

Buffalo County Minutes

Committee/Board:

Human Resources Committee

Date of Meeting:

Tuesday, October 18, 2022

Mr. Steve Nelson called the meeting to order at 9:30 a.m.

Committee Members Present: Mr. Steve Nelson, Ms. Carol McDonough, Ms. Mary Anne McMillan Urell, Mr. Nathan Nelson (Teams), and Mr. Michael Taylor.

Others Present for All or Parts of the Meeting: Ms. Roxann Halverson, Ms. Ana Rolbiecki, Mr. Lee Engfer, Mr. Dave Rynders, Ms. Carol Burmeister, Ms. Lisa Schuh (Teams), Ms. Misty Rustad (Teams), Mr. Chris Woda (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 A Resolution to Remove Policy 502 ~ Outside Employment Reporting Requirement: Ms. Rolbiecki explained there are policies in place to remove an employee if employment outside of the courthouse is causing performance issues and does not feel approval of the outside employment is necessary. Ms. McMillan Urell made a motion to approve the resolution, seconded by Ms. McDonough. Carried.

Review/Discussion/Action regarding A Resolution to Modify Policies 102 Alternate Work Schedule; 103 Overtime, Comp Time, On Call and Shift Differential; 201 Paid Holidays; 208 Leaves -Sick Leave; 209 Leaves-Personal Time Off; and 303 Benefits-Retirement: Ms. Rolbiecki reviewed the changes to the policies. Policy 102-Alternate Work Schedule is proposed to be changed to begin at 6:00 a.m. and go through 6:00 p.m. with a stipulation regarding the core work hours and no compressed work week. Policy 103- Overtime and Comp Time would be changed to comp time only accruing to 40 hours and must be used before PTO and would be paid out twice a year for Highway employees and on the last payroll of the year for other employees. Policy 201- Paid Holiday would be amended to make Columbus Day a floating holiday. This floating holiday must be used as a whole day and cannot be carried over from one year to the next. Policy 208 – Sick Leaves would be relaxed on how the PSLB can be used. Policy 209- Personal Time Off would allow Communication/Corrections Officers to transfer time into PSLB twice each year. Policy 303 – Benefits/Retirement would remove reference to vacation/sick leave payout for Communications/Corrections Officers. Ms. McMillan Urell made a motion to approve the resolution with an amendment to keep the alternate work schedule as it currently is, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding A Resolution to Approve the Expenditure of ARPA Funds to Purchase a Wage and Benefits Analysis: Ms. Rolbiecki explained that even though Carlson Dettmann is slightly higher priced it uses more local comparable wages and benefits than McGrath, who uses national information. Carlson Dettmann quoted \$31,500.00 and McGrath quoted \$26,500.00. The Committee of the Board had approved spending up to \$50,000.00 on the wage study. Ms. Rolbiecki had put in the resolution to not exceed \$34,000.00 in the event there were unforeseen costs. Ms. McMillan Urell made a motion to approve the resolution with the amount not to exceed \$50,000.00, seconded by Ms. McDonough. Carried.

Review/Discussion/Action regarding a Wage Grid Update: Ms. Rolbiecki explained this is an updated wage grid to show positions that were recently added or adjusted in the scales. This will need to come back next month with a resolution for approval.

Review/Discussion/Action regarding Policy 111 Salary Classification and Compensation System-Appeals: The appeals process is being revamped to allow the home committee to review the appeal prior to HR making a final decision. This will be brought back with a resolution at the next meeting.

Review/Discussion/Action regarding Policy 103 – Overtime and Compensatory Time Clarification: Ms. Rolbiecki discussed the need for clarification of who is exempt from earning overtime and comp time. The policy is not clear as to which employees would receive it. This will be brought back to a future meeting.

Review/Discussion/Action regarding Allowing Case Managers to Fill a Social Worker Position that meet the State Program Requirements: Mr. Rynders explained the State has loosened the requirements for those performing duties in certain programs. He would like to allow Case Managers to fill Social Worker positions to be able to obtain a larger pool of applicants for vacant positions. Ms. McMillan Urell made a motion to move forward with allowing Case Managers to fill Social Worker positions, seconded by Mr. Taylor. Carried.

The Committee May go Into Closed Session to Discuss Personnel:
Mr. Taylor made a motion to go into closed session, seconded by Ms. McDonough.

Mr. Steve Nelson-yes, Mr. Mike Taylor-yes, Ms. Mary Anne McMillan Urell-yes, Mr. Nathan Nelson-yes, and Ms. Carol McDonough-yes. Carried

The Committee May Return to Open Session: Mr. Taylor made a motion to return to open, seconded by Ms. McMillan Urell.

Mr. Steve Nelson-yes, Mr. Mike Taylor-yes, Ms. Mary Anne McMillan Urell-yes, Mr. Nathan Nelson-yes, and Ms. Carol McDonough-yes. Carried.

Ms. McMillan Urell made a motion to allow two employees in the DHHS Department to switch positions, seconded by Mr. Taylor. Carried.

Ms. McMillan Urell made a motion to fill a short term staff position in the DA's Office, seconded by Ms. McDonough. Carried.

Ms. McMillan Urell made a motion to deny returning of PTO time to an individual, seconded by Mr. Taylor. Carried.

Chairperson Report: Chair Steve Nelson reported on the Highway Department looking at sponsoring CDL training for employees and would require an employment contract in exchange for that sponsorship.

Administrative Coordinator Report: Mr. Engfer reported on upcoming interviews that will be held.

Personnel Advisor Report: Ms. Rolbiecki reported on health insurance open enrollment that will be coming up and work she is doing to switch carriers for our benefit plan administration.

Public Comments: None.

Next Meeting: The next meeting will be Thursday, November 3, 2022, at 2:00 p.m.

Adjournment: Ms. McMillan Urell made a motion to adjourn at 11:16 a.m., seconded by Mr. Taylor. Carried.

Respectfully Submitted,

Roxann Halverson
Buffalo County Clerk