

Buffalo County Minutes

<u>Committee/Board:</u>	Human Resources Committee
<u>Date of Meeting:</u>	Monday, August 10, 2020
<u>Electronic and Hard Copy Filing Date:</u>	Monday, August 24, 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, Mr. Dave Rynders, Mr. Jacob Syndergaard, and Ms. Carol Burmeister.

Public Comments Regarding Posted Agenda Items: None.

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

Review/Discussion regarding a Presentation by Cottingham & Butler: Mr. Syndergaard reviewed HRA and HSA services and costs the county may be looking at. He has sent out an RFP for administration of the HRA funds as current company has had some customer service issues. He reviewed a timeline of when we should receive our rates for 2021 and the steps after that. He recommends going out to market to see if other companies could give a better rate. With our loss ratio being low this year companies are showing competition for business. He will bring this information to the September 14th meeting.

Review/Discussion/Action regarding Health Insurance Strategies and Health Savings Accounts: No discussion held as this was reviewed by Mr. Syndergaard.

Review/Discussion/Action regarding the COVID-19 Employee Return to Workplace Guidelines: Ms. Hansen indicated the changes were highlighted and sent out with the packets. A discussion was held on air travel. Public Health has indicated that they would recommend an employee that travels by air to quarantine for 14 days following their return. A discussion was held regarding communication with Department Managers when attending events with more than 50 people in attendance. Mr. Taylor made a motion to approve the updated guideline, seconded by Mr. Hillert. Carried.

Review/Discussion/Action regarding Telecommuting During COVID-19 and Beyond: A discussion was held regarding how telecommuting was working. Ms. Hansen would like to see offices that rotate telecommuting not do so daily but have a different schedule. Mr. Rynders reported how telecommuting is working well for his department and is helping with opening much needed space. He distributed a chart showing which employees would continue to telecommute and which would rotate

telecommuting schedules. He showed how the vacant office spaces would be used for other employees that were sharing space. Chair Grisen indicated at this time we would continue with how the telecommuting is working. Mr. Rynders would work on a more detailed telecommuting policy.

Review/Discussion/Action regarding Compensation Strategies: Chair Grisen reviewed the meeting held with the Finance Committee regarding compensation. HR will work on an overall compensation package for employees and then review the compensation survey for those positions that may need adjusting.

Review/Discussion/Action regarding Hiring Strategies for Filling Vacancies: The HR Subcommittee and Finance Committee also discussed filling vacancies. Possibilities of leaving positions open to allow time to review the position description and the actual need for the position had been discussed. The joint committee also discussed having a list of essential and nonessential positions.

The Human Resource Committees May Go into Closed Session to Discuss Highway Department Updates & Staffing and Military Leave Status: Chair Grisen made a motion to go into closed session, seconded by Mr. Taylor. 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: Chair Grisen made a motion to return to open session, seconded by Mr. Taylor. 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 pay out the 101 hours of compensatory time but do not allow it to accumulate above 60 hours in the future and all time needs to be used by the end of the year, seconded by Mr. Taylor. Carried.

Chairperson Report: Chair Grisen asked how the payroll deduction Order the President signed will affect our employees. Ms. Hansen indicated that she will find direction on how to proceed as it is too soon to tell.

Personnel Advisor's Report: Ms. Creighton was unable to attend the meeting but did provide her written position vacancy report.

Administrative Coordinator Report: Ms. Hansen indicated she is working with the court system regarding court hearings and COVID-19. The county board room will need to be able to have good communication with the court room so that Jurors can be able to hear and communicate between rooms.

Public Comments: None.

Next meeting date: September 14, 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

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