

Buffalo County Minutes

Committee/Board: Human Resources Committee

Date of Meeting: Monday, September 10, 2018

Electronic and Hard Copy Filing Date: Friday, September 14, 2018

Mr. Larry Grisen called the meeting to order at 8:30 a.m.

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

Others Present for All or Parts of the Meeting: Ms. Sonya Hansen, Ms. Roxann Halverson, Ms. Brenda Creighton, Ms. Mary Anne McMillan Urell, and Sheriff Mike Schmidtknecht.

Public Comments Regarding Posted Agenda Items: None.

Minutes: Mr. Nelson made a motion to approve the minutes, seconded by Mr. Hillert. Carried.

Review/Discussion/Action regarding A Resolution to Backfill One (1) Deputy Position Due to the Creation of Two (2) Patrol Sergeant Positions: Chair Grisen explained this resolution was sent back to the Law Enforcement Committee to review how the position would be paid for in the future. Sheriff Schmidtknecht indicated the funds would be from the unfilled part-time Administrative Assistant position. After 2019 the position would be budgeted as a regular budget item. The position is needed to keep overtime down and cover vacant schedules. Currently there is an officer out that was hurt in the line of duty and another one out for training. A question was asked if promoting the two officers to Sergeants is working. Sheriff Schmidtknecht indicated that it has not worked as planned due to being short staffed. He feels it would work if the department was fully staffed. Mr. Hillert made a motion to approve the resolution, seconded by Mr. Taylor. Carried.

The Committee May Go Into Closed Session to Discuss Employee Staffing and Wages: Mr. Grisen made a motion to go into closed session, seconded by Mr. Nelson. Mr. Larry Grisen - yes, Mr. Michael Taylor - yes, Mr. Donald Hillert - yes, Mr. Bernard Brunkow - yes, and Mr. Nathan Nelson - yes. Carried.

The Committee May Return to Open Session: Mr. Grisen made a motion to return to open session, seconded by Mr. Taylor. Mr. Larry Grisen - yes, Mr. Michael Taylor - yes, Mr. Bernard Brunkow – yes, Mr. Donald Hillert – yes, and Mr. Nathan Nelson - yes. Carried.

Review/Discussion/Action regarding the 2019 Wage Scales: The 2019 wage scales will be finalized, put into resolution form, and presented at the next HR meeting.

Review/Discussion/Action regarding the Employee Survey: Ms. Creighton discussed the survey that will distributed to employees. The employees will be asked questions to see how

engaged and satisfied they are in their jobs. The survey will be confidential and will be grouped into different workgroups with approximately 5 employees in each work group. Mr. Taylor made a motion to approve the survey, seconded by Mr. Brunkow. Carried.

Review/Discussion/Action regarding the Chair Report: None.

Review/Discussion/Action regarding the Administrative Coordinator Report: The Law Enforcement Union has not submitted a proposal as of yet, but they have until the end of September to do so. On Wednesday there will be a HR meeting with vendors for health insurance.

Review/Discussion/Action regarding the Next Meeting Date: The next regular meeting date and time will be on October 15, 2018 at 8:30 a.m.

Public Comments: None.

Adjournment: Mr. Brunkow made a motion to adjourn at 9:15 a.m., seconded by Mr. Hillert. Carried.

Respectfully Submitted,

Roxann M. Halverson
Buffalo County Clerk