

Buffalo County Minutes

Committee/Board: Human Resources Committee

Date of Meeting: Monday, May 10th, 2021

Mr. Grisen called the meeting to order at 9:30 a.m.

Committee Members Present: Mr. Larry Grisen, Mr. Don Hillert, Mr. Nathan Nelson, Ms. Mary Anne McMillan Urell, and Mr. Michael Taylor.

Others Present for All or Parts of the Meeting: Ms. Sonya Hansen, Ms. Roxann Halverson, Ms. Brenda Creighton, Mr. Dave Rynders, Ms. Carri Renchin, Mr. Shawn Squires, and Ms. Josie Knauber.

Public Comments Regarding Posted Agenda Items: None.

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

Review/Discussion/Action regarding the Buffalo County Employee Return to Workplace Guidelines: Ms. Hansen reviewed the guidelines. There were not many changes. Having the HR Committee as well as the home committee approve formal telecommuting requests was added and requiring visitors to wear masks if they are in the office area. This will take effect on June 1, 2021.

Review/Discussion/Action regarding A Resolution to Add Policy 512 Remote Work (Telecommuting) Policy to Buffalo County Employee Handbook: Telecommuting is a way to recruit and retain employees. It will only be available to positions that have the ability to telecommute. The person telecommuting must be accountable, have clear expectations in place, and have an identified work schedule. Telecommuting must be approved by the Department Manager, home committee, and HR Committee. A discussion was held on if this would be permanent with each position or if each position is looked at individually, how the work will be monitored, and if the hours of work will be consistent with courthouse hours. Mr. Grisen made a motion to amend the policy to show the work schedule as 5 days per week with similar hours to the courthouse of 8:00 a.m. to 4:30 p.m., seconded by Ms. McMillan Urell. Carried. A discussion was held regarding childcare or dependent care while telecommuting. Ms. McMillan Urell made a motion to include in the policy that a plan must be in place for childcare/dependent care while an employee is telecommuting, seconded by Mr. Hillert. Carried. Mr. Hillert made a motion to approve the resolution with the amendments to the policy for a 1 year trial period, seconded by Mr. Taylor. A roll call vote was taken. Mr. Nelson voting no. Carried.

Review/Discussion/Action regarding Formal Telecommuting Plans for Department of Health and Human Services: Mr. Rynders discussed office space issues his department will face with all employees returning June 1st. There are seven positions that would work for telecommuting. Three Economic Support Specialists, one Account Clerk, one Public Health Educator, one Child Support Specialist, and one Family Community Specialist. In addition to those seven positions the three limited term Public Health positions would be requested to remain as telecommuting positions. Each position was reviewed and it was explained how work would be accomplished, tracked, and kept confidential.

Mr. Hillert left the meeting at 10:30 a.m.

Further discussion was held regarding concerns in tracking work being accomplished. The Family Community Specialist position would not be eligible for telecommuting until the employee completes all training and reaches 4 months of employment with a favorable review. This position was included so that when the employee reaches those milestones it can move to a telecommuting position. Mr. Grisen made a motion to approve telecommuting for the seven full-time employees and three limited term employees for a trial period of one year, seconded by Mr. Taylor. A roll call vote was taken. Carried.

Review/Discussion/Action regarding A Resolution to Add Full-time Public Health Nurse in 2021 to Provide Children's Long-Term Services and Public Health Services: Mr. Rynders and Ms. Renchin reviewed the Children's Long-Term Waiver program and the increase in demands. They reviewed how revenue generated from the program will help with the cost of the position. Ms. McMillan Urell made a motion to approve the resolution, seconded by Mr. Taylor. Carried.

The Committee May Go into Closed Session to Review Buffalo County Highway Investigation Report: Mr. Grisen made a motion to go into closed session, seconded by Ms. McMillan Urell. Larry Grisen- yes, Mary Anne McMillan Urell- yes, Michael Taylor- yes, and Nathan Nelson- yes. Carried.

The Committee May Return to Open Session: Mr. Larry Grisen made a motion to return to open session, seconded by Mr. Taylor. Larry Grisen- yes, Mary Anne McMillan Urell- yes, Michael Taylor- yes, and Nathan Nelson- yes. Carried.

Review/Discussion/Action regarding an Update on Wage Sub-Committee: Ms. Hansen reported on work the sub-committee has been doing. Wages had been collected from five comparison counties. The salary information received will be compared to step one of our scales to see which positions are well below the average. Sub-committee members were each given positions to work on and will bring information back to the next meeting.

Review/Discussion/Action regarding Chairperson Report: None.

Personnel Advisor's Report: Ms. Creighton gave her report. There have been no resignations this month. Interviews have been held for Sheriff Deputy. No applications have been received for Public Health Nurse. The GIS Technician position is going to be having a second round of interviews. The Highway positions have not been advertised yet.

Ms. Creighton discussed the Employee Fund doing a clothing sale fundraiser. She showed 2 logos the group would like to use on the clothing. Chair Grisen discussed having the logo copy righted so that no one else can use it.

Administrative Coordinator Report: Ms. Hansen reported she is working on the affirmative action plan and will be bringing that to the committee soon.

Public Comments: None.

Next meeting date: Monday, June 7, 2021 at 9:30 a.m.

Adjournment: Mr. Taylor made a motion to adjourn at 11:57 a.m., seconded by Mr. Nelson. Carried.

Respectfully Submitted,

Roxann M. Halverson
Buffalo County Clerk