

Buffalo County Minutes

Committee/Board: Human Resources Committee

Date of Meeting: Monday, October 7, 2019

Electronic and Hard Copy Filing Date: Tuesday, October 8, 2019

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

Board Members Present: Mr. Larry Grisen, Mr. Michael Taylor, Mr. Don Hillert, and Mr. Dwight Ruff. Mr. Nathan Nelson was excused

Others Present for All or Parts of the Meeting: Ms. Roxann Halverson, Ms. Sonya Hansen, Ms. Brenda Creighton, and Mr. Dave Rynders.

Public Comments Regarding Posted Agenda Items: None.

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 the Major Medical Insurance Renewal Options and Rates: Ms. Hansen explained that due to claims WEA Trust would not reduce the increase in premium. They are holding to the 6.8% increase. The premium cost is still less than what was paid to Group Health Trust. A discussion was held on how to encourage employees to choose the narrow network and save 7% off the premium. One option would be to limit all new hires to only the narrow network.

Review/Discussion/Action regarding A Resolution to Approve Health Insurance Benefit Plan: Ms. Hansen explained this resolution includes language to limit new hires to the narrow network and approves the WEA Trust plan with the 6.8% increase in premium. Mr. Taylor made a motion to approve the resolution, seconded by Mr. Hillert. Mr. Hillert expressed concerns about the limitation to a narrow network with the distance it is to a provider. Mr. Hillert voting no. Carried.

Review/Discussion/Action regarding A Resolution to Amend Salary Classification and Compensation System for Non-Represented Employees: The scales are based on eight steps with a 1.8% increase at step one and adjusted up from there. After working with these adjustments and accounting for salaries that are covered by fees or some other sort of revenue the cost to the budget would be \$111,800.00. Ms. Hansen adjusted the budget for the HRA from \$100,000.00 to \$85,000.00, took an additional \$50,000.00 from the DHHS fund and the balance will come from the General Fund to balance the budget. Positions that may want to be removed from the wage scales and those that need to be reviewed were discussed. Mr. Hillert made a motion to approve the resolution, seconded by Mr. Ruff. Carried.

Review/Discussion regarding Policy 604- Drug & Alcohol Free Workplace: A discussion was held on how vaping is covered under the current policy. Chair Grisen would like language added to show consequences. Ms. Creighton indicated that this would be covered under the progressive discipline plan.

Review/Discussion/Action regarding A Resolution to Change a Full-Time Limited Term Case Manager Position to a Full-Time Permanent Status Social Worker/Case Manager: Mr. Rynders indicated that this position has been working in the department for two years and will sunset on December 31st if not approved to change to permanent status. The workload is still there to warrant this additional position. Mr. Hillert made a motion to approve the resolution, seconded by Mr. Taylor. Carried.

Review/Discussion regarding Integration of Aging and ADRC Business Plan: Mr. Rynders spoke regarding the work that has been done on this plan. He reviewed the organizational chart that shows where positions will be moving. The ADRC vehicle will need to be addressed at some point, as it is owned by Buffalo County. Use of county vehicles will also need to be addressed. With employees of the ADRC being transferred to Pepin County employees, but still working from here, it will need to be decided how county fleet vehicles will be let out.

Review/Discussion/Action regarding A Resolution to approve and Implement the Aging and Disability Resource Center Integrated Business Plan: Mr. Hillert made a motion to approve the resolution, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding a Change of Title and Duties of Aging Director to Adult Protective Services Manager – Position Description: Mr. Rynders reviewed the changes to the position description to show the demand for adult protective services. There have been over 100 referrals this year. In reviewing the position description with the State there was a need to add transportation duties to the position so that grant funds can be monitored. Pepin County will handle the transportation program, but the grant funds need to be sent to Buffalo County and monitored by Buffalo County. Mr. Rynders sees no need to change the classification or wage for this employee as the increase in legal liability with these new duties and the expansion to cover two counties warrants the scale it is currently at. Mr. Hillert made a motion to approve the position description, seconded by Mr. Ruff. Carried.

Review/Discussion/Action regarding A Resolution to change a Full-Time Aging Director Position to a Full-Time Transportation and Adult Protection Services Manager Position: Mr. Hillert made a motion to amend the resolution so that the position is reviewable after one year, seconded by Mr. Taylor. Carried. Mr. Hillert made a motion to approve the amended resolution, seconded by Mr. Taylor. A discussion was held on keeping salaries equitable with other positions with like responsibilities. Mr. Hillert and Mr. Taylor withdrew their motion. Mr. Hillert made a motion to table the resolution to the next meeting to review the wage scales, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding A Resolution to change a Full-Time Adult Protection Dementia Friendly Services Social Worker Position to a Full-Time Adult Protection Services Social Worker Position: Mr. Rynders indicated that the position description did not need to be addressed as the current Social Worker position description covers the duties for this position. Mr. Hillert made a motion to amend the resolution to add wording that this position will be reviewed after one year, seconded by Mr. Taylor. Carried. Ms. Creighton questioned when this would be up for review. Chair Grisen indicated the review would take place during the next budget cycle. Mr. Hillert made a motion to approve the amended resolution, seconded by Mr. Taylor. Carried.

Committee Chair Report: None.

Personnel Advisor Report: Ms. Creighton reviewed the open positions. Chair Grisen questioned when a position would be reviewed as to the need for a full-time position. Ms. Hansen explained this is done by the Department Manager and the home committee for that department. The decision is only brought to the HR Committee and the full County Board if it is a new position. Chair Grisen would like this brought before HR for all positions.

Administrative Coordinator Report: Ms. Hansen explained the Wellness Committee will be coming to the next meeting to discuss the structure and duties of the Wellness Committee. Health Insurance enrollment meetings will be scheduled for employees. The Employee Fund will also come forward to discuss updating their operating document. The employee survey is still a work in progress. Civic Plus sent information on a new HR platform. It does have a cost associated with it, but might be worth looking into as it could save time in how employee records and recruitment are handled.

Public Comments: None.

Adjournment: Mr. Hillert made a motion to adjourn at 10:48 a.m., seconded by Mr. Ruff. Carried.

Respectfully Submitted,

Roxann M. Halverson
Buffalo County Clerk