

## Buffalo County Minutes

**Committee/Board:** Human Resources Committee

**Date of Meeting:** Monday, May 11, 2020

**Electronic and Hard Copy Filing Date:** Tuesday, May 12, 2020

Ms. Halverson called the meeting to order at 9:00 a.m.

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

**Others Present for All or Parts of the Meeting:** Ms. Sonya Hansen, Ms. Roxann Halverson, Ms. Brenda Creighton, Ms. Carol Burmeister, Mr. Davie Rynders (via video conferencing), and Ms. April Loeffler (via video conferencing).

**Review/Discussion/Action regarding Election of the Chair and Vice Chair of the HR Committee:** Ms. Halverson called for nominations for the Chair. Mr. Hillert nominated Mr. Grisen for Chair. Ms. Halverson called for nominations three more times. Ms. McMillan Urell made a motion to close nominations and cast a unanimous ballot for Mr. Grisen as Chair, seconded by Mr. Hillert. Carried.

Chair Grisen called for nominations for Vice Chair. Ms. McMillan Urell nominated Mr. Taylor for Vice Chair. Chair Grisen called for nominations three more times. Ms. McMillan Urell made a motion to close nominations and cast a unanimous ballot for Mr. Taylor as Vice Chair, seconded by Mr. Nelson. Carried.

**Public Comments Regarding Posted Agenda Items:** Mr. Rynders and Ms. Loeffler discussed updates of the COVID-19 response. The Public Health schedule has been altered to have minimal comp time and allow staff to follow up on reports and offer guidance. Currently there is no one in isolation for the virus. It is unknown if any courthouse staff have been tested as the employee would go to their personal provider. Testing of individuals has been expanded since this first began. Minnesota is now going to offer the serology testing to see if people have antibodies to the virus.

**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 the Zoning Administrative Assistant Position Description:** The description was reviewed. The biggest change is changing the years of experience from 5 years to 3 years. Ms. McMillan Urell made a motion to approve the position description, seconded by Mr. Nelson. Carried.

**Review/Discussion/Action regarding the CARES Act on Payroll Credits:** Ms. Hansen explained the Social Security tax can be deferred over the next 2 years as part of the CARES Act. This could spread out the \$265,000.00 over the next year and help the County when revenues will be low due to the virus. Mr. Taylor made a motion to

recommend deferring Social Security payment to the Finance Committee, seconded by Ms. McMillan Urell. Carried.

**Review/Discussion/Action regarding a Return to Work Plan:** Ms. Hansen explained the plan should include a statement of the basic facts of the virus to educate employees of the symptoms and then direct them to the sick leave policy that has been updated for the virus. They may be a need to develop an approach to monitor staff before each shift, but this would need to be in a protected area for privacy concerns. A discussion was held on having employees self-monitor before each shift and during their shift, and report immediately any exposure. A discussion needs to be held with Department Managers about maintaining social distancing and what can be done if this is not possible. Allowing the public to enter the courthouse also needs to be discussed. Whether masks will be required, having a cleaning routine, keeping social distancing, sealing up the space in the protective glass at each counter, finding a protective shield for those that do not have a counter, requiring appointments, and limiting time of public in each office. With each office having different needs it may be better for each office to come up with their own plan. Chair Grisen discussed having a special subcommittee meeting this week to talk with departments about plans to return to work. Signage and access to the courthouse will need to be determined. Travel for work will need to be discussed on a case by case basis. Chair Grisen, Ms. McMillan Urell, and Mr. Taylor will serve on the subcommittee. The subcommittee will meet on Thursday, May 14<sup>th</sup> at 9:30 a.m.

**Review/Discussion regarding Health Insurance Usage Update:** Ms. Hansen shared a document that shows the health insurance usage at 84% which is the target for the insurance industry at this time of the year. However, there are a few high cost claims that WEA Trust is watching. At this time there would not be a need to go out for bids unless the current premium increases by a significant amount.

**Review/Discussion regarding the Chairperson Report:** Chair Grisen urged everyone to find solutions to budget issues we will face due to a reduction in revenue. Other counties are looking at furloughs, wage freezes, hiring freezes, or cutting staff. Chair Grisen asked the members to look at ways the Supervisors can help during this tough year. Mr. Hillert distributed an article about HSAs. The County has been looking at moving towards this and this article could help with that.

**Review/Discussion regarding the Personnel Advisor Report:** Ms. Creighton indicated that Delta Dental will be sharing a savings with participants. Staffing recruitment is moving forward. Ms. Janet LaDuke started her first day in the Highway Office today. The Grant Writer position is on hold at this time and the current Economic Development Coordinator does have time to look at grants.

**Review/Discussion regarding Administrative Coordinator Report:** Ms. Hansen reported that Mr. Schiffli will be returning to work in December. She has been attending numerous webinars regarding return to work.

**Public Comments:** None.

The next meeting will be on June 8<sup>th</sup> at 9:30 a.m.

**Adjournment:** Mr. Taylor made a motion to adjourn at 11:45 a.m., seconded by Ms. McMillan Urell. Carried.

Respectfully Submitted,

Roxann M. Halverson  
Buffalo County Clerk