

Buffalo County Minutes

Committee/Board: Human Resources Committee

Date of Meeting: Monday, September 14, 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, Mr. Jacob Syndergaard, and Mr. Dave Rynders.

Public Comments Regarding Posted Agenda Items: None.

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

Review/Discussion regarding a Major Medical Insurance Renewal & Options by Cottingham & Butler: Mr. Syndergaard discussed the 3.8% increase proposed by WEA Trust. The trend he has been seeing is 6%-7% increase. He is not proposing any plan changes at this time. He is working with WEA Trust to have no rate increase and is willing to go to market to see what other rates are available. He reviewed the RFP he did with the FSA plan. BPA is still the lowest at \$7,349. Other companies were DBS at \$8,299 and EBC at \$8,346. We have 59 employees that participate in the FSA program. He reviewed the timeline he is looking at and open enrollment meetings.

Review/Discussion/Action regarding Medical Savings Accounts vs Medical Reimbursement Accounts: Mr. Syndergaard indicated that he does have a plan for a HSA but would like to wait until the rates come back on the health insurance.

Review/Discussion/Action regarding Highway Commissioner Wage Scale: Mr. Hillert explained that there were very good candidates for the Highway Commissioner position. The first candidate turned down the position as he was making more at his current job. The second candidate had verbally accepted the position, but later turned it down as her employer offered her more money to stay. Both candidates had an engineering degree which would be helpful to the county. Mr. Hillert discussed having a wage scale for individuals with an engineering degree and a wage scale without. Ms. Hansen explained the wage scale for a person with the engineering degree could be set at \$36.89-\$42.77 and the wage scale without an engineering degree could be kept at the current scale for the Highway Commissioner position which is \$23.00-\$38.25. Mr. Taylor made a motion to have a two tier wage scale for the Highway Commissioner position, seconded by Ms. McMillan Urell. Carried.

Review/Discussion/Action regarding A Resolution to Add Additional Limited Term 2020 Public Health Position for Providing Disease Investigations, Contact Tracing and Monitoring for Individuals to Contain the Spread of COVID-19: Mr. Rynders explained there are more and more cases coming in and the staff has a full workload. This resolution will allow additional limited term staff to be added for contact tracing and investigations. Mr. Taylor made a motion to approve the resolution, seconded by Ms. McMillan Urell. Carried.

Review/Discussion/Action regarding Veterans Services Part-Time Administrative Secretary Position Description: Ms. Hansen explained this position was discussed as part of the budget hearings. She would like to see some changes in the position description. Mr. Grisen made a motion to send the position description back to the home committee, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding Night Shift Differential Pay for Communications/Corrections Officers: The \$1.00 per hour shift differential was approved by the Law Enforcement Committee and was included in the 2021 budget request. This will need HR Committee approval and a revision of the employee handbook. A discussion was held regarding what the work schedule would be that is affected with this differential pay and what other departments could request this type of pay. Mr. Taylor made a motion to approve drafting language for the \$1.00 per hour shift differential, seconded by Mr. Nelson. Mr. Grisen voting no. Carried.

Review/Discussion/Action regarding Employer Social Security Tax Deferral: Ms. Creighton explained this deferral was opted out of during the second quarter payroll and is being brought back for review. The payment would be deferred to 2021. Mr. Taylor made a motion to opt out of the deferral and continue to pay the Social Security Tax, seconded by Ms. McMillan Urell. Carried.

Review/Discussion/Action regarding Employee Social Security Tax Deferral September 1 to December 31: The President is allowing employees to defer paying Social Security Tax until 2021. This is a liability for the county if an employee leaves employment prior to the deferral payment date. Mr. Taylor made a motion to opt out of this deferral, seconded by Mr. Nelson. Carried.

Review/Discussion/Action regarding Personnel Costs for 2021 Budget: Ms. Hansen explained the 2021 budget would include an increase of \$110,940 for a .6 wage scale increase and 5% health insurance increase. This number can be adjusted once the health insurance increase amount is set. There are also some vacant positions that would decrease this amount.

Review/Discussion regarding Expectations for Newly Hired Department Managers: Ms. Hansen explained this came about with the Highway Commissioner position. Some items a new department manager should do is give a fiscal report each month to their committee, report any accidents or incidents that have occurred, and work with the Administration Office if there are position vacancies or disciplinary action that is needed. Department Managers should be required to attend the monthly

Department Manager meeting, make sure all meeting packets are complete and include information on items that will be discussed, and work closely with the Chair to discuss expectations of the department and Department Manager. The Department Manager should also know the flow of the office within 60 days and have knowledge of the employee handbook and purchasing policy.

Review/Discussion/Action regarding Request from Law & Emergency Response Committee to Consider Reimbursement for Education and Uniform Expense for Voluntary Separation: Sheriff Schmidtknecht discussed the union contract having a provision for repayment of expenses if an individual leaves employment within a certain time period. He would like to explore a similar policy for the Communications/Corrections positions. The Committee would like language drafted to review next month.

Chairperson Report: None.

Personnel Advisor's Report: Ms. Creighton reviewed the open positions and interviews that are being held. The Highway Commissioner position will be re-advertised.

Administrative Coordinator Report: Ms. Hansen explained she is working on the budget at this time. She recommended that HR Committee look at exempt and nonexempt employees and develop a consistent policy for how hours are tracked for "comp" time. The employee handbook should also be reviewed and updated.

Public Comments: None.

Next meeting date: Monday, October 5, 2020 at 9:30 a.m.

Adjournment: Mr. Taylor made a motion to adjourn at 11:40 a.m., seconded by Ms. McMillan Urell. Carried.

Respectfully Submitted,

Roxann M. Halverson
Buffalo County Clerk