



Notice of Public Meeting

AGENDA

Committee: Human Resources Committee
Date: Monday, October 9, 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 ~ A Resolution to Approve the Health Insurance Benefit Plan for 2024
6. Review/Discussion~ Service Awards
7. Review/Discussion/Action~ The Committee May Go into Closed Session to Discuss Employee Compensation

Closed session pursuant to WI Statute 19.85 1 (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. (f) Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against a specific person which if discussed in public would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data or involved in such problems or investigations.

8. Review/ Discussion/ Action~ The Committee May Enter Into Open Session
9. Review/Discussion/Action ~ Grade Placement Appeals
10. Review/Discussion/Action Set Meeting for Step Appeals
11. Personnel Advisor Report
12. Administrative Coordinator Report
13. Public Comment Unrelated to Agenda Items
14. Next Meeting Date and Time: November 13, 2023
15. Adjournment

Date: October 2, 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, September 11, 2023

Mr. Steve Nelson called the meeting to order at 9:00 a.m.

Committee Members Present: Mr. Steve Nelson, Ms. Carol McDonough, Ms. Mary Anne McMillan Urell, Mr. Michael Taylor, and Mr. Nathan Nelson.

Others Present for All or Parts of the Meeting: Mr. Lee Engfer, Ms. Roxann Halverson, Ms. Ana Rolbiecki, Sheriff Mike Osmond, Ms. Danielle Schalinske, Ms. Julie Vollmer, Mr. Kyle Patzner, Joining virtually for all or portions of the meeting were Ms. Lisa Schuh, Ms. Emily Walter, Ms. Renee Pronschinske, Mr. Logan Olson.

Chair Nelson requested a few moments of silence to remember those lost in the 9/11 attacks.

Public Comments Regarding Posted Agenda Items: None.

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

Review/Discussion/Action regarding the 2024 Health Insurance Plan Design and Premium: Mr. Patzner reviewed the two plans he and Ms. Rolbiecki designed for employees. The plan designs will go into effect January 1st. There will be a meeting tomorrow with employees in regard to ways to save money on their deductible and get incentives. The county will now be paying 85% of the premium and the employee paying 15%. There will be no HRA contribution from the County. The Aggregate Deductible plan will not be eligible for HSA but a flex spending account could be used. The Embedded Deductible plan will be eligible for HSA. Ms. McMillan Urell made a motion to approve the plans, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding Seasonal/Part-time Employee Wages: Mr. Engfer reviewed the positions affected and explained the wages a Seasonal and Part-Time employee would receive. Ms. McMillan Urell made a motion to approve the wages, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding A Resolution to Ratify the Buffalo County Law Enforcement Officers WPPA/LEER Collective Bargaining Agreement: Mr. Engfer explained this resolution would formally approve the negotiations between the

County and the Law Enforcement Union. Mr. Taylor made a motion to approve the resolution, seconded by Ms. McDonough. Carried.

Review/Discussion/Action regarding Wage Scale/Placement Appeals Process:

Ms. Rolbiecki explained the employee handbook allows 15 days from notification of placement on the scales for an appeals request, but with the wage study 30 days was given. Appeals for grade placement will be heard by Carlson Dettmann and their recommendation will be forwarded to the HR Committee for final decision. Appeals for step placement will be heard and decided by the HR Committee. Ms. Rolbiecki was unsure if this would be ready for the October or November meeting. Ms. McMillan Urell made a motion to bring the appeals to the October meeting if ready or the November meeting if October was too soon, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding Service Awards: Mr. Engfer discussed the service awards and questions that have been asked since his presentation to the Finance Committee. The service awards would be done in 5 year increments, beginning with 5 years. A discussion was held on removing the award of PTO and just having the monetary award. If approved this would start in 2024 and if someone had reached their 5 year increment prior to that, they would need to wait until their next milestone. This will be brought back with different monetary award amounts.

Personnel Advisor Report: Ms. Rolbiecki reviewed vacant positions and recently filled positions. She will be working on switching payroll over to the new financial system.

Administrative Coordinator Report: Mr. Engfer reported that a third round of interviews will be held for the Maintenance Technician position on Wednesday. He attended HR training last week with Ms. Rolbiecki.

Public Comments: None.

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

Adjournment: Mr. Taylor made a motion to adjourn at 10:02 a.m., seconded by Ms. McMillan Urell. Carried.

Respectfully Submitted,

Roxann Halverson
Buffalo County Clerk



Buffalo County Resolution

Drafted By:

Ana Rolbiecki

Presented Month/Year:

October 2023

Involved Committees:

Human Resources

Finance Committee

County Department:

Administration

Fiscal Impact: YES / NO

AC Approved: YES / NO

RESOLUTION # _____

A RESOLUTION TO APPROVE HEALTH INSURANCE BENEFIT PLAN FOR 2024

WHEREAS, the Employee Handbook, Policy 301 states that the design and selection of health care plans is determined by the Buffalo County Board of Supervisors as recommended by the Buffalo County Human Resource Committee; and,

WHEREAS, The Insurance Center as agent for Buffalo County has put together a plan to transition us to fully self-insured in 2024; and,

WHEREAS, The Insurance Center proposes two plans - a low deductible (aggregate) plan and a high deductible (embedded) plan to offer to employees with the county paying 87% of the premiums and the employee paying 17% of the premiums for both plans and both single/family premiums; and,

WHEREAS, the Buffalo County Human Resource Committee reviewed the proposed plans and recommends the County Board of Supervisors to accept two plan options with The Insurance Center as the agent of record to be effective January 1st, 2024, as referend in the attached Exhibit A to be incorporated herein and made a part of this resolution for eligible employees.

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby approves the medical insurance self-insured plans with The Insurance Center as the agent of record to be effective January 1st, 2024.

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

Mary Anne McMillan Urell

Nathan Nelson

Carol McDonough

Michael Taylor

Finance Committee:

Dennis Bork, Chair

Max Weiss

William Bruegger

Brian Michaels

Chris Lindstrom

ANTICIPATED FINANCIAL IMPACT STATEMENT

2024 Total Premiums	\$2,011,868	Employer Contributions	\$1,710,088
		Employee Contributions	\$301,780
		Insurance Incentive	\$62,400
		Total Budgeted Impact	\$2,074,268