

Buffalo County Minutes

Committee/Board: Human Resources Committee

Date of Meeting: Monday, October 5, 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, Mr. Jacob Syndergaard (via TEAMS), Mr. Dave Rynders, and Sheriff Mike Schmidtknecht.

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. Taylor. Carried.

Review/Discussion regarding a Major Medical Insurance Renewal & Options by Cottingham & Butler: The health insurance renewal was negotiated from 3.8% increase to a 1.5% increase. The total 2021 premium will be \$1,526,381.00, which is an increase of \$22,553.00. A discussion was held on HRA funds, HSA funds, and higher deductible plans.

Review/Discussion/Action regarding A Resolution to Approve Health Insurance Benefit Plan: 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: This position description was sent back to the home committee for further review and changes. Those changes have been made and now aligns the position with that of a Support Staff position in DHHS. The Finance Committee has put this position on hold at this time due to budget issues. Ms. McMillan Urell made a motion to approve the position description, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding A Resolution to Add Communicable Disease Program Duties to One Limited Term 2020 Public Health Position: This position is funded 100% with CARES funding. With some adjustment of duties this position would assist with other communicable diseases without using levy dollars. Mr. Taylor made a motion to approve the resolution, seconded by Ms. McMillan Urell. Carried.

Review/Discussion/Action regarding Night Shift Differential Pay for Communications/Corrections Officers: Sheriff Schmidtknecht discussed his original

plan for the night differential pay would be that it would only apply towards 8 hours of a 12 hours shift and could only be given if the employee works the full shift. Ms. Creighton checked with other counties to see how it was handled. Pepin County offers a shift differential pay for employees working a full shift between the hours of 5:00 p.m. and 6:00 a.m. The amount of shift differential pay was discussed. Ms. McMillan Urell made a motion to approve a \$.50 per hour shift differential pay for Communications/Corrections Officers to be effective January 1st, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding Night Shift Handbook Language for Communications/Corrections Officers: Ms. Hansen and Ms. Creighton will work on language for the handbook and bring to the next meeting for approval.

Review/Discussion/Action regarding Language for Communications/Corrections Officer Reimbursement for Education and Uniform Expense for Voluntary Separation: Ms. Hansen indicated she has concerns over the legality of requiring the reimbursement and how this will affect recruitment for the position. She indicated she will get a legal opinion on this matter for the committee. Sheriff Schmidtke indicated he would like to withdraw his request for reimbursement.

Review/Discussion/Action regarding Use of Existing County Employees to Serve as Poll Workers on Election Day: Ms. Halverson explained that WCA is putting on a webinar tomorrow regarding county employees serving as poll workers. There are a few municipalities in Buffalo County that could use assistance. The state is encouraging employees to work as poll workers and paying them their regular wage, but no overtime and not requiring the use of vacation or paid time off. Fond du Lac County is also asking workers to assist as poll workers with the county paying their regular wage (no overtime) and they must have supervisor approval. Mr. Grisen made a motion to approve allowing employees to work as a poll worker, be paid their regular wage, no overtime pay, and with supervisor approval, seconded by Mr. Taylor. Carried.

The Committee May Go into Closed Session to Discuss Department Manager Evaluation Process, Military Leave Status, Administration Office Vacancy, and Veterans Services Funding Options: Mr. Grisen made a motion to go into closed session, seconded by Ms. McMillan Urell. Mr. Grisen-yes, Mr. Taylor-yes, Ms. McMillan Urell -yes, and Mr. Hillert-yes. Carried.

The Committee May Return to Open Session: Mr. Grisen made a motion to return to open session, seconded by Ms. McMillan Urell. Ms. McMillan Urell-yes, Mr. Hillert-yes, and Mr. Grisen-yes. Carried. (Mr. Taylor was excused from the meeting during closed session.)

Ms. McMillan Urell made a motion to send a letter regarding the military leave to all parties, seconded by Mr. Hillert. Carried.

Ms. McMillan Urell made a motion to proceed with the evaluation process as discussed, seconded by Mr. Hillert. Carried.

Mr. Hillert made a motion to proceed with advertising for the vacant Administration Office position, seconded by Ms. McMillan Urell. Carried.

Ms. McMillan Urell made a motion to proceed with option #1 having Ms. Halverson, Ms. Burmeister, and Ms. Hager meet to discuss job sharing, seconded by Mr. Hillert. Carried.

Mr. Hillert made a motion to pass along information to the Finance Committee regarding options #2 and #3 of relocating the VA office and job sharing possibilities and review working with another county to share VA duties, seconded by Ms. McMillan Urell. Carried.

Review/Discussion/Action regarding 2021 Hiring Strategies: There had been discussion at Finance to have a waiting period before positions were filled, but no definitive time period was set. This committee discussed having a 60-90 day moratorium on non-essential positions and hiring essential positions with committee approval sooner.

Chairperson Report: None.

Personnel Advisor's Report: Ms. Creighton reviewed vacancies, interviews, and any new hires. She will be working on open enrollments with the benefits package.

Administrative Coordinator Report: Ms. Hansen reported she will be attending the Land Conservation and Ag & Extension Committee meeting tonight. They will be reviewing the new position that will assist Ms. Lisowski with the 4H program. This would be a position that is a contracted position and be paid from levy dollars. The National Guard is starting a testing facility in Eau Claire for COVID-19.

Public Comments: None.

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

Adjournment: Mr. Hillert made a motion to adjourn at 12:41 p.m., seconded by Ms. McMillan Urell. Carried.

Respectfully Submitted,

Roxann M. Halverson
Buffalo County Clerk