

Buffalo County Minutes

Committee/Board: Human Resources Committee

Date of Meeting: Monday, November 4, 2019

Electronic and Hard Copy Filing Date: Tuesday, November 5, 2019

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

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

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

Public Comments Regarding Posted Agenda Items: None.

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

Review/Discussion/Action regarding Director/Manager Wage Scales: A discussion was held regarding the current wages and potential changes to the Highway Commissioner, Land Conservationist, Aging Director, Register in Probate, and Building and Grounds Manager positions. The ADRC Resource Director and CS Coordinator/DHHS Assistant to the Director positions were removed from the scales as they are not being filled. Mr. Taylor made a motion to move the Highway Commissioner, Land Conservationist, Register in Probate, and Building and Grounds Manager positions into Option B as presented, seconded by Mr. Nelson. Carried.

Review/Discussion/Action regarding Part-Time Wage Scales: The part-time Communications/Corrections Officer position will be removed from the scales as it has not been filled. Options of having the other part-time positions removed from the scales and set as a flat fee or having a set of scales for them was discussed. These positions do not receive any benefits and do not have annual evaluations. Ms. Creighton discussed Interns and not wanting to limit them to a set wage if there was a funding source that indicated the wage should be at a certain level. It was agreed to add the words "unless grant funded" to the scales. Mr. Nelson made a motion to set the wages at a flat rate, seconded by Mr. Taylor. Mr. Grisen voting no. Carried.

Review/Discussion/Action regarding a Request for Department of Health and Human Services Staff to Attend Training Out-of-State to Comply with Grant Requirements Paid by Grant Funding: Ms. Renchin explained this training will be held December 4th and 5th, with December 3rd and 6th being travel days in Alexandria, Virginia. There will be four people attending the training with all expenses paid for

through the grant. They will receive training regarding the opioid epidemic. Mr. Ruff made a motion to approve the training, seconded by Mr. Nelson. Carried.

Review/Discussion regarding A Resolution to Change a Full-Time Aging Director Position to a Full-Time Transportation and Adult Protection Services Manager

Position: This resolution was tabled at the last meeting to ensure the ADRC Business Plan was approved and to further discuss wage scales for this position. Ms. Hansen explained if this position was adjusted the wages would be higher than other like positions. If left at the current wage scale it would be more in-line with other like positions. The person in this position would still be eligible for a step increase if a favorable evaluation is received. The position title will also need to be updated on the pay scale chart. Mr. Taylor made a motion to approve the resolution and remove the 1.8% increase to Step 1 and any increases between the steps for this position, seconded by Mr. Nelson. Carried.

The Committee May Enter into Closed Session – Employee Grievance: Mr. Grisen made a motion to go into closed session, seconded by Mr. Taylor. Mr. Grisen – yes, Mr. Ruff – yes, Mr. Taylor – yes, and Mr. Nelson – yes. Carried.

The Committee May Return to Open Session. Mr. Grisen made a motion to return to open session, seconded by Mr. Ruff. Mr. Grisen – yes, Mr. Ruff – yes, Mr. Taylor – yes, Mr. Nelson – yes. Carried.

Review/Discussion/Action regarding a Request for Starting Wage Scale Step for Social Worker CCS/CLTS and Social Worker/Case Manager above Step 3: Mr. Taylor made a motion to start both positions at Social Worker I Step 3 and once licensing has been obtained move the positions to Social Worker II Step 4, seconded by Mr. Ruff. Carried.

Review/Discussion/Action regarding a Wellness Committee Update: Ms. Creighton and Ms. Hansen gave an overview of the Wellness Committee. The Wellness Committee Goals and Objectives were reviewed. An updated copy will be brought to the next meeting.

Review/Discussion/Action regarding a Grant Writer Position or Contract: Ms. Hansen indicated that the Finance Committee reviewed the position description at their last meeting. She did some research into contracting the position, but found that a contracted organization gets paid whether or not the grant is awarded. She was also informed that the Economic Development Coordinator may be reducing hours next year. This may be a good time to combine the two positions. Mr. Taylor made a motion to approve the position description, seconded by Mr. Ruff. Carried.

Review/Discussion regarding Innovative Techniques to Encourage Reduction of Employee Costs: Chair Grisen discussed the need to bring costs of staffing down as it is 46% of the overall budget. He listed ways of obtaining this reduction.

- A checklist to evaluate the need to fill, eliminate, or reduce to part-time any vacant positions.
- Share positions with other departments or counties.
- Restructure departments to share duties due to vacancies.
- Contract duties.
- Review insurance program and other incentives.
- Bid out insurance.
- Move to HSA program.
- Phase out the HRA program.
- Pay for a single health insurance plan only, not a family plan.

The committee was not in favor of eliminating the family health insurance plan and Chair Grisen agreed as these were just discussion points. The committee would like to look at ways to reduce costs.

Committee Chair Report: None.

Personnel Advisor Report: Ms. Creighton discussed open enrollment sessions that are coming up for health insurance. She also reviewed open positions.

Administrative Coordinator Report: Ms. Hansen discussed having an employee training in January.

Public Comments: None.

The next meeting will be December 9th at 8:30 a.m.

Adjournment: The meeting adjourned at 11:30 a.m. Carried.

Respectfully Submitted,

Roxann M. Halverson
Buffalo County Clerk