

Buffalo County Minutes

Committee/Board: Human Resources Committee

Date of Meeting: Monday, August 8, 2022

Mr. Steve Nelson called the meeting to order at 9:30 p.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, Ms. Ana Rolbiecki, and Sheriff Mike Schmidtknecht. Ms. Lisa Schuh, Mr. Ryan VanDeWalle, Ms. Carol Burmeister, Ms. Tina Anibas, and Mr. Jacob Syndergaard all joined via Teams.

Public Comments Regarding Posted Agenda Items: None.

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

Review/Discussion/Action regarding a Presentation on Benefit Renewal from Cottingham & Butler: Mr. Syndergaard presented updates on the benefit renewals for employees. He is anticipating a 15%-20% increase in premiums for 2023. He explained a savings if the deductible is raised and an HSA plan is put into place. Mr. Syndergaard suggested switching from BPA to EBC for administration of the HRA and flex accounts. He has not heard of many issues with EBC but has had numerous complaints about the service from BPA. He will be bringing back more information on the benefit renewal in early October. Ms. McMillan Urell made a motion to move forward with EBC as our administrator, seconded by Mr. Nathan Nelson. Carried.

Review/Discussion/Action regarding A Resolution to Remove Policy 206 Addendum Covering Families First Coronavirus Response Act (FFCRA) from the Leaves-Family Medical and Military Policy: Mr. Taylor made a motion to approve the resolution, seconded by Ms. McMillan Urell. Carried.

Review/Discussion/Action regarding A Resolution to Modify Policy 302 Other Insurances to Include Inclusion Under the Income Continuation Insurance Plan Offered by Wisconsin Retirement System (WRS): This is no cost to the County or employee at this time, but there must be enough employees to sign up for the insurance or it cannot be offered. Ms. McDonough made a motion to approve the resolution, seconded by Ms. McMillan Urell. Carried.

Review/Discussion/Action regarding A Resolution to Modify Policy 502 Outside Employment to Include Reference to Appendix Containing Request Form: Mr. Taylor made a motion to approve the resolution, seconded by Mr. Nathan Nelson. Carried.

Review/Discussion/Action regarding A Resolution to Modify Policy 512 Remote Work (Telecommuting) to Extend the Expiration Date: This will be reviewed in one year. Mr. Taylor made a motion to approve the resolution, seconded by Ms. McMillan Urell. Carried.

Review/Discussion/Action regarding the Payroll Clerk/Administrative Assistant Position Description: The Administration Administrative Assistant has been doing work that is above and beyond the current position description and when compared to what other Administrative Assistants are doing. This position will be responsible for payroll duties. The position description was significantly updated. With the budgeted amount for the Administrative Coordinator versus what is actually being paid there will be enough in the budget to cover the increase in salary. Mr. Taylor made a motion to approve the position description, seconded by Ms. McDonough. Carried.

Review/Discussion/Action regarding A Resolution to Rename and Reclassify the Administration Administrative Assistant Position to Payroll Clerk/Administrative Assistant and Wage to Class J: Mr. Taylor made a motion to approve the resolution, seconded by Mr. Nathan Nelson. Carried.

Review/Discussion/Action regarding Filling the Vacant Administrative Assistant Position: Ms. McDonough made a motion to approve filling the vacant position, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding the CCO Position Paid Time Off: This item was discussed at the last meeting and two options were presented to the CCO employees. Only two responded indicating they preferred option one. Option one was to have two times per year that PTO can be transferred into the PSLB and the PSLB restrictions will be loosened to allow one day use for sick leave with no doctors note unless 3 days are used. Option two was to put PTO hours into the PSLB when the max of 320 hours is reached. Ms. McMillan Urell made a motion to send another email with a deadline to reply, if no response move forward with option one and if there is a response move forward with the most voted for option, seconded by Ms. McDonough. Carried.

Review/Discussion/Action regarding the Policy on Employee Residency: The WI Statutes does have regulations to follow regarding residency requirements. Mr. VanDeWalle presented a policy that would require an employee to be present at the courthouse with 24 hour notice. A discussion was held on reducing the hours of the notice. Ms. McMillan Urell made a motion to amend the proposed policy to have a 12-hour notice, seconded by Mr. Nathan Nelson. Carried. Ms. McMillan Urell made a motion to approve the amended policy and bring back in resolution form, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding the Policy on New Employee Step Placement: A discussion was held in regard to hiring new employees higher than a step one when an employee that has been here 5 or 6 years was placed back at step one in the new scales. Ms. McMillan Urell made a motion to table this item for further review by the sub-committee, seconded by Mr. Nathan Nelson. Carried.

Review/Discussion/Action regarding the Policy on Elected Official Wages: Mr. VanDeWalle reviewed the proposed policy. This would help to ease some of the work on the Board when setting wages for elected officials. A discussion was held in regard to comparable counties. Ms. McMillan Urell made a motion to table this item, seconded by Mr. Nathan Nelson. Carried.

Review/Discussion/Action regarding the Advertising Policy for Vacant Budgeted Positions: It is often difficult to fill vacant budgeted positions in a timely manner when home committees only meet once a month. This policy would allow the Department Manager and Administrative Coordinator to advertise for a position pending home committee approval. Mr. VanDeWalle will bring a written policy back to the next meeting.

Review/Discussion/Action regarding the Wage and Scale Study Information: The sub-committee met last week to discuss concerns with the step process and classification groupings. More members are needed on this sub-committee. Another meeting will be held soon.

Chairperson's Report: Chair Nelson would like to move the meetings to 9:15 a.m. as Law Enforcement meets immediately following HR and sometimes it starts late due to the length of the HR meeting.

Administrative Coordinator's Report: None.

Personnel Advisor Report: Next month health insurance premiums will be discussed as well as the plan options. Ms. Rolbiecki is also working on updating the employee handbook and will bring that next month.

Public Comments: None.

Review/Discussion/Action regarding the Next Meeting Date and Time: September 12, 2022 at 9:15 a.m.

Adjournment: Mr. Taylor made a motion to adjourn at 11:32 a.m.

Respectfully Submitted,

Roxann Halverson
Buffalo County Clerk