



Notice of Public Meeting

AGENDA

Committee: Human Resources Committee

Date: Monday, May 8, 2023

Time: 9:00 a.m.

Location: 3rd Floor County Board Room

Remote Access:

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, but deviations from the order shown may occur:

1. Call to Order
2. Roll Call of Members
3. Public Comment Regarding Posted Agenda Items
4. Review/Discussion/Action ~ Minutes of the Previous Meeting
5. Review/Discussion/Action ~ Health Insurance Presentation
6. Review/Discussion ~ Take Home Squad Residency Policy
7. Review/Discussion/Action ~ Jail Nurse Contract Fee
8. Review/Discussion ~ Jail Lieutenant Position Description
9. Review/ Discussion/Action ~ Policy 112 Credit Card Use
10. Review/Discussion/Action ~ A Resolution to Update Personnel Policy 112 – Credit Card Policy
11. Review/Discussion/Action ~ A Resolution to Recognize and Honor the Retirement of Mr. James Palkowski
12. Review/Discussion/Action ~ Buffalo County Return to Work Policy
13. Review/ Discussion/Action ~ Health Insurance Broker
14. Administrative Coordinator's Report
15. Personnel Advisor Report
16. Public Comment Unrelated to Agenda Items
17. Review/Discussion/Action ~ Next Date and Time (June 12 , 2023)
18. Adjournment.

Date: May 3, 2023

Steve Nelson, Chair

By: Roxann M. Halverson, County Clerk

Board Members: If unable to attend, please contact the Chair. If the Chair is unavailable, please contact the County Clerk's Office at 608-685-6209. If the Chair and the County Clerk are not available, please call the Administrative Coordinator at 608-685-6234.

Persons with Disabilities: Buffalo County shall attempt to provide reasonable accommodations to the public for access to its public meetings, provided reasonable notice of special need is given. If you require special accommodations to attend this meeting, please contact the County Clerk's Office at 608-685-6209.

Public Access to the Courthouse: The South Entrance will be the only access to the building after 4:30 p.m.

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.

Buffalo County Minutes

Committee/Board:

Human Resources Committee

Date of Meeting:

Monday, April 10, 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 (Teams), Mr. Nathan Nelson, and Mr. Michael Taylor.

Others Present for All or Parts of the Meeting: Ms. Roxann Halverson, Mr. Lee Engfer, Sheriff Mike Osmond, Ms. Danielle Schalinske, Mr. Dave Rynders, and Mr. Jacob Syndergaard.

Public Comments Regarding Posted Agenda Items: Mr. Rynders read two letters from employees that could not attend the meeting. Both were in favor of continuing the telecommuting option for employees.

Ms. Danielle Schalinske read a letter from an employee that is in favor of continuing telecommuting.

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

Review/Discussion/Action regarding Policy 110 – Cell Phones: The Law Enforcement Committee had approved increasing the cell phone allowance for a part-time employee but the cell phone policy only allows a \$10.00 per month stipend. The new policy would allow a \$25.00 per month stipend as well as other language that has been updated. This would go into effect January 1st, 2024, unless a department has the funds already in their 2023 budget. Mr. Taylor made a motion to approve the resolution, seconded by Ms. McDonough. Carried.

Review/Discussion/Action regarding Policy 512 – Remote Work (Telecommuting): The current policy on telecommuting was reviewed, as well as how mileage is paid and the work hours being the same as courthouse hours. The effective date for the policy would be June 1st, 2023. The number of days allowed to telecommute per year was discussed, as well as some positions that would be allowed to fully telecommute. Mr. Taylor made a motion to allow one day per week to telecommute. The motion dies for lack of a second. Mr. Taylor made a motion to amend the policy to allow 52 days per year of telecommuting, seconded by Mr. Nathan Nelson. Ms. McMillan Urell voting no. Carried.

Mr. Nathan Nelson made a motion to approve the amended resolution and policy, seconded by Mr. Taylor. Ms. McMillan Urell voting no. Carried.

Review/Discussion/Action regarding Policy 201 – Paid Holidays: This update would clarify how the floating holiday would affect the Communications/Corrections Officers. Mr. Taylor made a motion to approve, seconded by Ms. McDonough. Carried.

Review/Discussion/Action regarding a Health Insurance Presentation by Cottingham and Butler: Mr. Syndergaard gave a presentation on health insurance coverage including self-insured options and state insurance options.

Review/Discussion/Action regarding the Chief Deputy Register in Probate/Chief Deputy Probate Registrar/Chief Deputy Clerk of Juvenile Court/Chief Deputy Judicial Assistant Position Description: Mr. Engfer explained the updates to the position description and that this was approved by the Finance Committee, which is the home committee for the department. Mr. Taylor made a motion to approve the position description, seconded by Mr. Nathan Nelson. Carried.

Review/Discussion/Action regarding the Chief Deputy Clerk of Court/Deputy Clerk of Court Position Description: This position description was also approved by the home committee. Mr. Taylor made a motion to approve the description, seconded by Mr. Nathan Nelson. Carried.

Review/Discussion/Action regarding the Building and Grounds Janitor Position Description: This position description was reviewed and approved at the Finance Committee. The hours and flexibility of the position has been updated to allow for evening coverage. Mr. Taylor made a motion to approve the position description, seconded by Mr. Nathan Nelson. Carried.

The Committee May Go Into Closed Session to Discuss Voluntary PSLB/PTO Request and Victim Witness Coordinator Salary: Ms. McDonough made a motion to go into closed session, seconded by Mr. Taylor. Mr. Steve Nelson – yes, Mr. Nathan Nelson – yes, Mr. Mike Taylor – yes, Ms. Carol McDonough – yes. Carried.

The Committee May Return to Open Session: Mr. Taylor made a motion to return to open session, seconded by Mr. Nathan Nelson. Mr. Steve Nelson – yes, Mr. Nathan Nelson – yes, Mr. Mike Taylor – yes, Ms. Carol McDonough- yes. Carried.

Ms. McDonough made a motion to approve the PSLB/PTO transfer request, seconded by Mr. Taylor. Carried.

Mr. Taylor made a motion to approve moving the Victim Witness Coordinator to Step 5 on the wage scales, seconded by Ms. McDonough. Carried.

Administrative Coordinators Report: Mr. Engfer reported on open positions, new drinking fountains, and using Martin Luther King Day as a training day for employees.

Personnel Advisor Report: None.

Public Comments: None.

Next Meeting: The next meeting will be May 8th at 9:00 a.m.

Adjournment: Mr. Taylor made a motion to adjourn at 11:10 a.m.

Respectfully Submitted,

Roxann Halverson
Buffalo County Clerk

BUFFALO COUNTY
POSITION DESCRIPTION

Department: Sheriff's Office
Position Title: Jail Administrator
Pay Rate: Salary/ Exempt employee

Direct Supervisor: Sheriff or Designee

Date: April 2023

Purpose of Position:

The purpose of this position is to assist the Sheriff in planning and administering the operations of the Jail/ E911 Communications Center. The employee in this class provides administrative support to the Sheriff in directing, supervising and in cases correcting Communications/Corrections personnel activities. In conjunction with the Sheriff, develops departmental policies and/or procedures, supervises and evaluates Communications/Corrections personnel and Enhanced E911 and Mapping System personnel associated with the Sheriff's E911 Center.

Essential Duties:

- Collects, assess and coordinates information required for state and agency reports. Supervises C/C and E911 personnel and carries out departmental policies and directives of the Sheriff.
- Follows up on Sheriff's orders to see they are carried out.
- Assists Sheriff in compiling the budget and annual report to the County Board
- Maintains inventory of office, jail and dispatch supplies.
- Schedules Communications/Corrections staff and prisoner transports to and from institutions, other facilities and court.
- Maintains all records associated with the jail and inmates including but not limited to required state forms, documents required by the Sheriff and medical records of inmates.
- Responsible for communicating and implementing all Federal, State and local policies to Communication/Corrections staff.

- Responsible for preliminary investigation, documenting and reporting to the Sheriff all inmate complaints and/or Communications/Corrections employee matters which may result in a discipline procedure.
- Supervises the training and associated certification of all Communication/Corrections staff, full and part-time.
- Evaluates job performance and takes corrective action or discipline as necessary.
- Keeps current with technology changes dealing with Communication/Corrections.
- Flexible in scheduling self to maintain contact with shifts outside of normal working hours (8 a.m. - 4:30 a.m. M-F) of the courthouse.
- Implements and directs all county Jail and E911 policies. Prepares, researches and maintains such policies with the Sheriff.
- Works with the Sheriff on administrative decisions regarding overall department operations and specifically the Jail and E911 Center. Reviews and authorizes overtime, PTO leave requests of the Jail and E911 Center and advises the Sheriff as required.
- Fills shifts within the Communications/Corrections position if an emergency arises or as directed by the Sheriff.
- Maintains knowledge of applicable laws, rules policies, procedures and regulations regarding law enforcement, emergency communications and jail activities. Interprets rules, regulations, policies and procedures for subordinate personnel.
- If sworn law enforcement, lead and/or assist for all jail incidents ensuring proper reports and complete information sent to the District Attorney's Office for possible charges, includes having to testify at proceedings regarding such investigations.
- If sworn law enforcement, perform and/or assist patrol when needed or on a backup basis.
- If sworn law enforcement, will help maintain Courthouse Security and provide Courtroom Security if needed. Will respond to assistance needed throughout the Courthouse when needed and take action if necessary.
- This list of duties is not to be construed as all-inclusive, and may be modified as need requires (also see attached "Expectations" list). Special duty assignments will occur.

Minimum Training, Experience, and Qualifications Required to Perform Essential Job Functions:

Associates Degree, 60 college credits or related experience with preference given to Corrections or Criminal Justice field. Must have (or obtain within one (1) year) Wisconsin Jailer certification with related experience, administrative training or hold other certifications that would allow for proper operation of all equipment and to perform all mandated and non-mandated tasks related to the position. Have excellent oral, written communication and problem solving skills. Certification in Incident Command System (ICS) or ability to obtain.

If sworn law enforcement, must be law enforcement certified and maintain certification throughout employment.

Physical and Mental Abilities Requirements:

- Ability to decide time, place and sequence of operations within an organizational framework and to oversee their execution. Analyze and categorize data and information using established criteria to determine consequences and identify and select alternatives.
- Ability to manage, train, influence and direct groups of workers, including the ability to supervise, lead, provide counseling and mediation. To mentor and interpret the application of policies, procedures and standards related to the specific area of Jail and E911 Center.
- Ability to utilize information such as but not limited to, jail activity/census reports, court documents, personnel evaluations, overtime reports, budget reports and requests, ordinance, statutes, administrative rules/regulations, emergency response plans, procedures, guidelines and non-routine correspondence.
- Ability to communicate orally and in writing within agency as well as overall county related personnel and other law enforcement agencies as well as attorneys, judges, crime victim/witness, jail inmates, probation and parole, news media, and general public.
- Ability to problem solve using but not limited to percentages, fractions, decimals, volumes, spatial relationships, and interpret basic descriptive statistical reports.
- Ability to coordinate eyes, hands, feet and limbs in performing movements requiring moderate skill and multi-tasking.
- Ability to legally operate, maneuver equipment such as emergency vehicles, emergency communications equipment, restraint/immobilization devices (taser), first aid, fire protection equipment and any other additional law enforcement related equipment.
- Ability to use technology devices such as computer, cellphone and sanitation equipment (ultra-violate).
- Ability to exert very moderate physical effort to sedentary to light work, typically involving some combination of stooping, kneeling, crouching and crawling, lifting, carrying, pushing and pulling.
- Ability to sustain prolonged visual and mental concentration.

Environmental Adaptability:

Ability to work under conditions, which require exposure to environmental factors such as temperature variations, irate individuals, violence, and disease. This exposure may cause some discomfort and presents a risk of injury.

Buffalo County is an Equal Opportunity Employer. In compliance with the ADA, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages applicants and employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date: _____

Date: _____

POLICY 112 - COUNTY CREDIT CARD USE

Purpose: To ensure that County transactions are carried out as effectively as possible through the use of credit cards as appropriate and in accordance with the Overview and Statement of Intent outlined below and to guard against any possible abuse of County issued credit cards.

County credit cards will be procured by the County Administration Office and will be issued in the name of Buffalo County (hereinafter referred to as “the County”) and will be distributed to an authorized employee, Department Managers or County Representatives under the provisions of this policy.

Overview and Statement of Intent: County credit card for Department Managers and certain other authorized department employees and/or County Representatives to use for legitimate business purposes in accordance with the County’s Purchasing Policy. Permissible uses for a County-issued credit card include expenses relating to justified County meetings (including meal expenses), travel, hotel accommodations and certain other non-emergency minor expenditures for which a Purchase Order is not able to be used. Expenses that normally require the issuance of a Purchase Order may be purchased using a County-issued credit card only in emergency circumstances or if a Purchase Order has been issued authorizing the purchase. Under no circumstances is the use of a County-issued credit card intended to enable the user to circumvent any provision(s) of any existing or future County Purchasing Policy and/or Travel Policy. Furthermore, use of a County-issued credit card does not alleviate the employee from his or her obligation to submit a Statement of Expense in accordance with the County policy.

Procedure:

- Issuance of Card to Department or Office: Credit cards will be issued per department as approved by the County Finance Committee. Prior to issuance of the card to a department, the Department Manager shall sign the County credit card Compliance Agreement stating they have read and will adhere to the policies and procedures outlined in this policy. This is available from the administration office. A signed original of agreement must be on file in the County Administration Office prior to the card’s issuance.
- Issuance of Cards to County Administration Office. The County Administration Office may be issued up to four (4) County credit cards to be used by departments not issued a department card.
- The Department Manager or employee using the County credit card is responsible for payment or resolution of all charge transactions placed on the County credit card, with no exceptions.
- Employees or department managers are responsible for the safekeeping of the County credit card. In the event that the card has been lost or stolen, or if unauthorized transactions are detected, it is the employee’s responsibility to immediately notify the County Administration Office.

Credit Limits: Credit limits, including any increases in credit limits, will be established as appropriate by the County Finance Committee.

Credit Card Expenditures in General: The department manager or employee agrees that:

- Under no circumstances is the use of the County-issued credit card intended to enable the employee to circumvent the existing county Purchasing Policy and established procedures regarding fixed assets, budgeting, purchasing and/or the use of Purchase Orders, or the employee’s obligation to submit an itemized statement in accordance with the reimbursement policy.

- The card will only be used for those activities that are a direct consequence of the employee's function within the county and that under no circumstance will the card be used for personal reasons; furthermore, the employee agrees to be personally liable for any unauthorized transactions unless the card is lost, stolen or used fraudulently by a third party.
- Maximum credit limits established for the card by the County Finance Committee will not be exceeded.
- When using the card to make on-line internet purchases, the employee shall make every effort to ensure that sales tax is not assessed and the purchase is made from a secure website using secure on-line access, thereby limiting the risk of fraud or theft.
- **No purchasing of any amount of alcohol is permitted.**
- All credit card purchases that require shipment will be shipped to the employee's business address. In no instance shall any shipment resulting from a credit card purchase be shipped to the employee's home address.
- An exception may be granted for a program which requires the shipment to be sent directly to a client's home address approved by the Department Manager or designee with proper documentation.
- Credit card statements will be reviewed each month to ensure that the card is used for authorized purchases; adequate receipts and/or sufficient documentation to support purchases is provided by the employee; and card use is not in violation of County policies. The employee agrees to cooperate fully with such review and to immediately place into operation any recommendations resulting from such review.
- Any credits or rewards issued by the Credit Card Company shall remain the property of the County.
- **If a rebate or other reward can be gained from a purchase, the applicable receipt, rebate form and any other needed information shall be provided to the County Administration Office to be processed. The County Administration Office will process and keep a record of all rebates or similar rewards obtained and to which respective department or office that the rebate should be used by. Receipts associated with the use of all rebates/ rewards shall be turned to the County Administration Office as well for record keeping purposes. Any unused or partially used rebate will also be held at the County Administration Office until immediately needed for a purchase.**

Credit Card Expenditures in Conjunction with County Travel: When utilizing the County credit card for travel expenses associated with County business, the employee agrees that:

- A Reimbursement Request will be completed by the employee in accordance with county policy.
- Use of the credit card to purchase in-room movies during the hotel stay while on County business is not allowable. Statements submitted without the required documentation will forfeit future use of the County credit card and shall be considered misuse and grounds for disciplinary action in accordance with the Buffalo County Employee Handbook.
- Use of the credit card for meal reimbursement (including maximum gratuity) shall not exceed the maximum amount allowed under the Meal Reimbursement Policy of the Buffalo County Employee Handbook. Amounts over the meal limit are to be paid directly by the employee to the vendor at the time of service.

Credit Card Statements: A monthly credit card statement will be mailed from the bank to the County. The Department Manager or employee agrees:

- For all purchases, to obtain and retain sufficient supporting documentation (itemized receipts) to validate all expenditures made using the card. A credit card authorization receipt that does not include an itemized detail of purchase does not constitute supporting documentation.
- In the event sufficient documentation (including non-itemized, missing or lost receipts) is not provided, the employee's privileges may be suspended, and the expenditures may be required to be reimbursed.
- To review the credit card statement and report any inaccuracies to the County Administration Office.
- To verify that the goods and/or services listed on the credit statement were in fact received.
- For each credit card statement, to (1) Attach itemized receipts supporting each expenditure to the credit card statement; (2) for each purchase, note the departmental expense account code to be charged; (3) acknowledge approval of the expenditure; (4) verify that the expenditure has been made for official purposes by signing and dating the statement; and (5) if applicable, obtain approval of the expenditures by the Department Manager.
- To forward receipts and supporting documentation to the County Administration Office in at least fourteen (14) days in advance of the due date for payment in order that payments may be submitted without incurring late fees. In the event more than three late fees are incurred within a six-month period, the employee's privileges will be suspended.

Return of County Credit Card: The Employee agrees to return the card in the event the Employee retires, resigns, or his or her employment with Buffalo County is otherwise terminated. Additionally, the Employee agrees to return the card in the event it is determined there is no longer a need to retain his or her card or if the card has been cancelled by the bank.

Credit Card Misuse: Any misuse of the County credit card will serve as grounds for disciplinary action, including and up to termination of employment. Additionally, whenever a breach in this policy occurs, the County Administrative Coordinator reserves the right to report the misuse to law enforcement for criminal investigation.

Gift Cards: Any gift cards that are donated to the County or purchased by the County, shall be tracked as to when purchased, the value and to whom they were issued and when they were issued. If the card was a gift/ donation then the following shall be documented, who received the card, date received, the value of the card, who was given the card and the date given.



Buffalo County Resolution

Drafted By:

Lee Engfer

Presented Month/Year:

May 2023

Involved Committees:

Human Resources

County Department:

Administration

Fiscal Impact: YES / NO

AC Approved: YES / NO

RESOLUTION # _____

A RESOLUTION TO UPDATE PERSONNEL POLICY 112 – CREDIT CARD POLICY

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 112 – Credit Card Policy language around handling of rebates and gift card and also prohibiting the purchase of alcohol with a County credit card; and,

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby amends Policy 112 – Credit Card Policy of the Buffalo County Handbook effective May 22nd, 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 ensure that County transactions are carried out as effectively as possible through the use of credit cards as appropriate and in accordance with the Overview and Statement of Intent outlined below and to guard against any possible abuse of County issued credit cards.

County credit cards will be procured by the County Administration Office and will be issued in the name of Buffalo County (hereinafter referred to as “the County”) and will be distributed to an authorized employee, Department Managers or County Representatives under the provisions of this policy.

Overview and Statement of Intent: County credit card for Department Managers and certain other authorized department employees and/or County Representatives to use for legitimate business purposes in accordance with the County’s Purchasing Policy. Permissible uses for a County-issued credit card include expenses relating to justified County meetings (including meal expenses), travel, hotel accommodations and certain other non-emergency minor expenditures for which a Purchase Order is not able to be used. Expenses that normally require the issuance of a Purchase Order may be purchased using a County-issued credit card only in emergency circumstances or if a Purchase Order has been issued authorizing the purchase. Under no circumstances is the use of a County-issued credit card intended to enable the user to circumvent any provision(s) of any existing or future County Purchasing Policy and/or Travel Policy. Furthermore, use of a County-issued credit card does not alleviate the employee from his or her obligation to submit a Statement of Expense in accordance with the County policy.

Procedure:

- Issuance of Card to Department or Office: Credit cards will be issued per department as approved by the County Finance Committee. Prior to issuance of the card to a department, the Department Manager shall sign the County credit card Compliance Agreement stating they have read and will adhere to the policies and procedures outlined in this policy. This is available from the administration office. A signed original of agreement must be on file in the County Administration Office prior to the card’s issuance.
- Issuance of Cards to County Administration Office. The County Administration Office may be issued up to four (4) County credit cards to be used by departments not issued a department card.
- The Department Manager or employee using the County credit card is responsible for payment or resolution of all charge transactions placed on the County credit card, with no exceptions.
- Employees or department managers are responsible for the safekeeping of the County credit card. In the event that the card has been lost or stolen, or if unauthorized transactions are detected, it is the employee’s responsibility to immediately notify the County Administration Office.

Credit Limits: Credit limits, including any increases in credit limits, will be established as appropriate by the County Finance Committee.

Buffalo County Resolution

Credit Card Expenditures in General: The department manager or employee agrees that:

- Under no circumstances is the use of the County-issued credit card intended to enable the employee to circumvent the existing county Purchasing Policy and established procedures regarding fixed assets, budgeting, purchasing and/or the use of Purchase Orders, or the employee's obligation to submit an itemized statement in accordance with the reimbursement policy.
- The card will only be used for those activities that are a direct consequence of the employee's function within the county and that under no circumstance will the card be used for personal reasons; furthermore, the employee agrees to be personally liable for any unauthorized transactions unless the card is lost, stolen or used fraudulently by a third party.
- Maximum credit limits established for the card by the County Finance Committee will not be exceeded.
- When using the card to make on-line internet purchases, the employee shall make every effort to ensure that sales tax is not assessed and the purchase is made from a secure website using secure on-line access, thereby limiting the risk of fraud or theft.
- **No purchasing of any amount of alcohol is permitted.**
- All credit card purchases that require shipment will be shipped to the employee's business address. In no instance shall any shipment resulting from a credit card purchase be shipped to the employee's home address.
- An exception may be granted for a program which requires the shipment to be sent directly to a client's home address approved by the Department Manager or designee with proper documentation.
- Credit card statements will be reviewed each month to ensure that the card is used for authorized purchases; adequate receipts and/or sufficient documentation to support purchases is provided by the employee; and card use is not in violation of County policies. The employee agrees to cooperate fully with such review and to immediately place into operation any recommendations resulting from such review.
- Any credits or rewards issued by the Credit Card Company shall remain the property of the County.
- **If a rebate or other reward can be gained from a purchase, the applicable receipt, rebate form and any other needed information shall be provided to the County Administration Office to be processed. The County Administration Office will process and keep a record of all rebates or similar rewards obtained and to which respective department or office that the rebate should be used by. Receipts associated with the use of all rebates/ rewards shall be turned to the County Administration Office as well for record keeping purposes. Any unused or partially used rebate will also be held at the County Administration Office until immediately needed for a purchase.**

Credit Card Expenditures in Conjunction with County Travel: When utilizing the County credit card for travel expenses associated with County business, the employee agrees that:

- A Reimbursement Request will be completed by the employee in accordance with county policy.
- Use of the credit card to purchase in-room movies during the hotel stay while on County business is not allowable. Statements submitted without the required documentation will forfeit future

Buffalo County Resolution

use of the County credit card and shall be considered misuse and grounds for disciplinary action in accordance with the Buffalo County Employee Handbook.

- Use of the credit card for meal reimbursement (including maximum gratitude) shall not exceed the maximum amount allowed under the Meal Reimbursement Policy of the Buffalo County Employee Handbook. Amounts over the meal limit are to be paid directly by the employee to the vendor at the time of service.

Credit Card Statements: A monthly credit card statement will be mailed from the bank to the County. The Department Manager or employee agrees:

- For all purchases, to obtain and retain sufficient supporting documentation (itemized receipts) to validate all expenditures made using the card. A credit card authorization receipt that does not include an itemized detail of purchase does not constitute supporting documentation.
- In the event sufficient documentation (including non-itemized, missing or lost receipts) is not provided, the employee's privileges may be suspended, and the expenditures may be required to be reimbursed.
- To review the credit card statement and report any inaccuracies to the County Administration Office.
- To verify that the goods and/or services listed on the credit statement were in fact received.
- For each credit card statement, to (1) Attach itemized receipts supporting each expenditure to the credit card statement; (2) for each purchase, note the departmental expense account code to be charged; (3) acknowledge approval of the expenditure; (4) verify that the expenditure has been made for official purposes by signing and dating the statement; and (5) if applicable, obtain approval of the expenditures by the Department Manager.
- To forward receipts and supporting documentation to the County Administration Office in at least fourteen (14) days in advance of the due date for payment in order that payments may be submitted without incurring late fees. In the event more than three late fees are incurred within a six-month period, the employee's privileges will be suspended.

Return of County Credit Card: The Employee agrees to return the card in the event the Employee retires, resigns, or his or her employment with Buffalo County is otherwise terminated. Additionally, the Employee agrees to return the card in the event it is determined there is no longer a need to retain his or her card or if the card has been cancelled by the bank.

Credit Card Misuse: Any misuse of the County credit card will serve as grounds for disciplinary action, including and up to termination of employment. Additionally, whenever a breach in this policy occurs, the County Administrative Coordinator reserves the right to report the misuse to law enforcement for criminal investigation.

Gift Cards: Any gift cards that are donated to the County or purchased by the County, shall be tracked as to when purchased, the value and to whom they were issued and when they were issued. If the card was a gift/ donation then the following shall be documented, who received the card, date received, the value of the card, who was given the card and the date given.



BUFFALO COUNTY RESOLUTION

Drafted By: Lee Engfer
Month/Year: May/ 2023
Committee: Human Resources

Department: Administration
Fiscal Impact: Yes/No

Resolution # _____

**A RESOLUTION RECOGNIZING AND HONORING THE RETIREMENT OF
JAMES PALKOWSKI**

WHEREAS, Mr. James Palkowski retire from employment with Buffalo County during March, 2023, and;

WHEREAS, Mr. Palkowski faithfully served the residents of Buffalo County as an employee beginning in October 1995 as a Shop Mechanic and then as Shop Foreman since November 1997 and;

WHEREAS, the members of this Body wish to recognize and honor Mr. Palkowski for his twenty-seven (27) whole years of service and wish him well in his retirement years.

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby thank and commend Mr. Palkowski for twenty-seven (27) years of service to the residents of Buffalo County and honor him with this well-deserved recognition.

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

ATTEST:

Buffalo County Clerk

Buffalo County Chairperson

Respectfully Submitted:



BUFFALO COUNTY RESOLUTION

Human Resources Committee

Steven Nelson

Carol McDonough

Mary Anne McMillan Urell

Nathan Nelson

Michael Taylor

BUFFALO COUNTY EMPLOYEES RETURN TO WORK PLACE / GUIDELINES

**Version I: May 18, 2020 Updated: July 13, 2020 (HR Committee)
Updated: July 31, 2020 (Governor Emergency Order #1)
Updated: March 8, 2020 (HR Committee) March 22, 2021 (County Board)
Updated: April 12, 2021 (HR Committee)
Updated: May 24, 2021 (County Board)
Updated: January 10, 2022 (HR Committee)
Updated: January 24, 2022 (County Board)**

The health and safety of our citizens and employees remains our top priority. Buffalo County continues to receive guidance from other governmental agencies and public health authorities to ensure that the most up-to-date information and protocols are in place.

Basic Facts About Coronavirus:

COVID-19 is a respiratory illness caused by a virus. Symptoms often include a cough or shortness of breath and may also include fever, chills, muscle pain, headache, sore throat, diarrhea, vomiting, fatigue and a new loss of taste or smell or as additional symptoms are identified and updated from the CDC. The virus is spread mainly from person-to-person:

Between people who are in close contact with one another (within about six feet)

Through droplets produced when an infected person coughs, sneezes, or talks

The virus may be spread by people who are not showing symptoms. It may be possible for a person to get COVID-19 by touching a surface or object that has the virus on it and then touching their face. Older adults and those with serious underlying medical conditions may be at higher risk for more serious complications.

No later than June 1, 2021, employees are to return to work at the courthouse unless they have received prior approval from the Department Manager/Elected Official and the Administrative Coordinator for alternative work arrangements. If formal telecommuting is being requested, Home Committee and Human Resources Committee approval is also required.

Basic Facts About Face coverings:

Face coverings are a critical step to help prevent people from getting and spreading COVID-19. A cloth face covering offers some protection to you as well as protecting those around you. A surgical mask provided more protection than a cloth mask and an N95 mask provides the best mask protection. CDC recommends that people wear face coverings in public indoor settings, including the Buffalo County Courthouse, only when Buffalo County is experiencing “ “high” [COVID-19 Community Levels](#) (link is external), unless you or someone you live with is at high risk(link is external) for severe disease.

Additional guidance for employees is listed below. Employees and visitors are also reminded to maintain a six-foot physical distance from other people whenever possible, even when wearing a face

covering unless fully vaccinated and symptom free. Visitors and employees may remove their face coverings when necessary, to confirm the individual's identity.

Employee Health and Hygiene:

- Face Coverings:
 - Employees working in the field will always be required to wear face coverings as communicated by their Department Manager/Elected Official unless fully vaccinated and symptom free. If the face covering causes some other unforeseen safety hazard, these issues should be brought to the attention of their supervisor and addressed through work accommodation or physical adjustments to the worksite.
 - Employees scheduling appointments should inform visitors that face coverings are strongly encouraged unless they are fully vaccinated.
 - If Buffalo County is experiencing a high COVID-19 Community Level, employees are strongly encouraged to wear a face covering when entering or leaving their office (i.e., in hallways, lobby areas and stairwells, going to the restroom or break room, etc.) as timing your move through these spaces to avoid others is not feasible or practical.
 - Unvaccinated employees riding in Buffalo County vehicles with multiple persons on board are required to wear a face covering. Vehicles should be cleaned regularly and after use, like workstations.
 - Employees are encouraged to always keep face coverings with them and to notify their supervisor if they need any additional face coverings.
 - Employees should remove their face coverings when communicating with an individual who is deaf or hard of hearing and communication cannot be achieved through other means.
 - Employees working in the Buffalo County Jail shall follow department protocol to ensure the health and safety of its staff and individuals in its care.
 - Additional information regarding face coverings can be found at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>.

- Employees are encouraged to continue to self-monitor daily for signs and symptoms of COVID-19 prior to reporting to work using the tool provided to them by their direct supervisor.
 - Self and monitoring tool: <https://www.dhs.wisconsin.gov/publications/p02598a.pdf>
 - Temperature Kiosk devices are available. Employees are encouraged to use them. If an employee experiences an abnormal temperature reading after two attempts, they should immediately contact their direct supervisor or designee to determine what steps should be taken prior to entering their department.

- Employees shall talk with their supervisors if they have any concerns about this return to workplace guidelines.

- Employees must report contact with any person who tests positive or who have symptoms for COVID-19 to their supervisor and their local health officer.

- Employees shall wash their hands frequently and effectively (at least 20 seconds) with soap and water throughout the day. Some workstations may have hand-sanitizer dispensers that can be used for hand hygiene in place of soap and water if hands are not visibly soiled.

- Employees shall cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, their mouth, nose, and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward.
- Employees should avoid touching others including handshakes, hugs, or other close contact.
- Department Managers/Elected Officials shall post signage to promote worker hygiene. Signage may be found in the P Drive/Department Manager/COVID-19/Signs.
- Employees are discouraged from using other workers' phones, desks, offices or other work tools and equipment, when possible. Department Managers/Elected Officials are responsible to make sure that shared workspaces allow for social distancing (6 feet) between employee unless fully vaccinated.
- Employees working from shared phones, desks, offices and other work tools and equipment shall sanitize shared workplace items before and after each use.
- Employees accepting cash and papers should avoid touching their face afterwards. Any cash exchanged should be placed on the counter (not in hand), including when providing change back to visitor. Clean the counter after each visitor.

Buffalo County will take appropriate action to prevent, suppress, and control COVID-19 and other communicable diseases. In order to maintain a safe work environment, Department Managers/Elected Officials may send employees home who report to work that display symptoms to prevent the spread of COVID-19 to others. Department Managers/Elected Officials shall consult with Buffalo County Administration before sending an employee home. Employees who are experiencing COVID-19 symptoms are highly recommended to stay home.

Basic Facts About Vaccines:

COVID-19 vaccines are effective at protecting you from getting sick. People are considered fully vaccinated when they have received a booster shot, or who do not yet need a booster shot.

If you do not meet these requirements, you are not fully vaccinated. Keep taking all precautions until you are fully vaccinated.

EMPLOYEES WHO HAVE TESTED OR BEEN DIAGNOSED POSITIVE FOR COVID-19, OR WHO WAS A CLOSE CONTACT WITH SOMEONE WITH COVID-19:

Employees who have been tested, diagnosed, or come into contact with someone with COVID-19 should report the situation to their supervisor or their department manager immediately. Supervisors/department managers should then consult with Public Health, who will collaborate with Buffalo County Administration, in determining the work status for the employee.

A. Employees with COVID-19 symptoms:

- a. Employee should stay home, call their supervisor, and call their primary health care provider.
 - i. Mayo Clinic
 1. Eau Claire: 715-838-5222
 2. La Crosse: 608-785-0940
 3. Mondovi: 715-926-4858

- ii. Winona Health
 - 1. General line: 507-454-3650
 - 2. COVID-19 Nurse Line: 507-457-7619
- iii. Gundersen
 - 1. General line: 608-782-7300
 - 2. After hours: 608-775-4454 or 800-858-1050
- b. Employees who are tested:
 - i. Employee will need to stay home and self-quarantine until they receive the results of their tests.
 - ii. If test is negative, employee may return to work once symptoms have resolved for 24 hours and continue to self-monitor for symptoms.
 - iii. People with a positive COVID-19 test should isolate for 5 days. If they are asymptomatic or their symptoms are resolving (without fever for 24 hours), the employee may return to work and will be required to wear a mask for days 6 through 10. Employee should report test results to their supervisor and discuss guidance provided by the local health department. Department Manager/Elected Official shall notify the Administration Office as soon as possible.
 - iv. Antibody tests do not rule out illness. Consult with public health if questions or concerns arise.
- c. If employee chooses not to get tested, there is no way to know if their symptoms are because of COVID-19 or something else. Therefore, public health will work with them to determine if we suspect them to have COVID-19. Generally, we will recommend:
 - i. Self-isolating at their home until symptoms have resolved for 72 hours and 10 days after symptom onset (whichever is later).
 - ii. Working from home if they can.

B. Directions for employees with symptoms that are not typical for COVID-19:

- a. Employee should not come to work, call their supervisor, and call their primary health care provider if needed. Consult with public health if there are questions or concerns about whether symptoms could be related to COVID-19.
- b. Employee may resume working once their symptoms have resolved for 24 hours.
 - i. This is a general practice that all employees should practice, and it is not specific to COVID-19.

C. Directions for employees with a contact exposure:

You are a “close contact” if any of the following situations happened while you spent time with the person with COVID-19, even if they did not have symptoms:

- Had direct physical contact with the person (for example, a hug or handshake).
 - Were within 6 feet of the person for more than 15 minutes.
 - Had contact with the person’s respiratory secretions (for example, cough or sneezed on; contact with a dirty tissue; sharing a drinking glass, food, towel, or other personal items).
 - Stayed overnight for at least one night in a household with the person.
- a. Employees should report their exposure to their supervisor and local health department.
- b. The local health department for the employee will work with them to determine when they may resume working.
- i. Generally, recommendations include:
- A fully vaccinated person who has had a booster shot, or who does not yet need a booster shot
1. Does not have to quarantine.
 2. Should monitor themselves for symptoms for 10 days following their most recent exposure.
 3. Should get tested on day 5.
 4. Should isolate and get tested if they develop symptoms.

A person who is NOT fully vaccinated, or is eligible for a booster shot but has NOT had one:

- Should quarantine for 5 days following the last exposure.
 - Should wear a well-fitting mask over the nose and mouth for days 6-10 following exposure.
 - Should get tested on day 5, even if they don’t have symptoms.
 - Should also get tested at any time if symptoms develop and should isolate at home away from others.
- c. The Department Manager/Elected Official shall notify Buffalo County Administration to report incident.

EMPLOYEES WHO COME INTO CONTACT WITH SOMEONE WITH COVID-19 AND WHO HAVE BEEN FULLY VACCINATED:

The CDC has issued modified public health recommendations for people who have been fully vaccinated for COVID-19.

They are no longer required to quarantine following close contact with a person with COVID-19 and should monitor themselves for symptoms for 10 days after the last date of exposure. If you develop any symptoms of COVID-19, isolate from others, contact your health care provider, and notify your immediate supervisors, and get tested.

Directions for employees with symptoms that are not typical for COVID-19:

- a. Employee should not come to work, call their supervisor, and call their primary health care provider if needed. Consult with public health if there are questions or concerns about whether symptoms could be related to COVID-19.
- b. Employee may resume working once their symptoms have resolved for 24 hours.
 - i. This is a general practice that all employees should practice, and it is not specific to COVID-19.

REFERENCES:

- A. [COVID 19: Businesses, Employers, and Workers](#)
- B. [COVID-19 Health Alert #2](#)
- C. [FAQs for Law Enforcement Agencies and Personnel](#)
- D. [COVID-19: Symptoms of Illness](#)
- E. [What is the difference between isolation and quarantine?](#)
- F. [Isolation Guidance](#)

Building Access and Safeguards:

- All doors have been open since June 1, 2021.
- Appointments for services continue to be encouraged. Services may be available to the public via other means than physically coming to the courthouse. The county website will provide the public with information on how to access services.
- All office counter windows may have a physical barrier in place.
- Department Managers may develop their own face covering/face covering policy for employees to follow within their departments that may be more restrictive than this policy.
- Employees will immediately clean their workspace after the conclusion of the meeting. Supplies will be available in each department.
- Employees are encouraged to direct visitors to use the drop box in the Sheriff's Department entrance whenever possible.
- Employees will be trained in using cleaners and disinfectants by Buildings and Grounds Manager or Janitor.
- Visitors will be advised to use the hand sanitizer before and after any meetings. Signs will be displayed to inform the public of this safe practice. Employees should either wash their hands or use hand sanitizer before and after any meetings.
- No loitering signs will be placed throughout the courthouse.
- Department Managers/Elected Officials shall remove items from visitor contact that cannot be sanitized.
- Department Managers/Elected Officials shall sanitize pens between usages or develop a method to sanitize pens at the end of each workday.
Department Managers/Elected Officials will encourage staggered breaks and lunch schedules to minimize occupancy; or limit and monitor occupancy based on the size and layout of the room to maintain appropriate social distancing measures unless fully vaccinated.

- Employees are encouraged to prop open doors to reduce touching of handles whenever possible.

Building Cleaning:

- Each Department shall develop protocol for cleaning, sanitizing, and wiping down high-touch surfaces between visitors and department employees.
- Employees are responsible for cleaning their own tablets, touchscreens and keyboard or other high touch surfaces in their workspace.
- Employees will be provided with disinfectant wipes, cleaner, or sprays that are effective against the virus and will receive training from the Buildings and Grounds department.
- If an employee was present at the job site during their infectious period (within 48 hours) of suspected or confirmed to have COVID-19 infection, the Buildings and Grounds staff will follow the CDC's cleaning and disinfecting guidelines.
- Buildings and Grounds will clean high-touch surfaces in public areas of the courthouse at a minimum of two (2) times per day.
- Buildings and Grounds will work closely with Department Managers/Elected Officials to provide additional cleaning measures on a case-by-case basis.

Social Distancing:

- All departments are encouraged to develop and implement policies to maintain social distancing to reduce the risk of infection unless fully vaccinated. Physical space should always be increased between employees and visitors to maintain at least a six-foot distance if not fully vaccinated.
- Employees are encouraged to use e-mail, text, call or use virtual methods to communicate with co-workers rather than meeting with them in person if not fully vaccinated.
- Benches located within the courthouse will be moved to improve social distancing practices.
- Breakrooms should limit occupancy to maintain social distancing.

Wellness Workout Facility:

Full access to the Wellness Workout Facility will begin June 1, 2021, including guests. Face coverings will be recommended during periods of high community transmission.

Employees must sign in and sign out to assist if contact tracing becomes necessary.

Employees will wipe down all equipment they use after each use, dispose of the wipes appropriately and will place the placard on the equipment with their initials and date that the equipment was cleaned.

Employees should wash their hands before and after leaving the facility.

Signage will be displayed to remind employees of safe practices, such as hand hygiene and cough/sneeze etiquette.

County Vehicles:

- Employees shall wipe down keys, steering wheel, doorknobs, shifting lever and other high touch areas after use and complete placard card showing date and initial that vehicle has been cleaned. Sanitary wipes will be placed in county-owned vehicles.

- Occupancy is limited to two (2) people per vehicle and both individuals are required to wear face coverings unless exemptions apply, or all individuals are fully vaccinated.

Committee and Board Meetings and Conference Rooms:

- Conference rooms will be available for public meetings effective June 1, 2021.
- Buildings and Grounds staff will clean meeting and conference rooms that are not located in any departments. Department Managers/Elected Officials shall assist with cleaning meeting and conference rooms after use and complete the Verification of Cleaning form.
- Department Managers will coordinate with Buildings and Ground staff to develop any department conference rooms cleaning schedules.

Vendor Deliveries:

- Vendors will be strongly recommended to wear face coverings unless fully vaccinated.

Enforcement:

Any violation of this policy may be subject to disciplinary action up to and including termination.

Adoption and Modifications:

This guideline shall become effective January 25, 2022, at 12:01 a.m. and may be modified or terminated as recommended by the Human Resource Committee and approved by the County Board of Supervisors as of January 24, 2022. Furthermore, the Executive Committee will meet to decide the Buffalo County policy on matters that may create an emergency. In the event of an emergency order, any approved guidance by the Executive Committee will be in effect until the Buffalo County Board can meet.