

## Buffalo County Minutes

**Committee/Board:**

**Human Resources Committee**

**Date of Meeting:**

Monday, June 12, 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, and Mr. Michael Taylor. Mr. Nathan Nelson was excused.

**Others Present for All or Parts of the Meeting:** Ms. Roxann Halverson, Mr. Lee Engfer, Ms. Ana Rolbiecki, Sheriff Mike Osmond, Mr. Dave Rynders, Ms. Tina Anibas (Teams), Ms. Lisa Schuh (Teams), and Mr. Logan Olson (Teams).

**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 Mr. Taylor. Carried.

**Review/Discussion/Action regarding the Jail Administrator Position Description:** Mr. Engfer explained the concerns with the description. Concerns with the employee carrying a handgun in the courthouse have been addressed. The “if’s” regarding the individual having Law Enforcement certification are not part of a regular position description and should be left out. Mr. Engfer explained that section would be covered under any other duties as assigned by the Sheriff. He recommends leaving the position description as it currently is and not approving this revision.

Sheriff Osmond feels the “if’s” portion is necessary to cover the individual in the position, the department, and the county. That portion allows the individual to carry a gun if they have the proper certifications and it is approved by the Sheriff. Ms. McMillan Urell made a motion to amend the second to last bullet point under Essential Duties to remove “will help maintain Courthouse Security and”, seconded by Mr. Taylor. Carried.

Ms. Rolbiecki reminded the committee that this position is not eligible for protective status and would require training to stay certified. Mr. Engfer noted that the position was previously a citizen position and the department is limited to a specific number of Patrol Deputies by resolution. Sheriff Osmond explained resolution #07-03-04 shows 15 positions allowed and they are not at that number currently.

Ms. McMillan Urell made a motion to approve the amended position description, seconded by Mr. Taylor. Carried.

**Review/Discussion regarding the Maintenance Technician Position Description:** Mr. Engfer reviewed the updates to the position description. Ms. Rolbiecki indicated an amendment needed to be made to change the position from exempt to non-exempt status. Mr. Taylor made a motion to amend the position description to a non-exempt

status, seconded by Ms. McMillan Urell. Carried. Mr. Taylor made a motion to approve the amended position description, seconded by Ms. McMillan Urell. Carried.

**Review/Discussion/Action regarding the Conservation Technician Position**

**Description:** Mr. Engfer explained the changes to each of the next four position descriptions. These are three revisions and one new position. This change should not have an economic impact and will better serve what the department needs. Ms. McMillan Urell made a motion to approve the Conservation Technician position description, seconded by Ms. McDonough. Carried.

**Review/Discussion/Action regarding the Resource Management Specialist-Planner Position Description:**

This description was updated to remove non-metallic mining duties and to add review of plans and ordinances as part of the positions responsibilities. Ms. McMillan Urell made a motion to approve the Resource Management Specialist-Planner position description, seconded by Mr. Taylor. Carried.

**Review/Discussion/Action regarding the Zoning Specialist Position Description:**

This would be a new position and the Assistant Zoning Administrator would be removed. Mr. Taylor made a motion to approve the Zoning Specialist position description, second by Ms. McDonough. Carried.

**Review/Discussion/Action regarding the Zoning Technician Position Description:**

Ms. McMillan Urell made a motion to approve the Zoning Technician Position Description, seconded by Ms. McDonough. Carried.

**Review/Discussion/Action regarding A Resolution to Update Personnel Policy 401**

**– Electronic Media and Social Media:** Mr. Engfer explained that IT and County Mutual Insurance have had concerns with cyber security and highly recommended changes to our policy. Social media will be removed from this policy and become its own section. Employees will need to obtain personal email of their own and no longer use county email for personal reasons and use their own cell devices for internet searching on their breaks. Ms. McMillan Urell made a motion to approve the resolution, seconded by Mr. Taylor. Carried.

**Review/Discussion/Action regarding A Resolution to Create Personnel Policy 403**

**– Social Media Policy:** This resolution creates a separate policy for social media. Ms. McMillan Urell made a motion to approve the resolution, seconded by Mr. Taylor. Carried.

**Review/Discussion/Action regarding A Resolution to Create Personnel Policy 404**

**– Virtual Private Network (VPN) Policy:** The VPN is used to allow employees who work from home to access the network. This policy had language updated and will need to be reviewed and signed by the employee annually. Ms. McMillan Urell made a motion to approve the resolution, seconded by Mr. Taylor. Carried.

**Review/Discussion/Action regarding A Resolution to Make the Third Monday in January a County Training Day:**

Mr. Engfer explained that some departments had asked about training for employees. The third Monday in January would be a day the

public thinks the courthouse is closed and the offices that are rented to other entities are closed that day. The public will be informed via our website and Facebook page. Ms. McMillan Urell made a motion to approve the resolution, seconded by Ms. McDonough. Carried.

**Administrative Coordinators Report:** Mr. Engfer gave his report.

- Ethics training will be held in June for County Board Supervisors and Department Managers.
- Negotiations with the Law Enforcement Union will be coming up. The County Attorney would like to meet prior to those negotiations.
- Two Patrol Deputy positions and one female Communications/Corrections Officer have been filled.
- There are four applications for the Building and Grounds Technician position.
- There are two applications for the CLTS position.
- The Land Management Administrative Assistant position is open.
- A new monthly Department Manager meeting with the Administrative Coordinator will be implemented. This will be a one on one meeting with each Department Manager.
- The Veteran Service Office in Pepin County currently has a vacancy. There is a contract with Buffalo to request assistance as needed and to be reimbursed. Mr. Engfer will work on that.
- Any complaints sent to County Supervisors should be directed to the Administration Department. The wage study information will be presented to HR in July and the full Board in August. There will be a need for a joint meeting with Finance to decide the next steps when the information is complete.

**Personnel Advisor Report:** Ms. Rolbiecki reported on the Insurance Center taking over the health insurance account. A strategy to address the outcome of the wage study will need to be discussed. The Veteran Service Administrative Assistant will start this week.

**Public Comments:** Chair Nelson asked how the changes in Shared Revenue will affect the county. Mr. Engfer has a sheet in his office on that and can send him that information. The Opioid group has met and worked on options for programs.

**Next Meeting:** The next meeting will be July 10<sup>th</sup> at 9:00 a.m.

**Adjournment:** Mr. Taylor made a motion to adjourn at 10:13 a.m., seconded by Ms. McMillan Urell. Carried.

Respectfully Submitted,

Roxann Halverson  
Buffalo County Clerk