



Notice of Public Meeting

AGENDA

Committee: Human Resources Committee
Date: Monday, August 14, 2023
Time: 9:00 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 ~ Previous Meeting Minutes
5. Review/Discussion/Action ~ Victim Witness Coordinator Position Description
6. Review/Discussion/Action ~ A Resolution to Approve the Wage Study Recommendations
7. Review/Discussion/Action ~ Position Title Changes
8. Review/Discussion/Action ~ Service Awards
9. Personnel Advisor Report
10. Administrative Coordinator Report
11. Public Comment Unrelated to Agenda Items
12. Next Meeting Date and Time: September 11, 2023
13. Adjournment.

Date: August 11, 2023

Steve Nelson, 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.

Buffalo County Minutes

Committee/Board:

Human Resources Committee

Date of Meeting:

Monday, July 10, 2023

Mr. Steve Nelson called the meeting to order at 9:01 a.m.

Committee Members Present: Mr. Steve Nelson, Ms. Carol McDonough, Ms. Mary Anne McMillan Urell, and Mr. Michael Taylor. Mr. Nathan Nelson joined the meeting at 9:06 a.m.

Others Present for All or Parts of the Meeting: Ms. Lisa Schmitt, Mr. Lee Engfer, Ms. Ana Rolbiecki, Mr. John Hadley, Mr. Chris Lindstrom, Sheriff Mike Osmond, and Mr. Dave Rynders. Joining via Teams were Brommerich News, Mr. Anthony Pfaff, Ms. Carol Burmeister, Mr. Bob Platteter, Mr. Cale Severson, Ms. Tina Anibas, Mr. Logan Olson, Mr. Matt Prieur, and Ms. Heather Murray (Carlson Dettmann Consulting).

Public Comments Regarding Posted Agenda Items: None.

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

Review/Discussion/Action regarding Presentation of Wage Study Report: Ms. Heather Murray from Carlson Dettmann Consulting reported on the findings of the wage study their company recently completed for Buffalo County. The process was an independent review of jobs as they relate to job content. It is a rebuilding of the hierarchy of positions based upon review of job duties and responsibilities. Ms. Murray spoke on the many factors that went into the study. The market comparisons were shown and where Buffalo County ranks in the pay structure compared to various other Wisconsin counties. Currently, Buffalo County is about 17-25% below the median wage market comparisons. A copy of the complete wage study presentation packet is included herewith.

Mr. Engfer stated that employees will be informed of the study results and there will be an appeal process available. He also reported that the county will be updating job titles and descriptions to make more accurate comparisons with other counties. His recommendation is that the committee accept the structure of the wage study report as presented for further discussion at an upcoming Joint Human Resources – Finance Committees meeting.

Ms. Mary Anne McMillan Urell made a motion to have the Wage Study Report move forward to a Joint Human Resources Committee- Finance Committee meeting for further action, seconded by Mr. Nathan Nelson. Carried.

The Committee May Go into Closed Session for Consultation with Legal Counsel Regarding Wisconsin Professional Police Association (WPPA/LEER) Contract Negotiation Strategy:

Mr. Michael Taylor made a motion to go into closed session, seconded by Ms. Mary Anne McMillan Urell. Mr. Nathan Nelson – yes, Mr. Steven Nelson – yes, Mr. Michael Taylor – yes, Ms. Carol McDonough – yes, Ms. Mary Anne McMillan Urell – yes. Carried.

The Committee May Return to Open Session: Ms. Mary Anne McMillan Urell made a motion to return to open session, seconded by Mr. Michael Taylor. Mr. Michael Taylor – yes, Ms. Mary Anne McMillan Urell – yes, Mr. Steven Nelson – yes, Mr. Nathan Nelson – yes, and Ms. Carol McDonough – yes. Carried.

Administrative Coordinators Report: Mr. Engfer gave his report.

- The Maintenance Technician position is still vacant following interviews, and the position will remain posted.
- Interviews are being scheduled for the Zoning Specialist position. The Land Management Administrative Assistant position remains vacant and Ms. Jeri Baures is currently working three days a week in this position.
- There has been a recent resignation in the DHHS department which will need to be addressed. Interviews for the Social Worker position will be held this week.
- There is still one vacant Communications/Corrections Officer position to be filled.
- Work is continuing with the wage study and the new financial system. As a result, the Administration Office will be operating with a reduced staff in August and September.

Personnel Advisor Report: Ms. Rolbiecki did not have any additional items to report on that were not previously mentioned.

Public Comments: None.

Next Meeting: The next meeting will be August 14, 2023, at 9:00 a.m.

Adjournment: Ms. Mary Anne McMillan Urell made a motion to adjourn at 11:15 a.m., seconded by Mr. Michael Taylor. Carried.

Respectfully Submitted,

Lisa Schmitt
Buffalo County Deputy Clerk

Buffalo County Minutes

Committee/Board: Joint Human Resources and Finance Committee

Date of Meeting: Tuesday, July 18, 2023

Mr. Steve Nelson called the meeting to order at 2:30 p.m.

Committee Members Present: Mr. Steve Nelson, Ms. Carol McDonough, Ms. Mary Anne McMillan Urell, Mr. Michael Taylor, Mr. Nathan Nelson (Teams), Mr. Dennis Bork, Mr. Max Weiss (joined at 9:36 a.m.), Mr. Brian Michaels, Mr. William Bruegger, and Mr. Chris Lindstrom.

Others Present for All or Parts of the Meeting: Mr. Lee Engfer, Ms. Roxann Halverson, Ms. Ana Rolbiecki, Sheriff Osmond, and others via Teams.

Public Comments Regarding Posted Agenda Items: Sheriff Osmond spoke in favor of incentive pay for employees that have been here 15 years or longer. He explained an employee who has dedicated that time to the County is an asset and should be considered for an incentive.

The Committee May Go into Closed Session to Discuss Employee Compensation: Ms. McMillan Urell made a motion to go into closed session, seconded by Ms. McDonough. Mr. Nathan Nelson – yes, Mr. Steven Nelson – yes, Mr. Michael Taylor – yes, Ms. Carol McDonough – yes, Ms. Mary Anne McMillan Urell – yes, Mr. Dennis Bork-yes, Mr. Brian Michaels- yes, Mr. William Bruegger-yes, and Mr. Chris Lindstrom-yes. Carried.

The Committee May Return to Open Session: Mr. Bork made a motion to return to open session, seconded by Mr. Taylor. Mr. Nathan Nelson – yes, Mr. Steven Nelson – yes, Mr. Michael Taylor – yes, Ms. Carol McDonough – yes, Ms. Mary Anne McMillan Urell – yes, Mr. Dennis Bork-yes, Mr. Max Weiss – yes, Mr. Brian Michaels- yes, Mr. William Bruegger-yes, and Mr. Chris Lindstrom-yes. Carried.

Review/Discussion/Action regarding the 2024 Wage Scale: Ms. McMillan Urell made a motion to forward the implementation plan to the HR Committee with continued discussion between HR and Finance for long term wage planning, seconded by Mr. Taylor. Carried.

Public Comments: None.

Next Meeting: The next meeting will be determined.

Adjournment: Ms. McMillan Urell made a motion to adjourn at 4:21 p.m., seconded by Mr. Taylor. Carried.

Respectfully Submitted,

Roxann Halverson
Buffalo County Clerk

07-18-2023 HR Minutes

BUFFALO COUNTY
POSITION DESCRIPTION

Department: District Attorney's Office
Position Title: Victim Witness Coordinator
Pay Class: J
Exemption Status: Non-Exempt
Direct Supervisor: District Attorney
Date: ~~June 2018~~ August 2023

Purpose of Position:

Under the general supervision of the District Attorney, this position's purpose is to plan, develop, coordinate and supervise program services for the Victim Witness Program in accordance with Chapter 950 of the Wisconsin State Statutes and other applicable statutes, procedures and guidelines from the Office of Crime Victim Services.

Essential Duties:

This list of duties is not to be construed as all-inclusive and may be modified as need requires. Special duty assignments will occur.

- Provides information regarding the criminal court process and juvenile court process to crime victims/witnesses; provides crime victims/witnesses with information regarding the progress of their case and provides and coordinates services and support to crime victims/witnesses.
- Explains criminal court process and juvenile court process to victims/witnesses. Advises crime victims/witnesses of case details such as charges, penalties available, bond conditions, court dates and changes, plea offers, subpoenas and case disposition. Provides written notice of all court hearings to crime victims who request such notice. Advises victims of decisions not to prosecute.
- Responds to inquiries from victims and witnesses.
- Serves as a liaison between prosecutors, victims, and witnesses.
- Assists victims with applying for compensation from the Crime Victim Compensation Program, completing restitution requests and victim impact statements. Advises victims of available services and resources. Refers clients to appropriate agencies such as counseling services, support groups, therapy, etc. Assists victims and witnesses in obtaining witness fees.
- ~~Ensures that the Victim/Witness program provides all required services.~~
- When requested and necessary, escorts victims and witnesses to court proceedings, arranges/provides transportation, intercedes with employers on behalf of victims/witnesses for court appearances to obtain voluntary cooperation and minimize disruption, and assists in trial preparation for victims and witnesses testimony.

- ~~Assists victims in obtaining Injunctions and Restraining Orders. Assists victims with bond no contact orders.~~
- ~~Arranges for the return of property from law enforcement agencies to victims/witnesses in a timely manner.~~
- Provides state registration cards and explains the procedure to victims for the following programs: OVSP Enrollment (Office of Crime Victim Services) – Prison Release Notification System, VOICE - Victim Information and Notification Everyday, SORP - Sex Offender Registry Program, VANS – Victim Appellate Notification Services, Juvenile Release Notification, Chapter 980 – Sexually Violent Persons, Not Guilty of Reason of Mental Defect and Jail VINE program (notifies registrants of offender’s release from a county jail).
- Maintain confidentiality in all information obtained regarding victims and witnesses along with all information from the District Attorney, Law Enforcement and Human Services files.
- Effectively work with individuals in crisis, establish relationships to develop trust with victims and their families as appropriate.
- Provides Probation Agents and the Court with victim information.
- Coordinates victim statements at sentencing hearings.
- Prepares and submits semi-annual and annual reports for the Office of Crime Victim Services.
- Develops, recommends, and administers department victim/witness budget. Approves expenses, reviews expense reports, and prepares vouchers.
- ~~Develops~~ Reviews victim/witness department policies and procedures to ensure compliance with state and federal laws, rules, and regulations.
- ~~Provides education and training to related agencies.~~
- ~~Performs public relations activities regarding the Victim Witness Services Program.~~
- Serves as member of victim/witness related groups/committees including but not limited to the Buffalo County Coalition Against Violence and Court Security.
- Attends workshops, seminars and conferences related to position.
- Performs general office duties including reviewing victim/witness mail, answering phones, ordering victim/witness supplies, and preparing vouchers for payment.

Minimum Training, Experience, and Qualifications Required to Perform Essential Job Functions:

- A High School Diploma/GED is required. A college degree in a related field is preferred but not required.
- At least three ~~five~~ years of related work experience.
- Knowledge of the criminal and civil court system as well as local agencies available to provide necessary support to victims is preferred.
- Ability to quickly assess problems, acquire needed information, and make decisions.
- Ability to exercise sound judgement and discretion in applying and interpreting programs and procedures and to perform one's duties without bias, prejudice, or intolerance.
- Ability to communicate effectively both verbally and in writing with victims, witnesses, prosecutors, law enforcement, court personnel, community agencies, and the general public.

Demonstrated ability to provide direct services to crime victims and witnesses; ability to organize and plan work effectively; ability to communicate program needs orally and in writing including the preparation of annual reports and funding proposals; ability to provide training and technical assistance to law enforcement and community organizations; and the ability to participate in forming legislative recommendations and lobbying including assisting in drafting legislation and appearing before legislative bodies as such recommendations pertain to crime victims.

LICENSES, CERTIFICATES, AND OTHER REQUIREMENT:

- Must successfully pass criminal background check.

Physical Requirements:

- Ability to operate a variety of office equipment and machinery with some requiring complex and rapid adjustments, including computer terminal, telephone, fax machine, calculator, and photocopier.
- Ability to coordinate eyes, hands, feet, and limbs in performing slightly skilled movements.
- Ability to exert very moderate physical effort from sedentary to light work, typically involving some combination of stooping, kneeling, crouching and crawling, lifting, carrying, pushing and pulling up to 20 pounds.
- Ability to recognize and identify degrees of similarities or differences between characteristics of shapes, sounds, and objects associated with job related objects, materials, and tasks.
- Ability to sustain prolonged visual and mental concentration.
- Ability to communicate orally and in writing with others.

Environmental Adaptability:

- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as hazardous conditions or exposure to disease may cause discomfort, but pose little risk of injury, and are present only in unusual situations.

Buffalo County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

Home Committee Approval:
HR Committee Approval:



Buffalo County Resolution

Drafted By:

Lee Engfer

Presented Month/Year:

August 2023

Involved Committees:

Finance and Human Resources

County Department:

Administration

Fiscal Impact: YES / NO

AC Approved: YES / NO

RESOLUTION # _____

A RESOLUTION TO ADOPT SALARY CLASSIFICATION AND COMPENSATION SYSTEM FOR NON-REPRESENTED EMPLOYEES

WHEREAS, the Buffalo County Employee Handbook requires the Buffalo County Human Resources Committee to review and recommend salaries for all employees to the Buffalo County Finance Committee for approval by the Buffalo County Board of Supervisors; and,

WHEREAS, the Buffalo County Human Resources Committee recognizes the need to retain and recruit employees to provide quality services to the citizens of the County; and,

WHEREAS, the Human Resources Committee has reviewed the salary classification and compensation system recommended through the outcome of the 2023 Carlson Dettmann Wage Study and recommends modifying the salary classification and compensation pay grades for full implementation beginning January 1st, 2024, a copy of which is attached as Exhibit A and to be incorporated herein and to become a part of this resolution; and,

WHEREAS, the Human Resources Committee recognizes the need for a sustained plan to increase wages and will follow the recommendations of an annual structural increase to the wage scale and a step increase pursuant to the Employee Handbook over at least the next 5 years; and,

WHEREAS, the Human Resources Committee is implementing that any employee paid at a rate not currently on the scale for their job title will be adjusted to step 1 of the new scale starting October 1st, 2023, and beginning January 1st, 2024, all employees will be placed in a step on the scale for their job title that would provide at least a 2% increase except those hired during quarter 4 of 2023 in which they will be placed in the nearest step that doesn't provide a decrease in their rate; and,

WHEREAS, the Human Resources Committee recognizes the need to avoid wage compression and recommends in 2024 for job titles that have multiple employees holding the title, new hires will be brought in at step 1 unless they have equivalent job experience in which a higher step may be considered pursuant to the Employee Handbook and the available budget; and,

WHEREAS, the Human Resources Committee reserves the right to allow County Administration to assign job titles to respective pay grades on the wage grid as recommended by Carlson Dettmann.



Buffalo County Resolution

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby approves the Buffalo County Job Classification/ Pay Grade for implementation for current employees not currently on the scale starting October 1st, 2023, and all remaining employees beginning January 1st, 2024, as identified in Exhibit A.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on the _____ day of _____, 2023.

ATTEST:

County Clerk

County Board Chairperson



Buffalo County Resolution

Respectfully Submitted:

Human Resources Committee:

Steven Nelson, Chair

Dennis Bork, Chair

Mary Anne McMillan Urell

Max Weiss

Nathan Nelson

William Bruegger

Carol McDonough

Chris Lindstrom

Michael L. Taylor

Brian Michaels

ANTICIPATED FINANCIAL IMPACT STATEMENT

Oct 2023 through Dec 2023:	\$108,188 in wages and fringe benefits
2024 Fiscal Year:	\$629,551 in wages and fringe benefits



Buffalo County Resolution

EXHIBIT A

Buffalo County (25th/50th %ile)

2024 GRADE ORDER LIST: STEP PLAN

GRADE	87.50%	90.00%	92.50%	95.00%	97.50%	Control Point	101.25%	102.50%	103.75%	105.00%	106.25%	107.50%	108.75%	110.00%	111.25%	112.50%
	Step 1	Step 2	Step 3	Step 4	Step 5	100.00% Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16
23	\$61.11	\$62.86	\$64.60	\$66.35	\$68.09	\$69.84	\$70.71	\$71.59	\$72.46	\$73.33	\$74.21	\$75.08	\$75.95	\$76.82	\$77.70	\$78.57
22	\$56.85	\$58.47	\$60.10	\$61.72	\$63.35	\$64.97	\$65.78	\$66.59	\$67.41	\$68.22	\$69.03	\$69.84	\$70.65	\$71.47	\$72.28	\$73.09
21	\$52.89	\$54.40	\$55.91	\$57.42	\$58.93	\$60.44	\$61.20	\$61.95	\$62.71	\$63.46	\$64.22	\$64.97	\$65.73	\$66.48	\$67.24	\$68.00
20	\$49.19	\$50.60	\$52.00	\$53.41	\$54.81	\$56.22	\$56.92	\$57.63	\$58.33	\$59.03	\$59.73	\$60.44	\$61.14	\$61.84	\$62.54	\$63.25
19	\$45.76	\$47.07	\$48.38	\$49.69	\$50.99	\$52.30	\$52.95	\$53.61	\$54.26	\$54.92	\$55.57	\$56.22	\$56.88	\$57.53	\$58.18	\$58.84
18	\$42.57	\$43.79	\$45.00	\$46.22	\$47.43	\$48.65	\$49.26	\$49.87	\$50.47	\$51.08	\$51.69	\$52.30	\$52.91	\$53.52	\$54.12	\$54.73
17	\$39.60	\$40.73	\$41.87	\$43.00	\$44.13	\$45.26	\$45.83	\$46.39	\$46.96	\$47.52	\$48.09	\$48.65	\$49.22	\$49.79	\$50.35	\$50.92
16	\$36.84	\$37.89	\$38.94	\$40.00	\$41.05	\$42.10	\$42.63	\$43.15	\$43.68	\$44.21	\$44.73	\$45.26	\$45.78	\$46.31	\$46.84	\$47.36
15	\$34.27	\$35.24	\$36.22	\$37.20	\$38.18	\$39.16	\$39.65	\$40.14	\$40.63	\$41.12	\$41.61	\$42.10	\$42.59	\$43.08	\$43.57	\$44.06
14	\$31.88	\$32.79	\$33.70	\$34.61	\$35.52	\$36.43	\$36.89	\$37.34	\$37.80	\$38.25	\$38.71	\$39.16	\$39.62	\$40.07	\$40.53	\$40.98
13	\$29.65	\$30.50	\$31.35	\$32.20	\$33.04	\$33.89	\$34.31	\$34.74	\$35.16	\$35.58	\$36.01	\$36.43	\$36.86	\$37.28	\$37.70	\$38.13
12	\$27.59	\$28.38	\$29.17	\$29.95	\$30.74	\$31.53	\$31.92	\$32.32	\$32.71	\$33.11	\$33.50	\$33.89	\$34.29	\$34.68	\$35.08	\$35.47
11	\$25.66	\$26.40	\$27.13	\$27.86	\$28.60	\$29.33	\$29.70	\$30.06	\$30.43	\$30.80	\$31.16	\$31.53	\$31.90	\$32.26	\$32.63	\$33.00
10	\$23.87	\$24.55	\$25.23	\$25.92	\$26.60	\$27.28	\$27.62	\$27.96	\$28.30	\$28.64	\$28.99	\$29.33	\$29.67	\$30.01	\$30.35	\$30.69
9	\$22.21	\$22.84	\$23.48	\$24.11	\$24.75	\$25.38	\$25.70	\$26.01	\$26.33	\$26.65	\$26.97	\$27.28	\$27.60	\$27.92	\$28.24	\$28.55
8	\$20.66	\$21.25	\$21.84	\$22.43	\$23.02	\$23.61	\$23.91	\$24.20	\$24.50	\$24.79	\$25.09	\$25.38	\$25.68	\$25.97	\$26.27	\$26.56
7	\$19.22	\$19.76	\$20.31	\$20.86	\$21.41	\$21.96	\$22.23	\$22.51	\$22.78	\$23.06	\$23.33	\$23.61	\$23.88	\$24.16	\$24.43	\$24.71
6	\$17.88	\$18.39	\$18.90	\$19.41	\$19.92	\$20.43	\$20.69	\$20.94	\$21.20	\$21.45	\$21.71	\$21.96	\$22.22	\$22.47	\$22.73	\$22.98
5	\$16.63	\$17.10	\$17.58	\$18.05	\$18.53	\$19.00	\$19.24	\$19.48	\$19.71	\$19.95	\$20.19	\$20.43	\$20.66	\$20.90	\$21.14	\$21.38
4	\$15.46	\$15.90	\$16.34	\$16.79	\$17.23	\$17.67	\$17.89	\$18.11	\$18.33	\$18.55	\$18.77	\$19.00	\$19.22	\$19.44	\$19.66	\$19.88
3	\$14.39	\$14.80	\$15.21	\$15.62	\$16.03	\$16.44	\$16.65	\$16.85	\$17.06	\$17.26	\$17.47	\$17.67	\$17.88	\$18.08	\$18.29	\$18.50
2	\$13.38	\$13.76	\$14.14	\$14.53	\$14.91	\$15.29	\$15.48	\$15.67	\$15.86	\$16.05	\$16.25	\$16.44	\$16.63	\$16.82	\$17.01	\$17.20
1	\$12.44	\$12.80	\$13.15	\$13.51	\$13.86	\$14.22	\$14.40	\$14.58	\$14.75	\$14.93	\$15.11	\$15.29	\$15.46	\$15.64	\$15.82	\$16.00

Old	New
Account Clerk DHHS	Account Technician
Admin Asst-DA	Legal Secretary
Admin Asst-Law Enf	Administrative Specialist-LE
Building and Grounds Manager	Maintenance Technician (<i>already done</i>)
Case Manager I	Case Manager
Case Manager II	
County Superintendent	Patrol Superintendent
Entry Level Mechanic	Mechanic
Experienced Mechanic	
Financial Advisor	Accounting Manager
High Level Operator	Heavy Equipment Operator
Highway Patrolman (5 yrs)	Highway Maintenance Worker
Highway Patrolman Entry Level	
Highway State Patrolman	
Low Level Operator	Equipment Operator
Payroll Clerk/Admin Asst	Payroll Technician/Administrative Specialist
Personnel Advisor	Human Resource Manager
Property Lister/Chief Deputy Treasurer	Property Lister/Deputy Treasurer
Public Health Educator I	Public Health Educator
Public Health Educator ii	
Recycling Supervisor	Recycling Coordinator
Social Worker I	Social Worker
Social Worker II	
Social Worker III	