



Notice of Public Meeting

AMENDED AGENDA

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

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 ~ A Resolution to Establish the Elected Officials Total Annual Compensation Level for 2023 through 2026
6. Review/Discussion/Action ~ A Resolution to Amend the Salary Classification and Wage Compensation Scales
7. Review/Discussion/Action ~ Definitions of Wage Classifications
8. Review/Discussion/Action ~ Application and Interview Process
9. Review/Discussion/Action ~ Discussion on Buffalo County Courthouse hours
10. Review/Discussion/Action ~ COVID-19 Courthouse Protocol packet
11. Review/Discussion/Action ~ Approval to advertise for the Economic Development Coordinator and Grant Writer position
12. Review/Discussion/Action ~ District Attorney Legal Assistant position description
13. Review/Discussion/Action ~ The Committee May Go Into Closed Session to address Employee Performance

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.
14. Review/Discussion/Action ~ The Committee May Return to Open Session
15. Chairperson's Report
16. Administrative Coordinator's Report
17. Personnel Advisor Report
18. Public Comment Unrelated to Agenda Items
19. Review/Discussion/Action ~ Next Date and Time
20. Adjournment.

Date: March 10, 2022

Larry Grisen, Chair

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 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.



Notice of Public Meeting

AGENDA

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13. Review/Discussion/Action ~ The Committee May Return to Open Session
14. Chairperson's Report
15. Administrative Coordinator's Report
16. Personnel Advisor Report
17. Public Comment Unrelated to Agenda Items
18. Review/Discussion/Action ~ Next Date and Time
19. Adjournment.

Date: March 8, 2022

Larry Grisen, Chair

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.

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Buffalo County Minutes

Committee/Board:

Human Resources Committee

Date of Meeting:

Monday, February 14, 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, Mr. Marvin Rieck, Ms. Tina Anibas, Sheriff Mike Schmidtknecht, Ms. Roselle Schlosser, Ms. Brenda Berning, and Ms. Carol Burmeister.

Public Comments Regarding Posted Agenda Items: None.

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

Review/Discussion/action regarding Administration Job Descriptions – Personnel Advisor and Administrative Assistant: Mr. VanDeWalle explained the position descriptions were redone so that the Personnel Advisor focuses more on employee benefits and the Administrative Assistant focuses more on payroll. This has been the goal of the office and was explained to the individuals when they were interviewed for the positions. Ms. McMillan Urell made a motion to approve both position descriptions, seconded by Mr. Nelson. Carried.

Review/Discussion/Action regarding Wages for Elected Officials – Sheriff, Clerk of Court and Coroner: Mr. Grisen explained the wages for 2023 are computed by using the average wage of the five comparable counties and then there is a 2% increase each year for 2024, 2025 and 2026. A discussion was held regarding being behind other counties and trying to keep the Elected Official wages similar. Ms. McMillan Urell made a motion to table this item, seconded by Mr. Taylor. Carried.

The Committee May Go into Closed Session to Address Appeal of Step Placements and/or Classification Placement for 2022: Mr. Grisen made a motion to go into closed session, seconded by Ms. McMillan Urell. Mr. Nelson – yes, Mr. Hillert – yes, Mr. Grisen – yes, Ms. McMillan Urell – yes, Mr. Taylor – yes. Carried.

The Committee May Return to Open Session: Mr. Grisen made a motion to return to open session, seconded by Ms. McMillan Urell. Mr. Nelson -yes, Ms. McMillan Urell – yes, Mr. Grisen – yes, Mr. Taylor – yes, and Mr. Hillert -yes. Carried.

Chairperson’s Report: None.

Administrative Coordinator's Report: Mr. VanDeWalle gave his report. The new Personnel Advisor is doing well. She has been focused on benefits and found that SunLife has not been deducted from employee's payroll and the bill has not been paid. This will be corrected. The bill will be paid and then a prorated amount will be deducted from employees that participate in disability insurance. WRS income continuation was a free program if we had 65% of the employees sign up for it. We had 59%. He will send out an email and see if more employees would be interested in this as there is no cost at this time. If a premium is charged at a later time employees can make the determination if they want to continue or not. The new Administrative Assistant has begun and is doing well.

Personnel Advisor Report: There are four open positions currently. Two in DHHS, one is a combined Highway/Recycling position and a CCO in the Sheriff's Department.

Public Comments: None.

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

Adjournment: Mr. Taylor made a motion to adjourn at 3:00 p.m., seconded by Ms. McMillan Urell. Carried.

Respectfully Submitted,

Roxann Halverson
Buffalo County Clerk



Buffalo County Resolution

Drafted By: R.Halverson
Month/Year: Feb. 2022
Committee: HR & Finance Committee

Department: Administration
Fiscal Impact: Yes/No

Resolution # _____

A Resolution to Establish the Elected Officials Total Annual Compensation Level for 2023 through 2026

Whereas, the total annual compensation levels for elected officials (other than supervisors and circuit judges) must be established prior to the earliest time for the filing of nomination papers pursuant to Wisconsin State Statute 59.22(1), and;

Whereas, the Human Resources Committee, and the County Board of Supervisors desires to establish the total annual compensation for county elected officials, and which fringe benefits are subject to increase or decrease during the officer’s term of office at the discretion of the Human Resources Committee and County Board and in accordance with applicable state and federal law, and;

Whereas, a part of the Buffalo County’s fringe benefit program, elected officials of the county will participate in the Wisconsin Retirement System in accordance with established state law, and;

Whereas, as part of Buffalo County’s fringe benefit program, county elected officials may elect to receive health insurance coverage under the same terms and conditions as the health insurance coverage being offered to non-represented managerial county employees who are not law enforcement managerial employees or non-represented managerial employees described in Wisconsin State Statute 111.70(1)(mm)2.

Now, Therefore Be It Resolves, that the Buffalo County Board of Supervisors hereby established that total annual compensation for county elected officers under Wisconsin State Statute 59.22(1) shall be as follows, effective the first day of a term of office that begins after the date of this resolution:

County Elected Official	Total Annual Compensation (2% between years)			
	2023	2024	2025	2026
Coroner	\$ 4,638.00	\$4,731.00	\$4,826.00	\$4,925.00
Clerk of Court	\$61,800.99	\$63,346.00	\$68,414.00	\$69,782.00
Sheriff	\$78,635.00	\$87,670.00	\$91,213.00	\$93,037.00

Be It Further Resolved, that the aforementioned county elected Officials will be entitled to participate in the ETF Wisconsin Retirement System (WRS), in accordance with state law, and that Buffalo County shall pay only its share of the total WRS contribution required by law. It is expressly recognized that the share may change when the required WRS rate is adjusted by law, and;

Be It Further Resolved that the aforementioned county elected officials will be entitle to participate in the Buffalo County Health Insurance program, subject to the terms and conditions of the program, which may be modified from time to time, under the same terms and conditions as the health insurance coverage being offered to non-represented managerial county employees who are not law enforcement managerial employees or non-represented employees described in Wisconsin State Statute 111.70 (1)(mm)2.



Buffalo County Resolution

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on this _____ day of _____, 2022.

ATTEST:

Buffalo County Clerk

Human Resources Committee:

Larry Grisen

Mary Anne McMillan Urell

Michael Taylor

Nathan Nelson

Don Hillert

Buffalo County Chairperson

Finance Committee:

Dennis Bork

Max Weiss

Brad Schmidtkecht

Don Hillert

David Danzinger

ELECTED OFFICIALS WAGE PROPOSAL #2

(DRAFT)

Position	Current Year	Proposed			
	2022	2023	2024	2025	2026
Sheriff	\$78,635.00	\$87,670.00	\$89,424.00	\$91,213.00	\$93,037.00
Clerk of Court	\$60,293.63	\$61,800.99	\$63,346.00	\$68,414.00	\$69,782.00
Coroner	\$4,255.03	\$4,638.00	\$4,731.00	\$4,826.00	\$4,925.00

The 2023 wage for the Sheriff is computed by averaging the 2022 wages for this position in Trempealeau, Pepin, Burnett, Marquette, and Jackson counties. The wages for 2024 through 2026 for this position have a 2% increase each year.

The 2023 and 2024 wage for the Clerk of Court is consistent with historical practice in matching the last two years wage of the other elected officials followed by a bump in final two years of the term. In this position year 2025 is an 8% increase and 2026 is a 2% increase, bringing the position in the average for the above counties.

This approach could not be used for the Coroner's position because these counties do not have the same type of position. This position will realize a 14% increase over the four year term.

For Consideration

If we use the same approach as we have in the past with the County Clerk, Register of Deeds, and County Treasurer receiving the same compensation as the Clerk of Court, the wages for the wage period for those positions would be-

2025	2026	2027	2028
\$68,414.00	\$69,782.00	TBD	TBD



Buffalo County Resolution

Drafted By: R.Halverson
Month/Year: Feb. 2022
Committee: HR & Finance Committee

Department: Administration
Fiscal Impact: Yes/No

Resolution # _____

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Table with 5 columns: County Elected Official, 2023, 2024, 2025, 2026. Rows include Coroner, Clerk of Court, and Sheriff.

Be It Further Resolved, that the aforementioned county elected Officials will be entitled to participate in the ETF Wisconsin Retirement System (WRS), in accordance with state law, and that Buffalo County shall pay only its share of the total WRS contribution required by law. It is expressly recognized that the share may change when the required WRS rate is adjusted by law, and;

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Buffalo County Resolution

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on this _____ day of _____, 2022.

ATTEST:

Buffalo County Clerk

Human Resources Committee:

Larry Grisen

Mary Anne McMillan Urell

Michael Taylor

Nathan Nelson

Don Hillert

Buffalo County Chairperson

Finance Committee:

Dennis Bork

Max Weiss

Brad Schmidtkecht

Don Hillert

David Danzinger



Buffalo County Resolution

Drafted By: R.Halverson
Month/Year: Feb. 2022
Committee: HR & Finance Committee

Department: Administration
Fiscal Impact: Yes/No

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Buffalo County Resolution

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on this _____ day of _____, 2022.

ATTEST:

Buffalo County Clerk

Human Resources Committee:

Larry Grisen

Mary Anne McMillan Urell

Michael Taylor

Nathan Nelson

Don Hillert

Buffalo County Chairperson

Finance Committee:

Dennis Bork

Max Weiss

Brad Schmidtkecht

Don Hillert

David Danzinger



Buffalo County Resolution

Drafted By: R.Halverson
Month/Year: March 2022
Committee: HR & Finance Committee

Department: Administration
Fiscal Impact: Yes/No

Resolution # _____

A Resolution to Amend the Salary Classification and Compensation System for Non-Represented Employees

Whereas, the County Board of Supervisors adopted Resolution #21-12-06 to establish job categories and pay grades for non-represented employees for 2022, and;

Whereas, the County Board of Supervisors adopted Resolution #15-09-03 to implement the salary classification and compensation system for non-represented employees which included an appeal process, and;

Whereas, the Human Resource Committee has completed the appeal process and recommends the adoption of the following classification or step placement amendments (as further shown on the attached Amended Buffalo County Job Classification/Pay Grade for Non-Represented Employees) effective _____, based on the appeals received, and;

Position	Current Placement	Approved New Placement
Building and Grounds Manager	Class K Step 6	Class H3 Step 4
Community Justice Services Director	Class F	Class E Step 1
Land Conservationist	Class E Step 1	Class D Step 1
Highway Office Manager	Class G Step 1	Class G Step 3
Highway Patrolman	Class H5 Step 2	Class H4 Step 3
Community Justice Services Diversion Specialist	Class I Step 1	Class I Step 2
Register in Probate	Class I Step 7	Class G Step 2
Communication/Corrections Officer	Class I Step 7	Class I Step 8
Chief Deputy Sheriff	Class C Step 2	Class C Step 5
Economic Development/Grant Writer	Class F Step 1	Class F Step 2
Communications Corrections Officer	Class I Step 3	Class I Step 4
GIS/Land Information Officer	Class F Step 1	Class F Step 6
Communications Corrections Officer	Class I Step 5	Class I Step 6
Highway Patrolman	Class H5 Step 3	Class H4 Step 3
Communications Corrections Officer	Class I Step 5	Class I Step 6
Communications Corrections Officer	Class I Step 4	Class I Step 5



Buffalo County Resolution

Drafted By: R.Halverson
Month/Year: March 2022
Committee: HR & Finance Committee

Department: Administration
Fiscal Impact: Yes/No

Now Therefore Be It Resolved, that the Buffalo County Board of Supervisors hereby approves the establishment of the attached Amended Buffalo County Job Classification/Pay Grade for Non-Represented Employees for 2022 effective _____ for non-represented employee position to include the above indicated step and classification adjustments as recommended by the Buffalo County Human Resources Committee.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on this _____ day of _____, 2022.

ATTEST:

Buffalo County Clerk

Buffalo County Chairperson

Human Resources Committee:

Finance Committee:

Larry Grisen

Dennis Bork

Mary Anne McMillan Urell

Max Weiss

Michael Taylor

Brad Schmidtknecht

Nathan Nelson

Don Hillert

Don Hillert

David Danzinger

2022 Wage Scales - Exhibit A

Version: 03/14/2022 Board Approved: 03/28/2022

2022 Class	Job Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Change
A	Administrative Coordinator	\$ 38.85	\$ 39.75	\$ 40.65	\$ 41.55	\$ 42.45	\$ 43.35	\$ 44.25	\$ 45.15	\$ 46.05	\$ 46.95	\$ 0.90
B	DHHS Director	\$ 37.95	\$ 38.75	\$ 39.55	\$ 40.35	\$ 41.15	\$ 41.95	\$ 42.75	\$ 43.55	\$ 44.35	\$ 45.15	\$ 0.80
C	Chief Deputy - LE Highway Commissioner	\$ 32.25	\$ 33.00	\$ 33.75	\$ 34.50	\$ 35.25	\$ 36.00	\$ 36.75	\$ 37.50	\$ 38.25	\$ 39.00	\$ 0.75
	County Land Conservationist Jail Administrator											
D	Zoning Director Public Health Officer Personnel Advisor-Admin	\$ 31.90	\$ 32.60	\$ 33.30	\$ 34.00	\$ 34.70	\$ 35.40	\$ 36.10	\$ 36.80	\$ 37.50	\$ 38.20	\$ 0.70
	Social Services Manager											
E	Community Justice Services Director Public Health Nurse	\$ 30.60	\$ 31.30	\$ 32.00	\$ 32.70	\$ 33.40	\$ 34.10	\$ 34.80	\$ 35.50	\$ 36.20	\$ 36.90	\$ 0.70
	Social Worker III Patrol Superintendent (HWY) County Superintendent (HWY) Transportation & Adult Protect Srv. Mgr.											
F	Environmental Health Specialist Veterans Service Officer Economic Dev./Grant Writer/Deputy CVSO GIS/Land Info Officer Jail Sergeant Emergency Mgt/Safety Risk	\$ 26.30	\$ 26.95	\$ 27.60	\$ 28.25	\$ 28.90	\$ 29.55	\$ 30.20	\$ 30.85	\$ 31.50	\$ 32.15	\$ 0.65
	DHHS Account Clerk Supervisor Financial Advisor - Admin.											
G	Social Worker II Public Health Educator I Highway Office Manager Register in Probate	\$ 24.50	\$ 25.10	\$ 25.70	\$ 26.30	\$ 26.90	\$ 27.50	\$ 28.10	\$ 28.70	\$ 29.30	\$ 29.90	\$ 0.60
H1	Highway Foreman	\$ 22.65	\$ 23.15	\$ 23.65	\$ 24.15	\$ 24.65	\$ 25.15	\$ 25.65	\$ 26.15	\$ 26.65	\$ 27.15	\$ 0.50
H2	Signman, Recycling Facility Supervisor, Experienced Mechanic	\$ 22.10	\$ 22.60	\$ 23.10	\$ 23.60	\$ 24.10	\$ 24.60	\$ 25.10	\$ 25.60	\$ 26.10	\$ 26.60	\$ 0.50
H3	Hwy State Patrolman, High- Level Equipment Operator, Entry Level Mechanic, Building and Grounds Manager	\$ 21.60	\$ 22.10	\$ 22.60	\$ 23.10	\$ 23.60	\$ 24.10	\$ 24.60	\$ 25.10	\$ 25.60	\$ 26.10	\$ 0.50
H4	Hwy Patrolman (5yrs), Low- Level Equipment Operator	\$ 21.10	\$ 21.60	\$ 22.10	\$ 22.60	\$ 23.10	\$ 23.60	\$ 24.10	\$ 24.60	\$ 25.10	\$ 25.60	\$ 0.50
H5	Hwy Patrolman Entry Level	\$ 20.60	\$ 21.10	\$ 21.60	\$ 22.10	\$ 22.60	\$ 23.10	\$ 23.60	\$ 24.10	\$ 24.60	\$ 25.10	\$ 0.50
	Communications/Corrections Officer GIS Technician Zoning Technician											
I	Community Justice Services Diversion Specialist Case Manager II (DHHS) Land Conservation Technician Resource Management Specialist (Land Con) Social Worker I	\$ 21.75	\$ 22.25	\$ 22.75	\$ 23.25	\$ 23.75	\$ 24.25	\$ 24.75	\$ 25.25	\$ 25.75	\$ 26.25	\$ 0.50
	Case Manger I (DHS) Property Lister/Chief Deputy Treasurer Victim Witness											
J	Economic Support Specialist (DHHS) Economic Support/Account (DHHS) 911 Coordinator Family & Community Specialist (DHHS) Public Health Specialist	\$ 20.00	\$ 20.45	\$ 20.90	\$ 21.35	\$ 21.80	\$ 22.25	\$ 22.70	\$ 23.15	\$ 23.60	\$ 24.05	\$ 0.45

	Parts and Inventory Specialist (Hwy)													
	DA Administrative Assistant													
	Map Coordinator/Deputy Treasurer													
	Support Staff													
	Chief Deputy Register of Deeds													
	Chief Deputy County Clerk													
K	Deputy Clerk of Court													
	Hwy Account Clerk													
	Admin. Assist. LE													
	Admin. Assist. Zoning													
	Admin Assist. Extension													
	Admin. Assist. Administration													
	Child Support Specialist (DHHS)													
	Account Clerk	\$ 19.00	\$ 19.45	\$ 19.90	\$ 20.35	\$ 20.80	\$ 21.25	\$ 21.70	\$ 22.15	\$ 22.60	\$ 23.05	\$ 0.45		
L	Support Staff Specialist (DHHS)													
	Janitor	\$ 17.00	\$ 17.40	\$ 17.80	\$ 18.20	\$ 18.60	\$ 19.00	\$ 19.40	\$ 19.80	\$ 20.20	\$ 20.60	\$ 0.40		
M	Meal Site Manager	\$ 15.00	\$ 15.25	\$ 15.50	\$ 15.75	\$ 16.00	\$ 16.25	\$ 16.50	\$ 16.75	\$ 17.00	\$ 17.25	\$ 0.25		

Part-Time (non-benefits eligible/seasonal)

The One Rate part-time position, aligned with other non-represented staff

Part-Time Deputies LE - certified	\$ 24.55
Part-Time Deputies LE - noncertified, includes transport	\$ 22.55
Part-Time Communications/Corrections Officer - certified	\$ 21.80
Part-Time Clerical - confidential, includes Baliff	\$ 17.00
Part-Time Clerical	\$ 16.00
Hwy Seasonal/Part-Time Recycling Truck Driver -with CDL	\$ 20.60
Hwy Seasonal - without CDL	\$ 18.60
Part-Time Service/Maintenance - Including Seasonal/Internships (unless grant funded)	\$ 12.00

Other Additional Compensation

(Policy guidelines provide further direction on eligibilty)

Communications/Corrections Officer LE - Shift Differential	\$ 0.50	per hour
Social Services/Crisis Response- On Call	\$ 2.50	per hour
Public Health COVID- On Call	\$ 1.75	per hour
Mileage Reimbursement (Business Travel - Check for Fleet Vehicle First)		
With Insurance	IRS Rate	
Without or Expired Insurance	\$ 0.26	per mile