

Buffalo County Minutes

Committee/Board: Human Resources Committee

Date of Meeting: Monday, July 8, 2019

Electronic and Hard Copy Filing Date: Tuesday, July 9, 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.

Others Present for All or Parts of the Meeting: Ms. Roxann Halverson, Ms. Sonya Hansen, Ms. Brenda Creighton, and Mr. Jacob Syndergaard.

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 regarding a Presentation by Cottingham & Butler on Employee Benefits: Mr. Syndergaard reviewed the changes made for 2019 and when rates will renew. There are 29 employees on the Mayo only plan and 55 on the traditional plan. The HSA was discussed and different ways to structure that. The benefit of the HSA is that once money is placed in the account it is the employee's money to use for medical purposes forever. Through the end of May only 17% of the HRA was claimed. Mr. Syndergaard will put together different HSA designs and bring to the next meeting.

Review/Discussion/Action regarding the MetLife Implementation Credit for 2019: Ms. Creighton explained the county could get a refund from MetLife through the implementation program. The money could be used for administrative costs or some type of employee recognition program. It will not be a lot of money. Mr. Taylor made a motion to approve the Implementation Credit, seconded by Mr. Hillert. Carried.

Review/Discussion/Action regarding Cottingham & Butler Discount Program: Mr. Syndergaard explained this program is free to the county and offers discounts on different products, for example a discount on the purchase of a Fitbit. The program is called Perkspot. Mr. Taylor made a motion to approve the discount program, seconded by Mr. Nelson. Carried.

Review/Discussion/Action regarding a MetLife Performance Agreement for 2020: If approved this would be a refund of \$1,000 for 2020. Mr. Hillert made motion to approve the agreement, seconded Mr. Taylor. Carried.

Review/Discussion/Action regarding Bidding for Voluntary Benefits for 2020: A discussion was held regarding the different benefits. The only benefit that has had issues is

the dental benefits. Mr. Hillert made a motion to rebid the dental insurance, seconded by Mr. Nelson. Carried.

Review/Discussion/Action regarding Adoption of a Managed Account Solution for Post-Employment Health Plan: This gives post-employment employees the ability to choose a plan at no cost to the county. Mr. Hillert made a motion to approve the post-employment health plan, seconded by Mr. Taylor. Carried.

Mr. Hillert left the meeting at 10:00 a.m.

Review/Discussion/Action regarding Restructure of Land Information Office: Ms. Hansen sat down and discussed the structure of the Land Information Department with the Treasurer and the Land Information Officer. She reviewed the organizational chart with the committee to explain the flow of communication and duties with the new organization. This will be done on a trial basis until the end of the year. Mr. Taylor made a motion to approve the restructure on a trial basis, seconded by Mr. Nelson. Carried.

Review/Discussion/Action regarding Department Manager Performance Evaluation Process: Ms. Hansen reviewed how some Department Managers are evaluated by the committee, or the Committee Chair and Administrative Coordinator, or just the Administrative Coordinator. She would like this process more concise across the board, having each Department Manager evaluated by the same process. A discussion of how to remove a Department Manager was held. Ms. Hansen reviewed how each Department Manager is hired or appointed. The committee would like three more columns added to the chart presented. The columns would show how the person got the position, how the person could be removed, and a discipline process. This will be brought back at a later time.

Review/Discussion/Action regarding Countywide Orientation: Ms. Creighton explained she is working on a process to engage new employees and help them become more knowledgeable of what services are available in the courthouse. She would like to offer this new orientation twice a year to the new hires. Mr. Nelson made a motion to approve the orientation, seconded by Mr. Taylor. Carried.

Committee Chair Report: Chair Grisen asked if the committee would like to have the vacant position on the HR Committee filled or leave vacant for the time being. It was the consensus to leave it open for now and see when the vacant seat on the board would be filled.

Chair Grisen asked if the missing key had been located yet from the Communications/Corrections Officer. Ms. Hansen indicated it had not and she would be following up with that.

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

Administrative Coordinator Report: Ms. Hansen reported on step increases and the budget process. The CPI for May was 1.8%, but for budgeting it has been the June CPI that has been used in the past. A spreadsheet will be put together and presented at the next meeting.

Ms. Hansen reported that she is attending a meeting in Pepin County today to discuss the potential of all employees for the Regional ADRC being under one County instead of being split between the two counties. The purpose for exploring this option is that it is felt that having all employees employed by one County would streamline the administrative functions.

A draft of the Narcan policy was discussed. This will be brought to the next meeting.

Personnel Advisor Report: Ms. Creighton reviewed her report on positions being filled or vacated. Ms. Henthorn has resigned from the Clerk of Courts office and will now be working with Judge Clark doing data reporting in the courtroom. This position has been posted and the first round of reviews will be this Friday. There is a Highway position that has been offered and is pending at this time. Law Enforcement may make an offer for a female Communications/Corrections Officer.

The next meeting will be August 12th at 9:00 a.m.

Public Comments: None.

Adjournment: The meeting was adjourned at 11:00 a.m.

Respectfully Submitted,

Roxann M. Halverson
Buffalo County Clerk