

Buffalo County Minutes

Committee/Board: Finance Committee
Date of Meeting: Wednesday, October 16, 2019
Electronic and Hard Copy Filing Date: Thursday, October 17, 2019

Mr. Don Hillert called the meeting to order at 1:00 p.m.

Board Members Present: Mr. Donald Hillert, Mr. David Danzinger, Ms. Mary Anne McMillan Urell, Ms. Nettie Rosenow, and Mr. Larry Grisen.

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

Public Comments Regarding Posted Agenda Items: None.

Review/Discussion/Action regarding Minutes of the Previous Meeting(s): Ms. McMillan Urell made a motion to approve the minutes, seconded by Mr. Grisen. Carried.

Review/Discussion/Action regarding 2020 Proposed Budget & Publication Notice: Ms. Hansen discussed the budget guidelines, various positions that were reviewed, meal site changes, bridge aids, and aid for roads. She showed how much of the levy is spent in different departments. The Committee would like the chart to show how much salaries and benefits affects the budget. A discussion was held on how vacant positions are filled and how the previous Board had all positions go to the full County Board for approval. Ms. McMillan Urell made a motion to approve the proposed budget adding a chart to show salaries and benefits and to approve the publication of the proposed budget, seconded by Mr. Danzinger. Carried.

Review/Discussion/Action regarding A Resolution to Approve Health Insurance Benefit Plan: The economic impact was reviewed. This does not change the deductible or the HRA contribution amount. If an employee chooses the narrow network they would realize a 6-7% savings. All new employees will be limited to the narrow network. Ms. McMillan Urell made a motion to approve the resolution, seconded by Mr. Grisen. Carried.

Review/Discussion/Action regarding A Resolution to Amend Salary Classification and Compensation System for Non-Represented Employees: The CPI was added to step one. A few of the classifications will need to be reviewed at a later time. Mr. Grisen made a motion to approve the resolution, seconded by Mr. Danzinger. Carried.

Review/Discussion/Action regarding A Resolution to Change a Full-Time Limited Term Case Manager Position to a Full-Time Permanent Social Worker/Case Manager: Mr. Rynders explained this position is slated to end December 31st and there is still a need due to the number of drug endangered children cases the department is seeing. The temporary status could be extended, but data from the past two years has shown this issue is not

decreasing. Ms. Rosenow made a motion to approve the resolution, seconded by Ms. McMillan Urell. Carried.

Review/Discussion/Action regarding A Resolution to Approve and Implement the Aging and Disability Resource Center Integrated Business Plan: The plan was previously presented to the Finance Committee and was projected in the budget that was presented. Ms. McMillan Urell made a motion to approve the resolution, seconded by Ms. Rosenow. 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: With changes to meal sites this position would expand to cover adult protection services that have seen an increased need. Ms. McMillan Urell made a motion to approve the resolution, seconded by Mr. Danzinger. Carried.

Review/Discussion/Action regarding A Resolution for County Aid for Town Bridges and Culverts – Section 82.08 of the Statutes: Mr. Danzinger explained that more towns are opting for a 3-foot culvert so that they can apply for the shared funds. This was discussed at the Highway Committee to increase the minimum culvert covered by this program to a 4-foot culvert. A discussion was held on bridges, culverts and the administrative fee that is charged. Ms. McMillan Urell made a motion to approve the resolution, seconded by Mr. Danzinger. Ms. Rosenow voting no. Carried.

Review/Discussion/Action regarding a County Grant Writer Position: Ms. Hansen reviewed the position description. A discussion was held on whether or not this position would be beneficial to departments and whether or not to contract for this work. Mr. Grisen made a motion to have Ms. Hansen look into contracting for one year or training a current employee for this type of work, seconded by Mr. Danzinger. Carried.

Review/Discussion/Action regarding the Purchasing Policy: This item was tabled as the Auditor has not had a chance to review it as of yet.

Review/Discussion/Action regarding Monthly Vendor Invoices/Vouchers/Employee Payroll/Funds Investment Report: These invoices include the final payment for the fair bathrooms. The County picked up the majority of the costs with the Fair Association only paying for about \$15,000.00. Ms. McMillan Urell made a motion to approve the invoices, seconded by Ms. Rosenow. Carried.

Chairperson Report: Chair Hillert questioned the status of the ethics investigation. Ms. Hansen reported that the Ethics Commission will be coming on October 21st to interview some individuals to continue their investigative work. Chair Hillert asked if there was anything that needed to be done for the Emergency Management/Recycling Director position with the individual being gone on leave. Ms. Hansen explained that the interim employee is interested in staying. Chair Hillert asked about the status of the tax deed properties. Ms. Halverson explained those properties cannot be taken until after November 1st and will then be advertised after that.

Administrative Coordinator Report: Ms. Hansen reviewed the snow removal expenses for the Highway Department. She questioned if she should be billing the Flyway Trail for work being done on that project. Mr. Rieck had the roof inspected (as is done every year). There are a few small holes to repair at a cost of \$2,977.00. Ms. Hansen instructed him to have those repairs completed. Computers have arrived and Itechra will work on getting them installed. The IT Committee met this morning and discussed the Surface Pros for County Board Supervisors. Ms. Hansen indicated she will work with Ms. Halverson on costs of mailing packages. The proposed Finance dates were reviewed. Census workers are out and about to start the counting process. There are positions they are hiring for. The RFP for remonumentation is on the website. Mr. Danzinger expressed concerns about the status of the address signs. Ms. Hansen will check on this. Ms. Hansen advised the Committee of a letter in the Journal by a family member of a past employee.

Public Comments: None.

The next meeting will be November 20th at 1:00 p.m.

Mr. Hillert adjourned the meeting at 3:23 p.m.

Respectfully Submitted,

Roxann Halverson
County Clerk