

Buffalo County Minutes

Committee/Board:

Human Resources Committee

Date of Meeting:

Monday, April 10, 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 (Teams), Mr. Nathan Nelson, and Mr. Michael Taylor.

Others Present for All or Parts of the Meeting: Ms. Roxann Halverson, Mr. Lee Engfer, Sheriff Mike Osmond, Ms. Danielle Schalinske, Mr. Dave Rynders, and Mr. Jacob Syndergaard.

Public Comments Regarding Posted Agenda Items: Mr. Rynders read two letters from employees that could not attend the meeting. Both were in favor of continuing the telecommuting option for employees.

Ms. Danielle Schalinske read a letter from an employee that is in favor of continuing telecommuting.

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

Review/Discussion/Action regarding Policy 110 – Cell Phones: The Law Enforcement Committee had approved increasing the cell phone allowance for a part-time employee but the cell phone policy only allows a \$10.00 per month stipend. The new policy would allow a \$25.00 per month stipend as well as other language that has been updated. This would go into effect January 1st, 2024, unless a department has the funds already in their 2023 budget. Mr. Taylor made a motion to approve the resolution, seconded by Ms. McDonough. Carried.

Review/Discussion/Action regarding Policy 512 – Remote Work (Telecommuting): The current policy on telecommuting was reviewed, as well as how mileage is paid and the work hours being the same as courthouse hours. The effective date for the policy would be June 1st, 2023. The number of days allowed to telecommute per year was discussed, as well as some positions that would be allowed to fully telecommute. Mr. Taylor made a motion to allow one day per week to telecommute. The motion dies for lack of a second. Mr. Taylor made a motion to amend the policy to allow 52 days per year of telecommuting, seconded by Mr. Nathan Nelson. Ms. McMillan Urell voting no. Carried.

Mr. Nathan Nelson made a motion to approve the amended resolution and policy, seconded by Mr. Taylor. Ms. McMillan Urell voting no. Carried.

Review/Discussion/Action regarding Policy 201 – Paid Holidays: This update would clarify how the floating holiday would affect the Communications/Corrections Officers. Mr. Taylor made a motion to approve, seconded by Ms. McDonough. Carried.

Review/Discussion/Action regarding a Health Insurance Presentation by Cottingham and Butler: Mr. Syndergaard gave a presentation on health insurance coverage including self-insured options and state insurance options.

Review/Discussion/Action regarding the Chief Deputy Register in Probate/Chief Deputy Probate Registrar/Chief Deputy Clerk of Juvenile Court/Chief Deputy Judicial Assistant Position Description: Mr. Engfer explained the updates to the position description and that this was approved by the Finance Committee, which is the home committee for the department. Mr. Taylor made a motion to approve the position description, seconded by Mr. Nathan Nelson. Carried.

Review/Discussion/Action regarding the Chief Deputy Clerk of Court/Deputy Clerk of Court Position Description: This position description was also approved by the home committee. Mr. Taylor made a motion to approve the description, seconded by Mr. Nathan Nelson. Carried.

Review/Discussion/Action regarding the Building and Grounds Janitor Position Description: This position description was reviewed and approved at the Finance Committee. The hours and flexibility of the position has been updated to allow for evening coverage. Mr. Taylor made a motion to approve the position description, seconded by Mr. Nathan Nelson. Carried.

The Committee May Go Into Closed Session to Discuss Voluntary PSLB/PTO Request and Victim Witness Coordinator Salary: Ms. McDonough made a motion to go into closed session, seconded by Mr. Taylor. Mr. Steve Nelson – yes, Mr. Nathan Nelson – yes, Mr. Mike Taylor – yes, Ms. Carol McDonough – yes. Carried.

The Committee May Return to Open Session: Mr. Taylor made a motion to return to open session, seconded by Mr. Nathan Nelson. Mr. Steve Nelson – yes, Mr. Nathan Nelson – yes, Mr. Mike Taylor – yes, Ms. Carol McDonough- yes. Carried.

Ms. McDonough made a motion to approve the PSLB/PTO transfer request, seconded by Mr. Taylor. Carried.

Mr. Taylor made a motion to approve moving the Victim Witness Coordinator to Step 5 on the wage scales, seconded by Ms. McDonough. Carried.

Administrative Coordinators Report: Mr. Engfer reported on open positions, new drinking fountains, and using Martin Luther King Day as a training day for employees.

Personnel Advisor Report: None.

Public Comments: None.

Next Meeting: The next meeting will be May 8th at 9:00 a.m.

Adjournment: Mr. Taylor made a motion to adjourn at 11:10 a.m.

Respectfully Submitted,

Roxann Halverson
Buffalo County Clerk