

Buffalo County Minutes

Committee/Board:

Human Resources Committee

Date of Meeting:

Monday, May 8, 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. Nathan Nelson, and Mr. Michael Taylor.

Others Present for All or Parts of the Meeting: Ms. Roxann Halverson, Mr. Lee Engfer, Ms. Ana Rolbiecki, Sheriff Mike Osmond, Mr. Kyle Patzner and Mr. Garrett Jerue.

Public Comments Regarding Posted Agenda Items: None.

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

Review/Discussion/Action regarding a Health Insurance Presentation: Mr. Patzner and Mr. Jerue gave a presentation on the Ticket to Health Solutions program. This would be a type of self-insured program with incentives for employees to utilize quality more affordable health care locations. How the program works and how stop-loss insurance is utilized was explained.

Review/Discussion regarding the Take Home Squad Residency Policy: Sheriff Osmond explained this policy is not one set by HR but made at the discretion of the Sheriff. He would like to extend residency to 5 miles outside of the county. This will aid in retention and widen the candidate pool. He does not want to extend this to Minnesota, just within Wisconsin. Mr. Engfer researched the risk of this and did not find one. A clarification on when an Officer's shift starts will be needed. The Sheriff explained since it is a small distance outside of the county the shift start will remain when they log on.

Review/Discussion/Action regarding the Jail Nurse Contract Fee: Mr. Engfer explained the request for the Jail Nurse blood draw fee increase. He has spoken with Corporation Counsel and increasing to \$75 per draw would be okay with the court system. This cost will try and be recaptured through restitution. Ms. McMillan Urell made a motion to approve the fee increase, seconded by Mr. Taylor. Carried.

Review/Discussion regarding the Jail Lieutenant Position Description: Sheriff Osmond explained the position description was approved at Law Enforcement. The wording was updated to allow the position to be filled by a certified Law Enforcement Officer if one had applied. Having the position filled by a certified Law Enforcement Officer would help with courthouse security and as a backup to the Patrol portion of the office. Mr. Engfer would like to check on this with WCA and County Mutual to see if

there are any issues as this position was originally a civilian position. This will be brought back next month.

Review/Discussion/Action regarding Policy 112 Credit Card Use: The policy was updated to show how credit card rewards and rebates would be used, how gift cards would be tracked, and to stop the purchase of alcohol with the county card. The Auditors had suggested these changes.

Review/Discussion/Action regarding A Resolution to Update Personnel Policy 112 – Credit Card Policy: Mr. McMillan Urell made a motion to approve the resolution, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding A Resolution to Recognize and Honor the Retirement of Mr. James Palkowski: This resolution will honor Mr. Palkowski for his 27 years of service to Buffalo County. Ms. McMillan Urell made a motion to approve the resolution, seconded by Ms. McDonough. Carried.

Review/Discussion/Action regarding the Buffalo County Return to Work Policy: This policy was created for the COVID pandemic which will now end on May 11th. Ms. McMillan Urell made a motion to terminate the policy, seconded by Ms. McDonough. Carried.

Review/Discussion/Action regarding the Health Insurance Broker: The Committee discussed the two presentations given regarding health insurance. Ms. McMillan Urell made a motion to approve moving forward with the Ticket to Health Solutions from The Insurance Center effective October 1st, seconded by Mr. Taylor. Carried.

Administrative Coordinators Report: Mr. Engfer reported on vacant positions and those that have been filled. There will be ethics training for employees on June 26th during the day and County Board Supervisors at the meeting that evening. Mr. Engfer would like to make Martin Luther King Day a training day for employees and close the courthouse. ADRC reported June is dementia awareness month. The wage study and financial system are on track.

Personnel Advisor Report: Ms. Rolbiecki reported work she has done with the wage study and financial system training.

Public Comments: None.

Next Meeting: The next meeting will be June 12th at 9:00 a.m.

Adjournment: Ms. McDonough made a motion to adjourn at 11:15 a.m.

Respectfully Submitted,

Roxann Halverson
Buffalo County Clerk