

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