

Buffalo County Minutes

Committee/Board: Human Resources Committee

Date of Meeting: Monday, June 7, 2021

Mr. Grisen called the meeting to order at 8:30 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, Ms. Danielle Schalinske, Ms. Carri Renchin, Mr. Dave Rynders, Ms. Mindy Dale, Sheriff Mike Schmidtknecht, Mr. Brian Simes, Mr. Mike Osmond, Mr. Logan Olson, and Mr. Mike Backus.

Public Comments Regarding Posted Agenda Items: Ms. Schalinske spoke regarding concerns she has with changes to the comp time policy and how it will be enforced.

Ms. Renchin explained what causes comp time in her department and how she appreciates the work employees do on lengthy investigations.

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

The Committee May Go into Closed Session for Consultation with Legal Counsel on Wisconsin Professional Police Association WPPA/LEER Contract Negotiation Strategy: Mr. Grisen made a motion to go into closed session, seconded by Mr. Taylor. Mr. Hillert – yes, Mr. Grisen – yes, Ms. McMillan Urell -yes, Mr. Taylor – yes, and Mr. Nelson – yes.

The Committee May Return to Open Session: Mr. Grisen made a motion to return to open session, seconded by Mr. Taylor. Mr. Hillert – yes, Mr. Grisen – yes, Ms. McMillan Urell -yes, Mr. Taylor – yes, and Mr. Nelson – yes.

Review/Discussion/Action regarding the Exchange of Initial Proposal – WPPA/LEER Union: Each side reviewed their proposals for the contract negotiations.

Mr. Hillert was excused from the meeting at 10:45 a.m.

The Committee May Go into Closed Session for Bargaining Union Negotiations: Mr. Grisen made a motion to go into closed session, seconded by Ms. McMillan Urell. Mr. Grisen – yes, Ms. McMillan Urell -yes, Mr. Taylor – yes, and Mr. Nelson – yes.

The Committee May Return to Open Session: Mr. Grisen made a motion to return to open session, seconded by Ms. McMillan Urell. Mr. Grisen – yes, Ms. McMillan Urell - yes, Mr. Taylor – yes, and Mr. Nelson – yes.

The next meeting to review contract proposals will be July 6th at 9:30 a.m.

Review/Discussion/Action regarding the County Conservationist Position

Description: Ms. Hansen reviewed the changes to the position description. She has some concerns with the Master’s degree requirement. Ms. McMillan Urell made a motion to have the Master’s degree recommended but not required, seconded by Mr. Nelson. Carried. Mr. Nelson made a motion to approve the amended position description, seconded by Ms. McMillan Urell. Carried.

Review/Discussion/Action regarding the Conservation Technician Position

Description: The updates were reviewed. Ms. McMillan Urell made a motion to approve the position description, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding the Resource Management Specialist

Position Description: The changes to the position description were reviewed. Ms. McMillan Urell made a motion to approve the position description, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding a Telecommuting Request from Land

Conservation Department: This request is to allow the Department Manager to work from home one day per week to work on two large projects that are time sensitive. Ms. McMillan Urell made a motion to approve the telecommuting request through December 31, 2021, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding a Telecommuting Request from UW-

Extension Office: This telecommuting request is for the Support Staff position to work from home one day per week with that day alternating each week. UW has approved staff to begin working in the office again but is limiting the number of staff in each office. Allowing the telecommuting would allow the UW staff to be in the office. Mr. Grisen made a motion to approve the telecommuting request until such time as UW resumes allowing all staff to work in the office, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding the Public Health Specialist Position

Description: Mr. Rynders explained this position description is to aid in the recruitment for the Public Health Nurse position. This would allow hiring a 4th year Nursing student to fill the position and then transition this person to the Public Health Nurse when they meet those qualifications. This is not a new position, just a creative way to fill a position that has been vacant for several months. Ms. McMillan Urell made a motion to approve the position description, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding the Public Health Specialist Wage Scale: Mr. Rynders explained this position would be placed in the same classification and wage

scale as the Case Manager II. Mr. Nelson made a motion to approve the wage scales, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding the Emergency Management Director/Risk Manager Position Description: Ms. Hansen reviewed the position description. The Highway Committee discussed this position after the retirement of the Emergency Management Director was received. It was proposed to take the safety duties from the Parts Manager and Safety Coordinator position and place it with the Emergency Management Director. The Parts Manger position will be reviewed, and other duties assigned to it. Ms. McMillan Urell made a motion to approve the position description, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding the Emergency Management Director/Risk Manager Wage Scale: This position will be placed in the same scale as the Emergency Management/Recycling Director position. Recycling will be looking at how to handle those duties. Ms. McMillan Urell made a motion to approve the wage scale, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding Administrative Assistant Position Description: Ms. Hansen explained there were no changes to the position description. The position was reviewed to see if there were duties to add or remove due to the turnover. Ms. McMillan Urell made a motion to approve the position description, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding Approval to Fill Administrative Assistant Position in the Administration Office: Ms. McMillan Urell made a motion to approve filling the position, seconded by Mr. Nelson. Carried.

Review/Discussion/Action regarding A Resolution to Amend Policy 103 Overtime and Compensatory Time: The language change helps to resolve comp time accrual and WRS issues. It may need to be brought back to decide how to handle comp time earned in December, payouts, and the max number of hours for comp time. This policy will be effective August 1st. Ms. McMillan Urell made a motion to approve the resolution, seconded by Mr. Nelson. Carried.

Review/Discussion/Action regarding the Employee Benefit Agent of Record: Mr. Taylor made a motion to continue with Cottingham and Butler for the employee benefit agent, seconded by Ms. McMillan Urell. Carried.

Review/Discussion/Action regarding A Resolution to Amend Salary Classification and Compensation System for Non-Represented Employees: This resolution adds the Emergency Management Director/Risk Manager position and the Public Health Specialist position to the wage scales. Ms. McMillan Urell made a motion to approve the resolution, seconded by Mr. Nelson. Carried.

Review/Discussion regarding Human Resources Sub-Committee Update: Ms. Hansen explained the sub-committee is still working on the wage scales and will report back at the next meeting.

Review/Discussion/Action regarding a Joint Meeting with Finance Committee for Budget Strategy: The Finance Committee meets next Thursday and Chair Grisen would like the approval of the HR Committee to go to that meeting to discuss budget strategy. Ms. McMillan Urell made a motion to approve Mr. Grisen and Mr. Taylor discussing budget strategy with the Finance Committee, seconded by Mr. Nelson. Carried.

Mr. Taylor and Ms. McMillan Urell were excused from the meeting at 12:57 p.m.

Review/Discussion regarding the Draft Affirmative Action Plan: Ms. Creighton reviewed the draft of the plan and will bring back more details at another time.

Committee Chair Report: None.

Personnel Advisor Report(s): Ms. Creighton handed out her report.

Administrative Coordinator Report: None.

Public Comments: None.

Next Meeting: The next meeting date and time will be July 6, 2021, at 9:30 a.m.

Adjournment: Adjourned at 1:00 p.m.

Respectfully Submitted,

Roxann M. Halverson
Buffalo County Clerk