

County of Buffalo
Alma, Wisconsin
Notice of Public Meeting

Committee: Buffalo County Board of Supervisors
Date: Tuesday, April 18, 2023
Time: 9:00 a.m.
Location: 3rd Floor County Board Room
[Click here to join the meeting](#)

COUNTY BOARD AGENDA - AMENDED

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Call to Order
2. Roll Call of Members
3. Pledge of Allegiance
4. Public Comment Regarding Posted Agenda Items
5. Review/Discussion/Action ~ Appointment to Fill District 2 County Board Seat
6. Review/Discussion/Action ~ Approval of Previous Meeting Minutes
7. Review/Discussion~ MFL Regulations and Issues in Buffalo County
8. Review/Discussion/Action ~ Ordinance #23-04-01 “An Ordinance to Amend the Official “Buffalo County Zoning District Map” – Town of Milton
9. Review/Discussion/Action ~ Resolution #23-04-01 “A Resolution to Update Personnel Policy 201 – Holiday Pay”
10. Review/Discussion/Action ~ Resolution #23-04-02 “A Resolution to Update Personnel Policy 512- Remote Work (Telecommuting)”
11. Review/Discussion ~ CAPX2020, ARPA, and Opioid Funding
12. Public Comments
13. Committee Chair Reports
14. Administrative Coordinator Report
15. County Board Chair Report
16. Adjournment

Date: April 17, 2023

Dennis Bork, County Board Chair

By: Roxann M. Halverson, County Clerk

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk’s office at 608-685-6209 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Any committee member that is unable to attend must call the County Clerk’s Office at 608-685-6209 to report their absences.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

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14. Adjournment

Date: April 12, 2023

Dennis Bork, County Board Chair

By: Roxann M. Halverson, County Clerk

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MARCH COUNTY BOARD SESSION
Monday, March 27, 2023, at 7:00 p.m.

The Board met. Mr. Dennis Bork in the Chair.

The Pledge of Allegiance was said.

The roll was called and all members were present except for Mr. Nathan Nelson (who appeared via Teams). Others in attendance for all or portions of the meeting were Mr. Lee Engfer, Ms. Roxann Halverson, Mr. Brian Westrate, Mr. Tom Webb, Sheriff Mike Osmond, Ms. Tina Anibas (Teams), and Mr. Dave Brommerich (Teams).

Public Comments: None.

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

Review/Discussion regarding a Presentation by Mr. Westrate, Senator Van Orden's Office Liaison: Mr. Westrate introduced himself and Mr. Webb. They are located in the federal building in Eau Claire and will be around to help.

Review/Discussion/Action regarding Ordinance #23-03-01 An Ordinance to Amend the Official Buffalo County Zoning District Map – Town of Alma: Mr. Ruff expressed concerns he had with approving the rezone after talking to a neighbor to this property. The neighbor is worried about extra traffic on the road. Mr. Ruff made a motion to return the ordinance to the home committee pending further review, seconded by Ms. McMillan Urell. Mr. Weiss explained Zoning notified neighbors of the rezone application and only one neighbor came to the public hearing or contacted Zoning to express concerns and those were handled at the meeting. The Town of Alma Board approved the rezone as part of the process for approval at the county level. A voice vote was taken and the motion was voted down. Mr. Stanton made a motion to approve the ordinance, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding Resolution #23-03-01 A Resolution to Approve 2023 Wage Increase for Highway Commissioner: This position was at the top of the scales and therefore did not receive a wage increase for 2023. The proposed increase would be \$.75 per hour, which is equal to a step increase for this position. Ms. McMillan Urell made a motion to approve the resolution by roll call vote, seconded by Mr. Michaels. All in favor. Carried.

Review/Discussion/Action regarding Resolution #23-03-02 A Resolution to Authorize and Appoint Roxann Halverson, County Clerk, as the Snowmobile Coordinator for Buffalo County: Ms. Halverson explained she has been the Snowmobile Coordinator for 18 years and the DNR requires the resolution to be updated every few years. This will allow her to continue to apply for grants, sign necessary documents, and pay the bills. Mr. Michaels made a motion to approve the resolution, seconded by Ms. McDonough. Carried.

Review/Discussion/Action regarding Resolution #23-03-03 A Resolution to Authorize Buffalo County to Enter Into Settlement Agreements with Allergan, Teva, Walgreens, Walmart, and CVS; Agree to the Terms of the MOU Allocating Settlement Proceeds, and Authorize Entry into the MOU and Hereby Allowing the Buffalo County Administrative Coordinator to Review and Sign All Current and Future Documents Related to the Settlement: This resolution will allow Mr. Engfer, Administrative Coordinator, to sign documents on behalf of Buffalo County to participate in another round of Opioid settlements. Mr. Ruff made a motion to approve the resolution, seconded by Mr. Taylor. Carried.

Public Comments: A few County Board Supervisors and Ms. Anibas attended meetings in Madison recently to discuss the MFL program. They felt it was clear the Legislature was not interested in changing the program and that enforcement of the rules would be the only recourse the county has, but this falls on the DNR Forester. The Board would like the DNR Forester and Compliance Officer to be at the April meeting to discuss issues in Buffalo County.

Committee Chair Reports: Ms. McMillan Urell would like to change the date of the DHHS meeting to April 4th. DHHS held interviews for vacant positions and sent out letters for the well water testing project. Western Dairyland discussed the enrollment in their programs. MRRPC reviewed the number of participants that received grants to open a new business.

Mr. Nelson discussed health insurance meetings HR will hold and that the wage survey is on schedule.

Mr. Taylor discussed the issues with filling the vacant CCO positions in the Sheriff's Office. There is also a vacant Patrol position. Sheriff Osmond reported he received two more resignations from employees today.

Mr. Weiss discussed Recycling, that BBC&M is now running. He has attended municipal meetings to encourage the completion of remonumentation. EDC held a reorganizational meeting and is working on a loan program for starting businesses. The Highway Department has contracted fuel and has the Fuel Secure system up and running. Recycling will begin utilizing the fuel system in April. Mr. Weiss would like to encourage other departments to utilize the fuel system as well to save the county money on fuel costs.

Mr. Ruff discussed federal grants that Land Conservation could apply for to replace a bridge that is affecting a CC structure that is set to be repaired this year. The town could also apply for grants as the bridge belongs to them.

Administrative Coordinator Report: Mr. Engfer reported the Rural Partners Network is looking to assist with projects but needs our Outdoor Recreation Plan. He reviewed the new hires and vacant positions. A new fleet vehicle was purchased to replace the Ford Focus that had transmission problems. Tyler Technologies is having problems with getting our data from our current financial system. Mr. Engfer sent letters to municipalities that have not requested funds for broadband and informed them of the timeline. The IT

contract ends this year and RFP's will need to be sent out. The 2022 Audit will begin in April.

County Board Chair Report: None.

Adjournment: Mr. Weiss made a motion to adjourn at 8:31 p.m.

Respectfully Submitted,

Roxann M. Halverson
Buffalo County Clerk



Buffalo County Ordinance

Drafted By: R. Halverson
Month/Year: Feb. 2023
Committee: Land Use Com.

Department: Zoning
Fiscal Impact: Yes/No

Ordinance # _____

An Ordinance to Amend the Official “Buffalo County Zoning District Map” – Town of Milton

Whereas, a petition for a map amendment/rezone of a parcel of land located in Section 36, Town of Milton, from Residential to ANRT-5 was received from D&B Properties LLC and;

Whereas, official notice has been published in the Buffalo County News on March 30th and April 6th, 2023, and placed the same and application documents on file in the Zoning Department and the Office of the County Clerk for two weeks prior to April 14th, 2023, and;

Whereas, the Town Board, Town of Milton was notified of the proposed rezone and land use change and the requisite Towns Acknowledgment Form was delivered to the Zoning Department stating that the proposed rezone was acted on by the Town Board with the Town Board Chair signing the form indicating support of the rezone petition, and;

Whereas, a public hearing was held by the Buffalo County Land Management at the Buffalo County Courthouse on April 14th, at 9:00 am for the purpose of gathering public testimony regarding the proposed map amendment/rezone, and;

Now Therefore Be It Resolved, that the Buffalo County Board of Supervisors hereby adopts and ordains as follows: That the Buffalo County Zoning District Map, Town of Milton; parcel #002-00519-0080, said parcel of land containing 9.43 acres more or less, shall be rezoned from Residential to ANRT-5 Zoning.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on this _____ day of _____, 2023.

ATTEST:

Buffalo County Clerk

Buffalo County Chairperson

Buffalo County Ordinance

Land Use Committee:

Max Weiss

Dwight Ruff

Gary Stanton

John Sendelbach

Dennis Bork



Buffalo County Resolution

Drafted By:

Lee Engfer

Presented Month/Year:

April 2023

Involved Committees:

Human Resources

County Department:

Administration

Fiscal Impact: YES / NO

AC Approved: YES / NO

RESOLUTION # _____

A RESOLUTION TO UPDATE PERSONNEL POLICY 201 – HOLIDAY PAY

WHEREAS, the current Buffalo County Handbook requires the Buffalo County Board of Supervisors to authorize by resolution any amendments to the Employee Handbook; and,

WHEREAS, the Human Resource Committee has recommended changes to Policy 201 – Holiday Pay to add back in Columbus Day as a Holiday for the Communication & Corrections Officers in the place of a floating holiday as well as to clarify how this time can be used, how the group is paid out for unused holiday time, and how they can accrue extra holiday hours when working on a holiday; and,

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby amends Policy 201 – Holiday Pay of the Buffalo County Handbook effective April 18th, 2023, to make these updates.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on the _____ day of _____, 2023.

County Clerk

ATTEST:

County Board Chairperson



Buffalo County Resolution

Respectfully Submitted:

Human Resources Committee:

Steven Nelson

Carol McDonough

Mary Anne McMillan Urell

Nathan Nelson

Michael Taylor

ANTICIPATED FINANCIAL IMPACT STATEMENT

None



Buffalo County Resolution

Exhibit A:

Policy 201 – Holiday Pay

Purpose: To identify employee holidays and establish a consistent procedure for scheduling and payment.

Paid Holidays: The courthouse, except the Law Enforcement Center, will be closed on the following legal holidays observed by the County, and eligible employees will receive eight (8) hours of holiday pay:

New Year's Day

The Friday before Easter

Memorial Day

Independence Day

Labor Day

Veterans Day

Thanksgiving Day

The Day after Thanksgiving

Christmas Eve

Christmas Day

(1) Floating Holiday

Eligibility:

- To be eligible for holiday pay, an employee must be on the active payroll the day before and the day after such said holiday.
- Holidays within any unpaid period of absence, except Worker's Compensation leave, shall be without pay.

Scheduling:

- In the event that a holiday falls on a Saturday, the proceeding Friday shall be observed as the holiday; should a holiday fall on a Sunday, the following Monday shall be observed as the holiday.
- For floating holiday usage, the employee must receive supervisor approval and the day must be used as a full day increment equal to (8) hours or as listed below for part-time employees.



Buffalo County Resolution

Holiday Pay for Highway Employees: All non-exempt employees shall receive one and one-half (1 ½) times their regular hourly rate of pay for all hours worked on a holiday in addition to their holiday pay.

Holiday Pay for Communication/Corrections Employees:

- Columbus Day will replace the Floating Holiday for these employees.
- Holiday pay for Communication/Corrections employees will be accrued at eight (8) hours per holiday according to the list above. Holidays for this work area will be recognized on the actual day the holiday occurs during the calendar year and not always the day the courthouse observes the holiday. All communications/corrections employees will accrue for eleven (11) holidays per year, for a total of eighty-eight (88) holiday hours. Holiday pay for this work area may be used in 2 hour increments at the beginning of a shift, the end of a shift, or for a full shift. They may take these holidays any time during the year with the approval of the Sheriff or his/her designee. If days cannot be scheduled as time off due to an unreasonable burden to the County, said remaining holiday balance earned but unused before December 31 of that year shall be paid at the hourly rate earned by the employee up to a maximum of 88 hours. This payout shall be paid out to zero on the payroll prior to December 31st annually. In the event of separation, employees who have taken more days than allowable shall have any overpayment deducted from final wages.
- If a Communication/Corrections employee works any of the set 11 holidays, the employee shall have an additional four (4) hours of holiday pay added to their holiday accrual balance. To earn this extra holiday pay, the employee must work a full 12 hour shift. No extra pay will be earned when working less than a 12 hour shift. A maximum of twenty-four (24) hours of holiday pay may be carried over if an employee works Christmas Eve Day and/or Christmas Day, which must be utilized as pay or time off within the first three (3) months of the year.

Holiday Pay for Part-time Employees: Part-time employees shall receive holiday pay up to the number of hours they are normally scheduled to work or it shall be pro-rated based on previous years' hours worked and their current work schedule. This is not to exceed eight (8) hours. This also applies to when a part-time employee elects to use their floating holiday.

Policy 201 - Effective May 31, 2015; Revised April 18, 2023



Buffalo County Resolution

Drafted By:

Lee Engfer

Presented Month/Year:

April 2023

Involved Committees:

Human Resources

County Department:

Administration

Fiscal Impact: YES / NO

AC Approved: YES / NO

RESOLUTION # _____

A RESOLUTION TO UPDATE PERSONNEL POLICY 512 – REMOTE WORK (TELECOMMUTING)

WHEREAS, the current Buffalo County Handbook requires the Buffalo County Board of Supervisors to authorize by resolution any amendments to the Employee Handbook; and,

WHEREAS, the Human Resource Committee has recommended changes to Policy 512 – Remote Work to update the policy in its entirety including updated options for telework, eligibility requirements, and an updated requestion/approval process; and,

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby amends Policy 512 - Telework of the Buffalo County Handbook effective June 1st, 2023, to make these updates.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on the _____ day of _____, 2023.

County Clerk

ATTEST:

County Board Chairperson



Buffalo County Resolution

Respectfully Submitted:

Human Resources Committee:

Steven Nelson

Carol McDonough

Mary Anne McMillan Urell

Nathan Nelson

Michael Taylor

ANTICIPATED FINANCIAL IMPACT STATEMENT

None



Buffalo County Resolution

Exhibit A:

Policy 512 - Telework

Purpose: The purpose of this policy is to provide guidance to Buffalo County management and employees with a work policy that outlines our guidelines for employees who work from a location other than our offices.

- Buffalo County considers telework to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telework may be appropriate for some employees and jobs but not for others. Telework is not an entitlement, it is not a county wide benefit, and it in no way changes the terms and conditions of employment with Buffalo County. This policy provides a general overview and does not attempt to address each unique situation or technology need.
- Telework is not designed to be a replacement for appropriate dependent care during work hours or intended to permit staff to work at other jobs or run their own business. The focus of the arrangement must remain on job performance and meeting business demands.

Requesting Telework: An employee must fill out the Telework Agreement form and submit to their supervisor. This should be done with as much advance notice as possible. Upon approval from the supervisor, it must be submitted to the Administrative Coordinator for final approval. The final decision will be provided to the employee and supervisor. An employees approved request is good for the duration of the request, until updated by the employee, or until the decision has been made by the supervisor and/or Administrative Coordinator to revoke for various reasons.

Eligibility:

Employees requesting formal teleworking arrangements must be employed with Buffalo County for a minimum of 6 months of continuous, regular employment unless an exception is recommended by the Supervisor and granted by the Administrative Coordinator.

The employee must have demonstrated sustained high performance and the supervisor believes the employee can maintain the expected quantity and quality of work while teleworking. The following will be reviewed:

- No pending personnel disciplinary action, performance concerns, or attendance concerns.
- The employee has demonstrated good communication suitability, good time management skills, and the ability to complete work projects with minimal supervision.
- Direct supervisor can provide adequate supervision of the employee remotely and shall evaluate the position to assure the teleworking request does not have a negative impact on customer services.

Policies:

The employee agrees to abide by all applicable rules, guidelines, and policies, including the department named above policies and the Buffalo County Personnel policies including but not limited to applicable Time Reporting, Network, Computer Usage, VPN, and Confidentiality policies. The employee understands that the alternate worksite is considered an extension of the department named above and that during



Buffalo County Resolution

the hours that the employee is performing work functions all agency policies and procedures are still applicable.

Requirements:

The employee is required to participate in a telework orientation meeting with the department named above before beginning to telework which shall include reviewing work requirements and expectations, tips for telework success, confidentiality, and security/technology issues.

Work Schedule and Location:

An employee can either telework occasionally or intermittently or they can telework full time. An employee may not work more than 52 days of occasional or intermittent telework in a calendar year and not more than 2 days a week. An employee working occasionally or intermittently is expected to notate this on their timecard for the days that they teleworked.

The employee must also work from a location within the state of Wisconsin. No out of state telework will be authorized.

Communication:

To maintain close communication and standards of professionalism while working from a remote location, the employee shall:

- Notify their supervisor, coworkers, and receptionist of any change in the posted telework schedule by utilizing email, a shared Outlook calendar, and/or the sign in/sign out system.
- Be available to supervisor and coworkers by telephone and email during core hours.
- Return calls and emails in a timely manner.
- Maintain any other required communication with supervisor as directed – such as daily contact.
- Have office calls forwarded to his or her work cell phone.
- Answer the telephone professionally during core hours.
 - For those who do not have company cell phones, no use of a personal cell phone shall be authorized to complete Buffalo County work or communication. Accommodations will be made by supervisor to address calls that may come into the office while staff is Teleworking.
- Follow the plan outlined by their supervisor for receiving assignments, returning assignments, and reporting in on telework days.

Compensation & Benefits:

- Employee compensation and benefits, including vacation, sick leave, other forms of leave, and travel benefits shall not be affected by this Agreement.
- Employees may not earn comp time from the telework location without prior approval from their supervisor.
- Employees are not expected to work beyond their normal scheduled hours and should avoid instances where overtime hours would be needed without proper authorization from their supervisor.
- Employee is responsible for potential tax consequences related to telework, if any.

Buffalo County Resolution

Equipment:

Any equipment provided shall be properly inventoried with Buffalo County and shall be kept updated if equipment is returned or if new equipment is assigned. The employee is required to return any Buffalo County property upon request. Buffalo County shall maintain all equipment owned by the County. The employee shall not perform maintenance or repairs on Buffalo County-owned equipment without prior approval. The employee is responsible for all maintenance and repairs of employee-owned equipment. Employees must take appropriate care to protect equipment from damage or theft.

Only Buffalo County-owned software may be installed on Buffalo County-owned equipment unless otherwise approved. The employee may not install or download any other software. If new software is required for teleworking, it shall be provided by the Buffalo County Information Technology Department.

Expenses:

If telework is conducted in the employee's home, they are responsible for ongoing operating costs, such as telephone service fees, internet fees, utility costs, homeowner's or renter's insurance and furniture or equipment rental fees unless the Buffalo County agrees in writing to pay for or reimburse such costs.

Buffalo County shall normally reimburse travel and other work-related expenses as per the standard employee expenses policy. If the travel begins or ends at the employee's home, travel time and mileage shall be calculated from the work site or home, whichever is less.

Office supplies necessary to complete work assignments must be obtained during the employee's in-office days. Employees shall not be reimbursed for supplies normally available in the office. The employee should never purchase or rent equipment, services, or supplies on the assumption that Buffalo County will reimburse the cost. Prior supervisor approval must be obtained.

Information Security:

Security of client confidential information and documents is an issue whether an employee works at home or at the office. When the employee possesses confidential client information off site, however, there is an even higher level of risk of an unintended or unauthorized breach. The employee must consider other people who may be coming into the home to ensure that sensitive information is not disclosed to outsiders in some inadvertent way. Employees working from an alternate work location shall follow all policies and procedures including the department named above policies and the Buffalo County Personnel policies including any applicable Network, Computer Usage, VPN, and Confidentiality policies. In addition, employees must ensure the following:

- The protection of organization data on disk, hardcopy, or on portable devices from theft, loss, or unauthorized access during transit and at the alternate worksite
- That approved firewalls and anti-virus software are on all remote site computers and are updated daily with current definitions.
- Flash drives or other portable drives are scanned for viruses before being used for uploading or downloading data.
- Sensitive information in hardcopy form is returned to the office or shredded.
- All work is backed-up according to Buffalo County procedures.



Buffalo County Resolution

- The Buffalo County's network is only accessed from the remote worksite or other locations as authorized and for approved purposes.
- The employee agrees to follow the Buffalo County and the Department named above guidelines pertaining to confidentiality and data security policies including handling of Protected Health Information. This includes the security of confidential files/records/information that the employee may be transporting while at a telework location.
- Close the VPN and logoff anytime you are not actively working.
- Send email using encryption feature available.
- Do not use public Wi-Fi access.

Open Records Notice:

If an employee is using their own equipment, records created for the purpose of Buffalo County work are subject to open records requests when related to employment just the same as while using Buffalo County issued equipment.

Safety:

The employee agrees to maintain a safe and ergonomically sound work environment, to report work-related injuries to their supervisor at the earliest opportunity, and to hold Buffalo County harmless for injury to others at the teleworking location. In signing this Agreement, the employee verifies that the home office provides workspace that is free of safety and fire hazards.

Limitations:

Teleworkers must observe the following limitations when working from the telework site:

- Employees cannot meet with clients at the telework site.
- Employees cannot operate a business or work for another employer during telework hours.
- Employees cannot use Buffalo County equipment for personal use.
- Employees cannot allow others to use Buffalo County equipment or access the organization network.
- Employees cannot have sole responsibility for providing dependent care during work hours except under special conditions approved by the County Administrative Coordinator.

Liability:

Buffalo County shall not be liable for damages to the employee's property resulting from participation in the teleworking program. In signing this document, the employee agrees to hold Buffalo County harmless against any and all claims, excluding workers' compensation claims.

Workers' Compensation:

The alternate work location is considered an official worksite for purposes of worker's compensation. The employee shall report any injury to their supervisor immediately. Worker's compensation does not cover accidents to family members or other third parties at the telework site.



Buffalo County Resolution

Tax and/or Insurance Consequences:

The employee understands that they are responsible for tax and insurance consequences of this arrangement, if any; and for conforming to any local zoning regulations.

Travel Time and Mileage Reimbursement:

An approved teleworker is entitled to mileage reimbursement as indicated by the Internal Revenue Service (IRS Reg. Sec. 1.262-1(b)15)).

- Employees may be required to work or commute to their onsite location for meetings, events, and other situations deemed necessary by their supervisor. Whenever possible, when teleworking employees are requested to report to their onsite work location, they should be notified by the end of the workday prior to the day they are requested to report to the onsite work location.
- The first one-way trip of the day from home (approved telework location) to another location for the purpose of paid employment is not reimbursable as work expense and is considered the responsibility of the telecommuter. This rule applies to the last trip of the day from another location for the purpose of work to the home (approved telework location).
- In the event the first trip and/or the last trip of the day is longer than the mileage between the employee's onsite work location and the employee's approved telework location, the employee will be reimbursed for the difference. If the first trip of the day is shorter than the normal distance from the onsite work location to the employee's approved telework location, this mileage would not be reimbursable.
- All other travel time and mileage reimbursement shall adhere to other Buffalo County policies.

Termination:

This Agreement may be terminated or suspended at any time by either Buffalo County or the employee which will result in the employee returning to the office worksite arrangement. A telework arrangement may not be allowed to continue if it is detrimental to work quality, client service, the work unit, or the organization. In such situations, the supervisor shall make a good faith effort to work with the employee to resolve the situation, but if the problem cannot be resolved, the supervisor has a responsibility to terminate this Agreement. In the event this Agreement is terminated, each party will attempt to give as much advance notice of change as practicable and whenever possible, at least a 30-day notice.

Telework Agreement:

This Telework Agreement shall be maintained by the Buffalo County Administrative Coordinator and may be amended at any time. A copy of this Agreement and any addendums or amendments shall be provided to the employee.

Buffalo County Resolution

Exhibit B:



Buffalo County Telework Agreement

| | |
|------------------------|--|
| Employee Name | |
| Job Title | |
| Department | |
| Supervisor Name | |

The following constitutes an agreement on the terms and conditions of telework between the Buffalo County Department and employee named above, henceforth referred to as "the employee." This request must be submitted in a timely manner, usually at least 48 hours in advance of it starting.

Eligibility

Employees requesting formal teleworking arrangements must be employed with Buffalo County for a minimum of 6 months of continuous, regular employment unless an exception is recommended by the Supervisor and granted by the Administrative Coordinator.

The employee must have demonstrated sustained high performance and the supervisor believes the employee can maintain the expected quantity and quality of work while teleworking. The following will be reviewed:

- No pending personnel disciplinary action, performance concerns, or attendance concerns.
- The employee has demonstrated good communication suitability, good time management skills, and the ability to complete work projects with minimal supervision.
- Direct supervisor can provide adequate supervision of the employee remotely and shall evaluate the position to assure the teleworking request does not have a negative impact on customer services.

Duration

This Telework Agreement shall be in effect from _____ to _____. This Agreement shall be valid until canceled by either Buffalo County or the employee. The Agreement may be extended beyond this period if agreed to by Buffalo County and the employee in writing. If extended, this Agreement should be reviewed, modified as necessary, and re-certified by the department/supervisor named above.

Policies

The employee agrees to abide by all applicable rules, guidelines, and policies, including the department named above policies and the Buffalo County Personnel policies including but not limited to applicable Time Reporting, Network, Computer Usage, VPN, and Confidentiality policies. The employee understands that the alternate worksite is considered an extension of the department named above and that during the hours that the employee is performing work functions all agency policies and procedures are still applicable.

Requirements

The employee is required to participate in a telework orientation meeting with the department named above before beginning to telework which shall include reviewing work requirements and expectations, tips for telework success, confidentiality, and security/technology issues.

Work Schedule and Location

The employee is approved to telework under the following arrangement:

- Occasionally or Intermittent - No Regular Telework Schedule
- Full time telework schedule

Buffalo County Resolution

*An employee may not work more than 24 days of intermittent telework in a calendar year and not more than 2 days in a week. Occasional or intermittent telework must be noted on an employee's timecard for the days they telework.

**The employee must also work from a location within the state of Wisconsin. No out of state telework will be authorized.

The employee shall be scheduled for a telework arrangement on the following days:

Monday Tuesday Wednesday Thursday Friday

The employee's core hours on telework days when they are available to supervisor and coworkers are: _____ to _____. Employee initiated schedule changes shall be made with advanced approval by the supervisor and communicated to the Administrative Coordinator.

Address where telework will take place:

Phone number where available:

Describe any additional or alternative work arrangements:

Specific Work Expectations and/or Job Tasks

Enter tasks, project outcomes, productivity requirements, or other types of outcomes to be accomplished.

Communication

To maintain close communication and standards of professionalism while working from a remote location, the employee shall:

- Notify their supervisor, coworkers, and receptionist of any change in the posted telework schedule by utilizing email, a shared Outlook calendar, and/or the sign in/sign out system.
- Be available to supervisor and coworkers by telephone and email during core hours.
- Return calls and emails in a timely manner.
- Maintain any other required communication with supervisor as directed – such as daily contact.
- Have office calls forwarded to his or her work cell phone.
- Answer the telephone professionally during core hours.
 - For those who do NOT have company cell phones, no use of a personal cell phone shall be authorized to complete Buffalo County work or communication. Accommodations will be made by supervisor to address calls that may come into the office while staff is Teleworking.

Buffalo County Resolution

- Follow the plan outlined by their supervisor for receiving assignments, returning assignments, and reporting in on telework days.

Compensation & Benefits

- Employee compensation and benefits, including vacation, sick leave, other forms of leave, and travel benefits shall not be affected by this Agreement.
- Employees may not earn comp time from the telework location without prior approval from their supervisor.
- Employees are not expected to work beyond their normal scheduled hours and should avoid instances where overtime hours would be needed without proper authorization from their supervisor.
- Employee is responsible for potential tax consequences related to telework, if any.

Equipment

Any equipment provided shall be properly inventoried with Buffalo County and shall be kept updated if equipment is returned or if new equipment is assigned. The employee is required to return any Buffalo County property upon request. Buffalo County shall maintain all equipment owned by the County. The employee shall not perform maintenance or repairs on Buffalo County-owned equipment without prior approval. The employee is responsible for all maintenance and repairs of employee-owned equipment. Employees must take appropriate care to protect equipment from damage or theft.

Only Buffalo County-owned software may be installed on Buffalo County-owned equipment unless otherwise approved. The employee may not install or download any other software. If new software is required for teleworking, it shall be provided by the Buffalo County Information Technology Department.

| Item: (List county owned office equipment and/or computer equipment to be used. Please be precise, use serial numbers where appropriate.) | Installed By | | Maintained By | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| | Employee | Buffalo County | Employee | Buffalo County |
| Laptop Computer | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| iPad | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Cell Phone | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Monitor | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Secure Carrying Case | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Expenses

If telework is conducted in the employee's home, they are responsible for ongoing operating costs, such as telephone service fees, internet fees, utility costs, homeowner's or renter's insurance and furniture or equipment rental fees unless the Buffalo County agrees in writing to pay for or reimburse such costs.

Buffalo County shall normally reimburse travel and other work-related expenses as per the standard employee expenses policy. If the travel begins or ends at the employee's home, travel time and mileage shall be calculated from the work site or home, whichever is less.

Office supplies necessary to complete work assignments must be obtained during the employee's in-office days. Employees shall not be reimbursed for supplies normally available in the office. The employee should never purchase or rent equipment, services, or supplies on the assumption that Buffalo County will reimburse the cost. Prior supervisor approval must be obtained.

Information Security

Security of client confidential information and documents is an issue whether an employee works at home or at the office. When the employee possesses confidential client information off site, however, there is an even higher level of risk of an unintended or unauthorized breach. The employee must consider other people who may be coming into the home to ensure that sensitive information is not disclosed to outsiders in some inadvertent way. Employees working from an alternate work location shall follow all policies and procedures including the department named above policies and the Buffalo County

Buffalo County Resolution

Personnel policies including any applicable Network, Computer Usage, VPN, and Confidentiality policies. In addition, employees must ensure the following:

- The protection of organization data on disk, hardcopy, or on portable devices from theft, loss, or unauthorized access during transit and at the alternate worksite
- That approved firewalls and anti-virus software are on all remote site computers and are updated daily with current definitions.
- Flash drives or other portable drives are scanned for viruses before being used for uploading or downloading data.
- Sensitive information in hardcopy form is returned to the office or shredded.
- All work is backed-up according to Buffalo County procedures.
- The Buffalo County's network is only accessed from the remote worksite or other locations as authorized and for approved purposes.
- The employee agrees to follow the Buffalo County and the Department named above guidelines pertaining to confidentiality and data security policies including handling of Protected Health Information. This includes the security of confidential files/records/information that the employee may be transporting while at a telework location.
- Close the VPN and logoff anytime you are not actively working.
- Send email using encryption feature available.
- Do not use public Wi-Fi access.

Open Records Notice

If an employee is using their own equipment, records created for the purpose of Buffalo County work are subject to open records requests when related to employment just the same as while using Buffalo County issued equipment.

Safety

The employee agrees to maintain a safe and ergonomically sound work environment, to report work-related injuries to their supervisor at the earliest opportunity, and to hold Buffalo County harmless for injury to others at the teleworking location. In signing this Agreement, the employee verifies that the home office provides workspace that is free of safety and fire hazards.

Limitations

Teleworkers must observe the following limitations when working from the telework site:

- Employees cannot meet with clients at the telework site.
- Employees cannot operate a business or work for another employer during telework hours.
- Employees cannot use Buffalo County equipment for personal use.
- Employees cannot allow others to use Buffalo County equipment or access the organization network.
- Employees cannot have sole responsibility for providing dependent care during work hours except under special conditions approved by the County Administrative Coordinator.

Liability

Buffalo County shall not be liable for damages to the employee's property resulting from participation in the teleworking program. In signing this document, the employee agrees to hold Buffalo County harmless against any and all claims, excluding workers' compensation claims.

Workers' Compensation

The alternate work location is considered an official worksite for purposes of worker's compensation. The employee shall report any injury to their supervisor immediately. Worker's compensation does not cover accidents to family members or other third parties at the telework site.

Tax and/or Insurance Consequences

The employee understands that they are responsible for tax and insurance consequences of this arrangement, if any; and for conforming to any local zoning regulations.

Buffalo County Resolution

Travel Time and Mileage Reimbursement

An approved teleworker is entitled to mileage reimbursement as indicated by the Internal Revenue Service (IRS Reg. Sec. 1.262-1(b)I5)).

- Employees may be required to work or commute to their onsite location for meetings, events, and other situations deemed necessary by their supervisor. Whenever possible, when teleworking employees are requested to report to their onsite work location, they should be notified by the end of the workday prior to the day they are requested to report to the onsite work location.
- The first one-way trip of the day from home (approved telework location) to another location for the purpose of paid employment is not reimbursable as work expense and is considered the responsibility of the telecommuter. This rule applies to the last trip of the day from another location for the purpose of work to the home (approved telework location).
- In the event the first trip and/or the last trip of the day is longer than the mileage between the employee's onsite work location and the employee's approved telework location, the employee will be reimbursed for the difference. If the first trip of the day is shorter than the normal distance from the onsite work location to the employee's approved telework location, this mileage would not be reimbursable.
- All other travel time and mileage reimbursement shall adhere to other Buffalo County policies.

Termination

This Agreement may be terminated or suspended at any time by either Buffalo County or the employee which will result in the employee returning to the office worksite arrangement. A telework arrangement may not be allowed to continue if it is detrimental to work quality, client service, the work unit, or the organization. In such situations, the supervisor shall make a good faith effort to work with the employee to resolve the situation, but if the problem cannot be resolved, the supervisor has a responsibility to terminate this Agreement. In the event this Agreement is terminated, each party will attempt to give as much advance notice of change as practicable and whenever possible, at least a 30-day notice.

Agreement

This Telework Agreement shall be maintained by the Buffalo County Administrative Coordinator and may be amended at any time. A copy of this Agreement and any addendums or amendments shall be provided to the employee.

Employee: By signing, the employee states they have read, understood, and agree to the terms and conditions of this Agreement:

Supervisor: By signing this statement, the supervisor agrees to work with the employee to implement telework as described in the telework policy and this Agreement.

Administrative Coordinator: By signing this statement, the Administrative Coordinator approves this Telework Agreement.

| | | | |
|---|--|--------------------|--|
| Employee Signature | | Date Signed | |
| Supervisor Signature | | Date Signed | |
| Administrative Coordinator Signature | | Date Signed | |

April 2023 Financial Report

Tina Anibas, Buffalo County Treasurer

| Investment Notes | | | |
|------------------|--|--|------------------------|
| 3/15/2023 | ARPA US Treasury \$298,679.88 Matured | | |
| 3/17/2023 | WISC ARPA CD \$237,500 1 year @ 5.19% | | |
| 3/17/2023 | WISC ARPA CD \$237,400 1 year @ 5.24% | | |
| 3/20/2023 | From WISC PMA to General \$400,000 | | |
| 3/27/2023 | From General to WISC PMA \$1,000,000 | | |
| 3/31/2023 | From WISC PMA to General \$400,000 | | |
| | | | |
| | GENERAL CASH | | \$8,565,922.61 |
| | WAUMANDEE CDARS | | \$1,500,000.00 |
| | TOTAL GENERAL FUNDS | | \$10,065,922.61 |
| | | | |
| | CAPX CDARS | | \$675,000.00 |
| | 2021 AMERICAN RESCUE FUNDS | | \$2,227,100.45 |
| | 2022 ARPA LATCF (LOCAL ASSISTANCE AD TRIBAL) | | \$50,000.00 |
| | 2022 NOTE FUNDS | | \$1,682,894.12 |
| | OPIOID FUNDS | | \$60,428.58 |
| | COMMUNITY BLOCK GRANT FUNDS | | \$23,610.70 |
| | TAX DEED | | \$7,493.95 |
| | LAND RECORDS | | \$75,797.18 |
| | VEHICLE REPLACEMENT | | \$78,142.96 |
| | HEALTH INSURANCE | | \$91,276.55 |
| | DEBT SERVICE | | \$166,923.00 |
| | RECYCLING | | \$157,058.05 |
| | LIDAR | | \$37,038.38 |
| | ORTHO | | \$99,443.51 |
| | TOTAL OTHER FUNDS | | \$5,432,207.43 |
| | | | |
| | YEAR TO DATE INTEREST | | \$55,199.07 |
| | MARCH TOTAL RECEIPTS | | \$3,670,608.92 |
| | MARCH TOTAL DISTRIBUTED | | \$4,106,755.97 |
| | | | |
| | UNPAID TAX REPORT PAYABLE | | |
| | 2020-2022 Delinquent | | \$426,406.22 |
| | 2022 Postponed | | \$5,060,213.39 |
| | Total | | \$5,486,619.61 |