

Buffalo County Minutes

Committee/Board:

Human Resources Committee

Date of Meeting:

Wednesday, November 9, 2022

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 (Teams), and Mr. Michael Taylor.

Others Present for All or Parts of the Meeting: Ms. Roxann Halverson, Ms. Ana Rolbiecki, Mr. Lee Engfer, Mr. Jacob Syndergaard, Mr. Kyle Patzner, and Mr. Mark Henschel. Those joining on Teams for all or portions of the meeting: Ms. Lisa Schuh, Mr. Chris Woda, Ms. Carol Burmeister, Ms. Ashley Knudtson, and Ms. Micci Weiss.

Public Comments Regarding Posted Agenda Items: None.

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

Review/Discussion/Action regarding The Insurance Center Health Insurance Presentation: Mr. Patzner and Mr. Henschel presented quotes from Anthem for health insurance for Buffalo County. They also discussed options of grouping with other organizations and becoming self-insured.

Review/Discussion/Action regarding a Health Insurance Renewal Presentation by Cottingham & Butler: Mr. Syndergaard discussed the rate increase and adjusting the deductible to keep the rate increase at a minimum. His projection would have Buffalo County putting more HRA funds towards the deductible so that the employees do not see the increase.

The Committee discussed the options from both agencies. Ms. McMillan Urell made a motion to continue with Cottingham & Butler as our agent and the renewal plan with the \$6,650 deductible that included Mayo in Eau Claire, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding A Resolution to Modify Policies 102 - Alternate Work Schedule and 111 Salary Classification and Compensation System: Ms. Rolbiecki explained the procedure for the alternative work schedule is updated to allow the Department Manager to approve the schedule and notify the Administration Office. The appeals process is also being updated to have the appeals heard by the home committee prior to the HR Committee. Ms. McMillan Urell made a motion to approve the resolution, seconded by Mr. Taylor. Carried.

The Committee May go Into Closed Session to Discuss a Request for Extended Personal Time Off: Ms. McMillan Urell 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: Ms. McMillan Urell made a motion to return to open, seconded by Mr. Nathan Nelson.

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 approve the extended time off, seconded by Mr. Taylor. Carried.

Chairperson Report: Chair Steve Nelson reported that position descriptions will be updated as part of the wage study. Ms. Rolbiecki indicated that this will actually be done by the Department Managers during the process.

Administrative Coordinator Report: Mr. Engfer reported he would like to obtain information from departments of trainings that employees have attended. This would keep a database available to both the department and Administration Office. Highway will be holding interviews next week. DHHS has some interviews today. The new GIS employee will start Monday.

Personnel Advisor Report: Ms. Rolbiecki indicated she will be doing some work on tax liabilities and insurance for employees that work from home and live in Minnesota. She will also bring to the committee a discussion on extra pay for Department Managers that take on extra duties during employee vacancies.

Public Comments: None.

Next Meeting: The next meeting will be Monday, December 12, 2022, at 9:30 a.m.

Adjournment: Mr. Taylor made a motion to adjourn at 11:22 a.m. Carried.

Respectfully Submitted,

Roxann Halverson
Buffalo County Clerk