Mr. Hillert made a motion to approve the policy, seconded by Mr. Brunkow. Carried. Sheriff Schmidtkecht entered the meeting to enquire about the leave and how it affects his office. Ms. Hansen explained the policy does not really change from the last one and that employees in Safety Services would need to talk with their Department Manager.

**Committee Chair Report:** None.

**Personnel Advisor Report:** Ms. Creighton reviewed open positions and recruitment. The Civil Service Exam was administered to five applicants for the Veteran Service Officer position. Once the results are returned interviews will be set up.

Health Insurance was discussed. About 25% of the employees went with the Mayo option and 75% with the broader network option. A training for transitioning to an HSA will need to take place. Chair Grisen asked that this be placed on the next agenda.

**Administrative Coordinator Report:** Ms. Hansen explained there has been lots of talk about social media and using it wisely. What she has learned is that there should be one person posting for all social media sites so that each site has the same information. Chair Grisen would like a list of how many departments have a social media site and who is in charge of operating them. Ms. Hansen indicated that she will be putting together a committee to discuss this and will develop a social media policy.

An employee engagement survey will still be done. It is the intent to move forward with this soon.

Ms. Hansen discussed health insurance premiums and deductibles. Some employees were not aware that medication would not be included until the deductible is met.

An item that will need to go on a future agenda is how to handle past employee's claims. There is only a 90 day window from when a person is no longer employed with Buffalo County that they can submit HRA claims. This is sometimes difficult as the provider does not always send out the bills in a timely manner.

The next meeting will be May 13<sup>th</sup> at 9:00 a.m.

**Public Comments:** None.

**Adjournment:** Mr. Taylor made a motion to adjourn at 9:48 a.m., seconded by Mr. Hillert.  
Carried.

Respectfully Submitted,

Roxann M. Halverson  
Buffalo County Clerk