

## Buffalo County Minutes

**Committee/Board:** Human Resources Committee

**Date of Meeting:** Monday, July 13, 2020

**Electronic and Hard Copy Filing Date:** Monday, July 13, 2020

Mr. Grisen called the meeting to order at 9:30 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, Sheriff Mike Schmidtknecht, Ms. Diane Mikelson, and Ms. Carol Burmeister.

**Public Comments Regarding Posted Agenda Items:** None.

**Review/Discussion/Action regarding Previous Meeting Minutes:** Mr. Nathan Nelson made a motion to approve the minutes, seconded by Mr. Mike Taylor. Carried.

**Review/Discussion regarding an Update on Presentation Date by Cottingham & Butler:** Ms. Hansen explained that she and Ms. Creighton spoke with Cottingham & Butler regarding an HSA. Cottingham & Butler would like to present their information at the August meeting.

**Review/Discussion/Action regarding a Review of COVID-19 Employee Return to Work Plan for Additional Guidance on Employee Personal Travel & Face Coverings:** A discussion was held on employee travel. Sheriff Schmidtknecht explained his concerns and that the current policy only says it is not recommended. He feels there needs to be more guidance with the increase of COVID cases. Requiring quarantine upon return from travel was discussed and whether that quarantine would be covered by the county or if the employee would need to use PTO or unpaid leave. Also discussed was if the employee would need to go and get tested and wear masks during work hours upon their return. Mr. Hillert made a motion that if an employee voluntarily travel outside of their normal weekly essential routine travel, they need to inform their department manager immediately but not less than two weeks prior to travel and present a plan for their travel. The employee may be subject to a 14-day quarantine using PTO, sick, or unpaid leave. The Department Manager must discuss these plans with the Administrative Coordinator and Public Health. Failure of the employee to notify the Department Manager may be subject to disciplinary action up to termination. This travel language is a temporary order in effect until the next meeting and will be reviewed by labor counsel. Mr. Nelson seconded this travel language. All voted in favor. Carried.

The use of face coverings was discussed. Law Enforcement is required to wear them during all interaction with inmates. The courtroom will require masks during all court

proceedings. Employees will be reminded of the importance of wearing masks and to wear them in common areas and when going to offices other than their own.

Ms. McMillan Urell made a motion to approve the updated Return to Work Policy, seconded by Mr. Nelson. Carried.

**Review/Discussion/Action regarding the Part-Time Court Staff Position**

**Description:** Ms. Hansen explained with the court requirements of temperature checks, face mask requirements, and making sure social distance is in place there is a need for additional part-time staff. The Road to Recovery funds the county received can be used for these positions. Ms. McMillan Urell made a motion to approve the position description, seconded by Mr. Taylor. Carried.

**Review/Discussion/Action regarding A Resolution to Add Limited Term 2020 Court Staff Positions for Protective Measures to Mitigate the Spread of COVID-19 for In-Person Hearings:**

This resolution would allow up to 5 part-time positions to aid in court proceedings to help stop the spread of COVID-19. Funds for the positions will come from the Road to Recovery funds. The Town of Milton is checking into allocating their funds to the county for use. Mr. Nelson made a motion to approve the resolution, seconded by Mr. Hillert. Carried.

**Review/Discussion/Action regarding the Appointment of a Sub-Committee to Meet with the Finance Committee on Wage and Benefit Direction for the 2021 Budget:**

Chair Grisen discussed appointing members to meet with the Finance Committee on Thursday to discuss budget concerns for 2021. He would like 3 members of HR to attend but is welcoming the entire HR Committee if they chose to go. Mr. Don Hillert, Mr. Mike Taylor, and Mr. Larry Grisen will comprise the sub-committee.

**Review/Discussion/Action regarding A Resolution to Amend the Establishment Job Category and Pay Grade Schedule for Non-Represented Employees to Add Part-Time Communications/Corrections Officer Job Category and Pay Grade:**

A Communications/Corrections Officer recently resigned his position with Buffalo County but indicated he would be willing to work part-time. The part-time wage scale had been removed as the position was not filled. This resolution would bring that scale back and determine the wage. Ms. McMillan Urell made a motion to approve the resolution, seconded by Mr. Nelson. Carried.

**Review/Discussion regarding the Cost of Step Increases for the 2021 Budget:**

Ms. Creighton discussed costs of step increases and positions that would be frozen. The estimated cost for step increases would be \$130,000.00. Chair Grisen would like members to review this information and bring questions to the joint meeting on Thursday.

**Review/Discussion/Action regarding Employee Training Offer Hosted by Benefit Providers:**

Nationwide would like to come and do a retirement planning training that is approximately 45 minutes long. This would be a virtual training that employees could listen to and ask questions. A discussion was held regarding having the training

recorded so employees could view it on their own time or have this presented at the next employee training day.

**The Human Resource Committees May Go into Closed Session to Discuss Compensation Adjustment for Highway Transition Plan:** Mr. Nelson made a motion to go into closed session, seconded by Mr. Hillert. Mr. Don Hillert-yes, Mr. Larry Grisen-yes, Mr. Nathan Nelson-yes, Ms. Mary Anne McMillan Urell-yes, and Mr. Michael Taylor-yes.

**The Committee May Return to Open Session:** Mr. Hillert made a motion to return to open session, seconded by Ms. McMillan Urell. Mr. Don Hillert-yes, Mr. Larry Grisen-yes, Mr. Nathan Nelson-yes, Ms. Mary Anne McMillan Urell-yes, and Mr. Michael Taylor-yes.

Ms. McMillan Urell made a motion to approve a \$4.00 per hour interim pay to begin July 27<sup>th</sup>, seconded by Mr. Taylor. Carried.

**Chairperson Report:** None.

**Personnel Advisor's Report:** Ms. Creighton discussed recent resignations, positions that have been filled, and applications that have been received for open positions.

**Administrative Coordinator Report:** Ms. Hansen reported on legislation that is being discussed that would give individuals the ability to personally sue Law Enforcement Officers for actions they took in the line of duty. If this passes it may have Officers retiring early and make it difficult to fill vacant positions. She explained WRS general rates will remain the same for 2021 and will increase .10% for the protective class. Workers Comp cases were at 5 claims with only 2 claims being paid out.

**Public Comments:** None.

Next meeting date: August 10, 2020 at 9:30 a.m.

**Adjournment:** Mr. Taylor made a motion to adjourn at 11:50 a.m., seconded by Mr. Hillert. Carried.

Respectfully Submitted,

Roxann M. Halverson  
Buffalo County Clerk