



## Notice of Public Meeting

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### AGENDA

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**Committee:** Human Resources Committee  
**Date:** Monday, February 14, 2022  
**Time:** 9:30 a.m.  
**Location:** 3<sup>rd</sup> Floor County Board Room  
**Remote Access:** [Click here to join the meeting](#)

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The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered and acted upon at the meeting, but deviations from the order shown may occur:

1. Call to Order
2. Roll Call of Members
3. Public Comment Regarding Posted Agenda Items
4. Review/Discussion/Action ~ Minutes of the Previous Meeting
5. Review/Discussion/Action ~ Administration Job Descriptions – Personnel Advisor and Administrative Assistant
6. Review/Discussion/Action ~ Wages for Elected Officials – Sheriff, Clerk of Court, & Coroner
7. Review/Discussion/Action ~ The Committee May Go Into Closed Session to Address Appeal of Step Placements or Classifications for 2022

*The Committee may enter into closed session and return to open session pursuant to WI State Statutes 19.85(1)(f) for the purpose of discussing employee performance which may have a substantial effect on the reputation of any person involved over which the governmental body has jurisdiction or exercises responsibility.*

8. Review/Discussion/Action ~ The Committee May Return to Open Session
9. Chairperson's Report
10. Administrative Coordinator's Report
11. Personnel Advisor Report
12. Public Comment Unrelated to Agenda Items
13. Review/Discussion/Action ~ Next Date and Time
14. Adjournment.

Date: January 4, 2022

Larry Grisen, Chair

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By: Roxann M. Halverson, County Clerk

**Board Members:** If unable to attend, please contact the Chair. If the Chair is unavailable, please contact the County Clerk's Office at 608-685-6209. If the Chair and the County Clerk are not available, please call the Administrative Coordinator at 608-685-6234.

**Persons with Disabilities:** Buffalo County shall attempt to provide reasonable accommodations to the public for access to its public meetings, provided reasonable notice of special need is given. If you require special accommodations to attend this meeting, please contact the County Clerk's Office at 608-685-6209.

**Public Access to the Courthouse:** The South Entrance will be the only access to the building after 4:30 p.m.

*Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a*



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*quorum of another governmental body being present. Such a quorum is unintended, and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.*

## Buffalo County Minutes

**Committee/Board:**

**Human Resources Committee**

**Date of Meeting:**

Monday, January 10, 2022

Mr. Grisen called the meeting to order at 9:30 a.m.

**Committee Members Present:** Mr. Larry Grisen, Ms. Mary Anne McMillan Urell, Mr. Nathan Nelson, Mr. Michael Taylor, and Mr. Don Hillert.

**Others Present for All or Parts of the Meeting:** Ms. Roxann Halverson, Mr. Ryan VanDeWalle, Ms. Carol Burmeister, Mr. Steve Schiffli, Mr. Dave Rynders, Mr. Dave Brommerich (Teams), and Ms. Josie Knauber (Teams).

**Public Comments Regarding Posted Agenda Items:** None.

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

**Review/Discussion/action regarding Review of the 2022 Step Placement Appeals**

**Process:** Chair Grisen discussed the appeals process that will be done in February regarding the classifications and scale placements. If the appeal is because of classification placement it must be initiated by the Department Manager. If the appeal is due to a scale placement the employee must initiate the appeal. Ms. Burmeister and Ms. Halverson expressed concern with employees that have been with the County for four or five years and are now set back to step one and a new hire can be hired at step 3. They feel this could cause issues with morale and retention. Mr. VanDeWalle said the placement letters have not gone out yet but is hoping to have them out by Friday and then the employees will have 15 days to appeal. He believes there will be numerous appeals to be reviewed.

**Review/Discussion/Action regarding Approval of the Economic Development Coordinator/Grant Writer 70% and Deputy County Veteran Service Officer 30%**

**Position Description:** Mr. VanDeWalle explained this description will put into writing the duties of the Economic Development Coordinator, Grant Writer, and Deputy Veteran Service Officer. It will identify the time spent in each position. Mr. Schiffli indicated he is in the Veteran Service Office on Tuesdays, Wednesdays, and Fridays. The balance of time is spent on his other duties. This could be reviewed in six months to see if the time allocated to each position is adequate. Ms. McMillan Urell made a motion to approve the position description, seconded by Mr. Nelson. Carried.

**Review/Discussion/Action regarding a HR Personnel Advisor Position Update:** Mr. VanDeWalle explained the position has been offered and accepted. The individual was originally going to start January 24<sup>th</sup>, but something came up with her current position and will be starting with Buffalo County on January 31<sup>st</sup>.

**Review/Discussion/Action regarding DHHA Employee Compensation Time Payout:**

Mr. Rynders explained that he has some employees that have comp time on the books and would like permission to pay those out so that the County can follow WRS rules of not having comp time on the books after the end of the year. He has three individuals with a total of 46.73 hours. Mr. Taylor made a motion to pay out the comp time, seconded by Ms. McMillan Urell. Carried.

**Review/Discussion/Action regarding Buffalo County COVID-19 Protocol Letters:** Ms.

Knauber and Mr. Rynders reviewed the most recent CDC guidelines regarding isolation due to COVID. The new guidelines are for an unvaccinated person to isolate for 5 days and then they may return to work and wear a mask for days 6 through 10. If the person is vaccinated, they would not need to isolate but should mask for the 10 days. A fully vaccinated person is someone who has received their vaccine and their booster shot. Ms. Knauber recommends that the person not be able to travel to conferences or do home visits during days 6 through 10. The Return to Work Guidelines will be amended to allow the Executive Committee to approve any emergency changes until County Board convenes to approve. The isolation time will be changed to the 5 day recommendation. Departments will need to put into writing what duties can be performed by staff during days 6 through 10. Mr. Taylor made a motion to approve the changes to the Return to Work Guidelines and forward them to County Board, seconded by Ms. McMillan Urell. Carried.

**Chairperson's Report:** None.

**Administrative Coordinator's Report:** None.

**Personnel Advisor Report:** Mr. VanDeWalle reported employees are beginning to receive their new insurance cards in the mail. He is working on COBRA coverage for retired employees. There has been a resignation from a Communications/Corrections Officer. The Resource Management position has been filled and the individual will begin on the 24<sup>th</sup>. The Administrative Assistant position has been posted. The Highway Department has two openings.

**Review/Discussion/Action regarding the Next Meeting Date and Time:** The next meeting will be on February 14, 2022, at 9:30 a.m.

**Public Comments:** None.

**Adjournment:** Mr. Taylor made a motion to adjourn at 10:44 a.m., seconded by Mr. Hillert. Carried.

Respectfully Submitted,

Roxann Halverson  
Buffalo County Clerk

## Elected Official Comparable Wage

Sheriff						
County	2021	2022	2023	2024	2025	2026
Buffalo	\$ 77,093.64	\$ 78,635.51				
Trempealeau						
Pepin	\$ 77,093.64	\$ 78,635.51				
Burnett			\$ 81,000.00	\$ 82,620.00	\$ 84,250.00	\$ 86,000.00
Marquette	\$ 94,374.00	\$ 98,196.00	Most likely a 2% per year increase.			
Jackson		\$ 86,624.00				
Rusk						

Clerk of Court						
County	2021	2022	2023	2024	2025	2026
Buffalo	\$ 58,537.50	\$ 60,293.63				
Trempealeau						
Pepin	\$ 58,834.63	\$ 60,011.31				
Burnett			\$ 64,500.00	\$ 65,800.00	\$ 67,100.00	\$ 68,800.00
Marquette	\$ 70,731.00	\$ 73,625.00	Most likely a 2% per year increase.			
Jackson		\$ 63,538.00				
Rusk						

Coroner						
County	2021	2022	2023	2024	2025	2026
Buffalo	\$ 4,131.10	\$ 4,255.03				
Trempealeau						
Pepin	\$75 under 1 hour; \$175 over an hour, \$75 cremation permit. Through 2022					
Burnett	Appointed Medical Examiner					
Marquette	\$ 38,071.00	\$ 39,648.00	Most likely a 2% increase per year.			
Jackson						
Rusk						