

Buffalo County Minutes

<u>Committee/Board:</u>	Human Resources Committee
<u>Date of Meeting:</u>	Monday, August 12, 2019
<u>Electronic and Hard Copy Filing Date:</u>	Wednesday, August 14, 2019
Edited (to add more public comments):	Tuesday, September 17, 2019

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

Board Members Present: Mr. Larry Grisen, Mr. Michael Taylor, and Mr. Donald Hillert. Mr. Nathan Nelson was absent.

Others Present for All or Parts of the Meeting: Ms. Roxann Halverson, Ms. Sonya Hansen, Ms. Brenda Creighton, Mr. Jacob Syndergaard, Mr. Bruce Fuerbringer, Sheriff Mike Schmidtknecht, Mr. Dave Rynders, Ms. Diane Mikelson, and Ms. Ceil Novinski.

Public Comments Regarding Posted Agenda Items: Ms. Novinski spoke in favor of having a shift differential pay for the Communications/Corrections Officers that work the night shift. She has researched other counties and private companies that provide a shift differential. Ms. Novinski explained the night shift often works with no supervision (other than telephone contact), they have health concerns by working this shift, and they miss time with family. She believes this would be good for the moral of the employees that work the night shift. Ms. Novinski would like to see the shift differential pay for these workers approved and for the money to be added to the budget and not make the department take funds from another service to balance the budget.

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 Review of Dental Rate Renewals: Mr. Syndergaard explained how he approached three carriers to obtain bids for dental coverage. Delta Dental was most comparable to MetLife and came in with rates less than MetLife. He believes this would be a good company to switch to as they have good customer service and we should see less service issues. Mr. Taylor made a motion to move to Delta Dental for dental insurance, seconded by Mr. Hillert. Carried.

Review/Discussion/Action regarding Cost Sharing Options and Renewal of Medical Insurance by Cottingham & Butler: Mr. Syndergaard looked at changing contribution rates for the different plans and how much savings it would be for the county. Actual renewal costs should be available in mid-September.

Review/Discussion/Action regarding Recycling Processor/Highway Patrolman Position Description: Mr. Fuerbringer explained he worked with Mr. Bob Platteter, Highway Commissioner, to develop this position description. It is a combination of job

duties for the Recycling Handler and Patrolman. Mr. Hillert made a motion to approve the position description, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding A Resolution to Approve Creating a Shared Recycling/Highway Employee Position: A discussion was held regarding the resolution. Mr. Taylor made a motion and Mr. Hillert seconded said motion to amend the resolution to have the last paragraph read as follows: Now, therefore, be it resolved, that the Buffalo County Board of Supervisors hereby grants authorization to the Recycling and Highway Committees, to create a new position per the attached job description, place the position in the Class 1 Patrolman wage scales, and authorize the position to be established on September 1, 2019, at an estimated annual cost factor of \$70,372.00. Carried.

Review/Discussion/Action regarding a Request by Communications/Corrections Officers on 12 Hour Shifts to Consider Night Shift Differential Pay: A discussion was held on larger jails offering a shift differential, but not having the combined positions. The hourly wage paid to Communications/Corrections Officers is comparable to what other counties pay. The payroll would be more time intensive if shift differential was offered. No action was taken at this time.

Review/Discussion/Action regarding the Wellness Workout Room Access for Non-Employee Members: Periodically there are requests for non-employees to use the workout room. In the past this has not been allowed due to liability. The equipment does not have a contract to be serviced or inspected and there are no funds at this time to pay for this. A question was asked if we can open it up to employees of other counties we work with (example would be ADRC employees). The rent for the space is \$275 per month and if the health insurance no longer offers a grant to pay for this the money will need to come out of county funds. The committee decided to send this back to the Wellness Committee for further review.

Review/Discussion regarding Leaves ~ Person Time Off (PTO): Chair Grisen distributed an article he read on the importance of employees taking time off and how to encourage them to do so. The number of hours of PTO has decreased with employees using time during the summer months, but there are some employees getting close to the maximum hours of PTO or already maxed out. Sonya will talk to Department Managers on ways to encourage employees to take time off.

Committee Chair Report: None.

Administrative Coordinator Report: Ms. Hansen discussed adding employee salaries and the mileage rate to the next meeting agenda. The cost of living, part-time employee pay and seasonal mower pay will need to be reviewed.

Personnel Advisor Report: Ms. Creighton reviewed position openings and recent hires.

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

Public Comments: None.

Adjournment: Mr. Hillert made a motion to adjourn at 11:02 a.m., seconded by Mr. Taylor. Carried.

Respectfully Submitted,

Roxann M. Halverson
Buffalo County Clerk