

## Buffalo County Minutes

**Committee/Board:** Human Resources Committee

**Date of Meeting:** Monday, June 10, 2019

**Electronic and Hard Copy Filing Date:** Monday, June 10, 2019

Mr. Larry Grisen called the meeting to order at 9:00 a.m.

**Board Members Present:** Mr. Larry Grisen, Mr. Michael Taylor, Mr. Donald Hillert and Mr. Nathan Nelson. Mr. Bernard Brunkow joined the meeting at 9:06 a.m.

**Others Present for All or Parts of the Meeting:** Ms. Roxann Halverson, Ms. Sonya Hansen, Ms. Brenda Creighton, Ms. Carrie Renchin, Mr. Dave Rynders, and Mr. Lee Engfer.

**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 Narcan Policy:** Mr. Rynders explained the title of the policy has been updated to “Naloxone Administration Policy”. The policy sets out how staff can administer the medication. The kit will contain the medication, gloves and a face mask. The Sheriff’s Department also has a policy for the use of the medication, but it is for in-house use only. The committee discussed if it would be possible to have a blanket policy for all departments. Mr. Engfer explained he has concerns about the DHHS policy as it has some items in there that are not applicable to his staff. Mr. Hillert made a motion to approve the DHHS Naloxone Administration Policy with a blanket policy to be created for all departments at a later date, seconded by Mr. Nelson. Carried.

**Review/Discussion/Action regarding A Resolution to Create a Full-Time Comprehensive Community Services and Children’s Long Term Support Social Worker Position:** Mr. Rynders and Ms. Renchin spoke regarding the services this position would offer. There are extra funds in the Federal Block Grant that can be used to fund this position for 2019 and then billable services will pay for the position in 2020 and beyond. The reimbursement for the services is delayed by approximately 12 months, but will be reimbursed. Mr. Taylor made a motion to approve the resolution, seconded by Mr. Nelson. Carried.

**Committee Chair Report:** Chair Grisen reported that he visited Burnett County Courthouse. They have a Land Use Department that encompasses Land Conservation, Zoning, GIS, Surveyor, and Real Property Lister. This may be an option to help with reducing the number of committee meetings. Trempealeau County has this type of department and Polk County is moving in this direction.

**Administrative Coordinator Report:** Ms. Hansen gave her report. A Communication/Corrections Officer lost a set of keys while moving. Our policy indicates that if an employee loses their keys, they are responsible for rekeying all doors affected. This may affect approximately 10 doors at a cost \$125 per door. If the key is not found within 30 days the cost of replacement could be spread over even payments.

The health insurance claims report was received. There has been \$368,000 in premiums collected and \$222,000 in claims paid. Therefore at this time the loss ratio is okay. There has also been \$24,000 in HRA claims and \$150,000 was budgeted in that account.

A request was made by a Communications/Corrections employee to talk with the HR Committee about shift differential for night shifts. Ms. Hansen explained to the employee that this needs to go through the proper channels.

The Sheriff's Department sponsored an individual to attend the academy with the understanding that if a vacancy is available when the individual graduates they would be hired. This person does not graduate until October, but the Sheriff would like to begin some of the training now. Ms. Hansen was unsure what wage to pay as this is a Union position and the person is not qualified as a deputy yet. Ms. Hansen will talk with the Union and see if a meeting can be set up for this.

Ag & Extension approved an Associate position. This position will not come forward to HR as it is an UW- Extension employee and not a county employee. This will be brought to Finance however, since it affects the contract rate the county pays.

**Personnel Advisor Report:** The staffing report and over-time report was reviewed. There were 14 individuals that applied for the Highway Patrolman position. Those applications will be reviewed tomorrow and interviews will be set-up.

Nationwide Life Insurance was discussed. Some changes are being offered and a letter will go out soon to employees discussing those changes.

The next meeting will be July 8<sup>th</sup> at 9:00 a.m.

**Public Comments:** None.

**Adjournment:** Mr. Hillert made a motion to adjourn at 10:25 a.m., seconded by Mr. Taylor. Carried.

Respectfully Submitted,

Roxann M. Halverson  
Buffalo County Clerk