



Notice of Public Meeting

AGENDA

Committee: Human Resources Committee
Date: Monday, November 13, 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
7. Review/Discussion/Action~ The Committee May Go into Closed Session to Discuss Employee Wage & Scale Placement Appeals

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. Personnel Advisor Report
10. Administrative Coordinator Report
11. Public Comment Unrelated to Agenda Items
12. Next Meeting Date and Time: December 11, 2023
13. Adjournment

Date: November 8, 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, October 9, 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, Ms. Carol Burmeister (Teams), and Sheriff Mike Osmond (Teams).

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 Ms. McDonough. Carried.

Review/Discussion/Action regarding A Resolution to Approve the Health Insurance Benefit Plan for 2024: Ms. Rolbiecki discussed the County and employee share of health insurance, how deductibles for each plan will work and the total cost overall. Ms. McMillan Urell made a motion to approve the resolution by roll call vote, seconded by Mr. Taylor. All in favor. Carried.

Review/Discussion regarding Service Awards: Mr. Engfer explained the Finance Committee tabled the service awards until the budget is complete. This item will be brought back to the HR Committee in December.

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. Steve Nelson – yes, Mr. Nathan Nelson – yes, Ms. McDonough – yes, Ms. McMillan Urell – yes, Mr. Taylor – yes. Carried.

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

Review/Discussion/Action regarding Grade Placement Appeals: Ms. McMillan Urell made a motion to approve the decisions made by Carlson Dettman regarding the grade placement appeals, seconded by Mr. Nathan Nelson. Carried.

Review/Discussion/Action regarding Setting a Meeting for Step Appeals: The Committee discussed dates to hold the step appeals. The step appeals will be held on November 13th at 9:00 a.m.

Personnel Advisor Report: Ms. Rolbiecki reviewed the three new hires and two open positions. Next Tuesday will be meetings on open enrollment for health insurance. Work is being done to begin using Tyler Technologies financial program for payroll. A review of the procedures for overtime and comp time needs to be reviewed.

Administrative Coordinator Report: Mr. Engfer attended the WI Counties Association training recently. Work will be done on the employee handbook for consistency and enforcement.

Public Comments: None.

Next Meeting: The next meeting will be November 13, 2023, at 9:00 a.m.

Adjournment: Ms. McDonough made a motion to adjourn at 10:30 a.m., seconded by Mr. Taylor. Carried.

Respectfully Submitted,

Roxann Halverson
Buffalo County Clerk