

## Buffalo County Minutes

**Committee/Board:** Human Resources Committee

**Date of Meeting:** Monday, May 13, 2019

**Electronic and Hard Copy Filing Date:** Monday, May 13, 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, 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. Taylor. Carried.

**Review/Discussion/Action regarding the Request to Approve Non-Lapsing Grant Funding for a Partial Funding of Attendance at the Industrial Hemp Conference in Cologne, Germany:** Ms. Hansen indicated that she received an email from Mr. Carl Duley withdrawing his request. He wanted to thank everyone for their support. No action is needed. Ms. Hansen will work on wording for the handbook regarding these situations for out of country conferences.

**Review/Discussion/Action regarding the Request by Local LEER Division of the WPPA to Waive Article XIII C. for Reimbursement of Uniform and Equipment for Brian King:** The requirement regarding reimbursement for the uniform and equipment was to deter people from being trained in and leaving within a specified time period. In this case the individual is being deployed and not leaving for other employment. Sheriff Schmidtknecht has spoken with Mr. King about taking military leave instead of resigning. Mr. King felt it was unfair to keep a position open when it is unsure when he will return. Mr. King did indicate that he may be interested in part-time employment when he returns. Mr. Nelson made a motion to waive the reimbursement requirement in a non-precedent setting manner, seconded by Mr. Taylor. Carried.

**The Committee May Go into Closed Session for the Purpose of Discussing the HRA Process for Retiree and the Structure of Land Information Committee and Department:** 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, Mr. Donald Hillert- yes and Mr. Nathan Nelson - 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, Mr. Donald Hillert- yes and Mr. Nathan Nelson - yes. Carried.

Mr. Hillert made a motion to check the numbers transferred for this individual and to follow the guidelines as they are setup for the HRA process, seconded by Mr. Taylor. Carried.

Mr. Taylor made a motion to approve developing a plan for reorganization of the Land Information Department, seconded by Mr. Nelson. Carried.

**Review/Discussion/Action regarding the Review of Policy 205 – Leaves – Emergency Conditions:** Mr. Brunkow made a motion to approve the resolution, seconded by Mr. Taylor. Carried.

**Review/Discussion regarding Policy 209 of the Buffalo County Employee Handbook – Leaves – Personal Time Off (PTO):** A discussion was held on the process that took place to transfer sick time and vacation time to PTO and the limits of carryover. Currently an employee is informed of the ability to transfer PTO into the PSLB so that any PTO over the max limit is not lost. Increasing PTO or PSLB would increase the payout liability of the county. Mr. Hillert made a motion to table this item indefinitely, seconded by Mr. Taylor. Carried.

**Review/Discussion/Action regarding Administrative Assistant – Administration Office Wage Scale Step:** Ms. Hansen explained that Ms. Janet LaDuke has accepted the position of Administrative Assistant in the Administration Office. She brings over 20 years of accounting experience and will be working closely with Lisa Schuh and Brenda Creighton. With her experience Ms. Hansen would like to start her at Step 4 on the scales. She will be starting on May 20<sup>th</sup>. Mr. Hillert made a motion to approve the starting wage scale at Step 4, seconded by Mr. Nelson. Carried.

**Review/Discussion/Action regarding 2020 Budget Assumptions:** A discussion was held on the direction HR would like to take for the 2020 budgeting process. The budget sheets will be sent out with the 2019 health insurance figures as new figures are not available as of yet. Wages and CPI were discussed. The step increase will be the only thing added at this time. New positions need to be proposed by August. The HRA/HSA also needs to be reviewed. Mr. Taylor made a motion to approve the 2020 budget assumptions, seconded by Mr. Nelson. Carried.

Mr. Brunkow left the meeting at 10:03 a.m.

**Committee Chair Report:** None.

**Personnel Advisor Report:** Ms. Creighton discussed vacancies and recently filled positions. She also reviewed changes that may be coming with the way overtime is paid to employees as regulated by the Department of Labor. She will keep the committee informed as these changes are made.

**Administrative Coordinator Report:** Ms. Hansen reported that she is looking forward to the new staff in her office. She explained a recent question that came up on how to handle the amount of PTO needed when a Communication/Corrections Officer is originally schedule for an 8 hour shift and the schedule is changed to 12 hours, but then the person calls in for a day

off. The committee agreed it should be at the 12 hour shift. Ms. Hansen also reported on the Auditors being here and returning Thursday to review their preliminary findings.

The next meeting will be June 10<sup>th</sup> at 9:00 a.m.

**Public Comments:** None.

**Adjournment:** Mr. Taylor made a motion to adjourn at 10:23 a.m., seconded by Mr. Hillert. Carried.

Respectfully Submitted,

Roxann M. Halverson  
Buffalo County Clerk