



## Notice of Public Meeting

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### AGENDA

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**Committee:** Human Resources Committee  
**Date:** Monday, June 12, 2023  
**Time:** 9:00 a.m.  
**Location:** 3<sup>rd</sup> Floor County Board Room  
**Remote Access:** [Click here to join the meeting](#)

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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 ~ Jail Administrator Position Description
6. Review/Discussion/Action ~ Maintenance Technician Position Description
7. Review/Discussion/Action ~ Conservation Tech Position Description
8. Review/Discussion/Action ~ Resource Management Specialist-Planner Position Description
9. Review/Discussion/Action ~ Zoning Specialist Position Description
10. Review/Discussion/Action ~ Zoning Technician Position Description
11. Review/Discussion/Action ~ A Resolution to Update Personnel Policy 401 – Electronic Media and Social Media
12. Review/Discussion/Action ~ A Resolution to Create Personnel Policy 403 – Social Media Policy
13. Review/Discussion/Action ~ A Resolution to Create Personnel Policy 404 – Virtual Private Network (VPN) Policy
14. Review/Discussion/Action ~ A Resolution to Make the Third Monday in January a County Training Day
15. Administrative Coordinator's Report
16. Personnel Advisor Report
17. Public Comment Unrelated to Agenda Items
18. Review/Discussion/Action ~ Next Date and Time (July 10 , 2023)
19. Adjournment.

Date: June 7, 2023

Steve Nelson, Chair

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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, May 8, 2023

Mr. Steve Nelson called the meeting to order at 9:00 a.m.

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

**Others Present for All or Parts of the Meeting:** Ms. Roxann Halverson, Mr. Lee Engfer, Ms. Ana Rolbiecki, Sheriff Mike Osmond, Mr. Kyle Patzner and Mr. Garrett Jerue.

**Public Comments Regarding Posted Agenda Items:** None.

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

**Review/Discussion/Action regarding a Health Insurance Presentation:** Mr. Patzner and Mr. Jerue gave a presentation on the Ticket to Health Solutions program. This would be a type of self-insured program with incentives for employees to utilize quality more affordable health care locations. How the program works and how stop-loss insurance is utilized was explained.

**Review/Discussion regarding the Take Home Squad Residency Policy:** Sheriff Osmond explained this policy is not one set by HR but made at the discretion of the Sheriff. He would like to extend residency to 5 miles outside of the county. This will aid in retention and widen the candidate pool. He does not want to extend this to Minnesota, just within Wisconsin. Mr. Engfer researched the risk of this and did not find one. A clarification on when an Officer's shift starts will be needed. The Sheriff explained since it is a small distance outside of the county the shift start will remain when they log on.

**Review/Discussion/Action regarding the Jail Nurse Contract Fee:** Mr. Engfer explained the request for the Jail Nurse blood draw fee increase. He has spoken with Corporation Counsel and increasing to \$75 per draw would be okay with the court system. This cost will try and be recaptured through restitution. Ms. McMillan Urell made a motion to approve the fee increase, seconded by Mr. Taylor. Carried.

**Review/Discussion regarding the Jail Lieutenant Position Description:** Sheriff Osmond explained the position description was approved at Law Enforcement. The wording was updated to allow the position to be filled by a certified Law Enforcement Officer if one had applied. Having the position filled by a certified Law Enforcement Officer would help with courthouse security and as a backup to the Patrol portion of the office. Mr. Engfer would like to check on this with WCA and County Mutual to see if

there are any issues as this position was originally a civilian position. This will be brought back next month.

**Review/Discussion/Action regarding Policy 112 Credit Card Use:** The policy was updated to show how credit card rewards and rebates would be used, how gift cards would be tracked, and to stop the purchase of alcohol with the county card. The Auditors had suggested these changes.

**Review/Discussion/Action regarding A Resolution to Update Personnel Policy 112 – Credit Card Policy:** Mr. McMillan Urell made a motion to approve the resolution, seconded by Mr. Taylor. Carried.

**Review/Discussion/Action regarding A Resolution to Recognize and Honor the Retirement of Mr. James Palkowski:** This resolution will honor Mr. Palkowski for his 27 years of service to Buffalo County. Ms. McMillan Urell made a motion to approve the resolution, seconded by Ms. McDonough. Carried.

**Review/Discussion/Action regarding the Buffalo County Return to Work Policy:** This policy was created for the COVID pandemic which will now end on May 11<sup>th</sup>. Ms. McMillan Urell made a motion to terminate the policy, seconded by Ms. McDonough. Carried.

**Review/Discussion/Action regarding the Health Insurance Broker:** The Committee discussed the two presentations given regarding health insurance. Ms. McMillan Urell made a motion to approve moving forward with the Ticket to Health Solutions from The Insurance Center effective October 1<sup>st</sup>, seconded by Mr. Taylor. Carried.

**Administrative Coordinators Report:** Mr. Engfer reported on vacant positions and those that have been filled. There will be ethics training for employees on June 26<sup>th</sup> during the day and County Board Supervisors at the meeting that evening. Mr. Engfer would like to make Martin Luther King Day a training day for employees and close the courthouse. ADRC reported June is dementia awareness month. The wage study and financial system are on track.

**Personnel Advisor Report:** Ms. Rolbiecki reported work she has done with the wage study and financial system training.

**Public Comments:** None.

**Next Meeting:** The next meeting will be June 12<sup>th</sup> at 9:00 a.m.

**Adjournment:** Ms. McDonough made a motion to adjourn at 11:15 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

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**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 polices 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.

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Employee's Signature

\_\_\_\_\_

Supervisor's Signature

Date: \_\_\_\_\_

Date: \_\_\_\_\_





## BUFFALO COUNTY

### POSITION DESCRIPTION

**Department:** ~~Courthouse~~Maintenance

**Position Title:** ~~Building and Grounds Manager~~ Maintenance Technician

**Pay Classification:** H3

**Exemption Status:** Salaried – Exempt

**Direct Supervisor:** Administrative Coordinator

**Date:** ~~August 2016~~June 2023

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#### **Purpose of Position:**

The purpose of this position is to maintain the building and grounds of the Buffalo County Courthouse providing a clean, comfortable, and safe environment for guests and employees. ~~Successful accomplishment includes efficient utilization of jobbers and contractors for maintenance of mechanical systems and facility.~~

#### **Essential Duties:**

This list of duties is not to be construed as all-inclusive and may be modified as need requires. Special duty assignments will occur.

- ~~Assure security of building~~Responsible for making sure the courthouse is physically secured. ~~Responsible for including opening the courthouse building at 7:00~~30 A.M. opening of courthouse building and access to corridors. ~~Assist with~~ and closing the building at 4:3045 P.M. closing of building and corridors as needed. Accommodate needs of after hour meetings.
- ~~Work with the Buildings and Grounds Janitor to assure~~Set up and break down of meeting rooms as scheduled.
- Manages the US mail activities including the handling, pick up, and delivery between the Courthouse and the Post Office.
- ~~Pick up mail from US Postal Office and deliver to Courthouse mail room area.~~ ~~Assist with delivery of mail to US Postal Office as needed.~~
- Assist with non-routine duties and requests: ~~movement of office furniture and set up, complete bulb replacement in lighting fixtures and evaluation of electrical and plumbing repair needs.~~ office moves, periodic maintenance requests, and evaluation of electrical and plumbing needs.
- Prepare and monitor maintenance budget.
- ~~Prepare~~ Review invoices ~~for expenses~~ incurred by the Building and Grounds Department for payment.

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- Schedule inspections for compliance as required by regulatory agencies ~~including. To include:~~ fire alarms and suppression, boiler maintenance and inspections, and elevator inspections and licensure.
- ~~Maintain inventory of office printer and photocopier machine paper.~~
- Maintain and periodically test operate emergency electrical generator.
- Maintain mechanical aspects of county fleet vehicles assigned to Administration Department. ~~Check and maintain fluid levels weekly.~~
- ~~Track usage and~~ Maintain inventory on L.P. gas and fuel oil. ~~Order as necessary.~~
- Maintain HVAC systems ~~including. Monitoring,~~ evaluating, and make making recommendations for improvements to increase efficiency.
- ~~Maintain the Work Order system and complete request.~~
- Make recommendations and work with contractors and vendors to create d added value and benefit for the overall efficiency of the courthouse.
- ~~Manage building related projects as needed or directed.~~
- Evaluate exterior building conditions s and appearance and make necessary. ~~Schedule and complete~~ repairs within budget guidelines.
- Coordinate Courthouse shredding disposal, garbage and recycling disposal with departments and the contracted vendors.
- ~~Coordinate Courthouse garbage and recycling disposal with departments and the contracted vendors.~~
- Seasonal adjustment of activities to accommodate lawn care during warmer months and snow/ice removal/control during colder months.
- ~~Assure compliance with county policies as they pertain to personnel, safety, and financial.~~
- ~~Coordinate Community Service worker activities including; orientation, task assignment and evaluation.~~
- ~~Perform janitorial duties when staff is scheduled off.~~
- ~~Perform other duties as assigned or necessary.~~

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

- High School degree required. ~~Secondary advanced~~ Post-secondary education in maintenance, electrical, plumbing and/or HVAC highly preferred.
- Minimum five-three (35) years' of experience in building and groundsfacilities maintenance and/or related building trade(s). ~~To include) including~~ the operation/~~and~~ maintenance of low pressure boilers, HVAC maintenance/~~and~~ trouble-shooting, and general janitorial and maintenance procedures.
- Valid driver's license.
- Ability to read and interpret blue-prints and schematics.
- ~~Basic working knowledge in plumbing, electrical, and carpentry.~~
- ~~Expanded Basic~~ computer skills.

**Physical Requirements:**

- Full range of motion activities within the course of shift activity. Walking, standing, climbing stairs/ladders, sitting and squatting on occasion, extended reach of arms above, forward, and to the side.
- Ability to coordinate eyes, hands, feet, and limbs in performing slightly skilled movements.
- Ability to exert moderate physical effort to work, typically involving some combination of stooping, kneeling, crouching and crawling, lifting, carrying, pushing and pulling up to 50 pounds.
- Ability to sustain visual concentration.
- Ability to sustain mental concentration.
- Ability to communicate orally and in writing with others.

**Environmental Adaptability:**

- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as hazardous conditions, for example, noise or pollutants, may cause discomfort, but pose little risk of injury, and are present only in unusual situations. Seasonal activity will result in exposure to extreme heat and cold in an outdoor environment.

Buffalo County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Home Committee Approval: N/A

HR Committee Approval: 8/18/2016



**BUFFALO COUNTY**  
**POSITION DESCRIPTION**

**Department:** Land Management

**Position Title:** Conservation Technician

**Pay Class:** I

**Pay Rate:** Salary – Exempt

**Direct Supervisor:** Land Management Director/County Conservationist

**Date:** June 2023

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**Purpose of Position:**

The purpose of this position is to develop and design soil and water conservation plans, structural conservation practices, and provide technical expertise in the implementation and installation of the plans and practices in accordance with the NRCS Field Office Technical Guide. This position also provides technical assistance to landowners on habitat management, including native prairie plantings, bluff prairie and oak savanna restoration, and provides technical support for departmental grant-funded programs. ~~This individual is administratively responsible to and is under the supervision and daily direction of the Land Management Director/County Conservationist.~~

**Essential Duties:**

This list of duties is not to be construed as all-inclusive and may be modified as need requires. Special duty assignments will occur.

- Assists county landowners in developing conservation plans and construction of structural conservation practices in various state, county, and federal programs in accordance with the USDA-NRCS Field Office Technical Guide standards and specifications. This includes landowner consultation, marketing of conservation practices, knowledge of cost-share programs, surveying, information gathering, designing using AutoCAD Civil 3D and ArcGIS, drafting operation and maintenance plans, site visits during implementation, and follow-up monitoring and compliance reporting.
- Oversees the administration and implementation of the County Nonmetallic Mining Reclamation Ordinance.
- Assists in design and survey of conservation practices and maintenance of PL-566 and other conservation structures.
- Conducts water sampling for the WAV program.
- Responsible for the multi-discharger variance program.

- Attends trainings to enhance skills and professional development, stays current on practice standards, gains and maintains engineering job approval for designing conservation practices.
- Establishes and maintains professional working relations with landowners, operators, and other personnel. Works with outside agencies, such as the Wisconsin Department of Natural Resources, USDA Natural Resources Conservation Service, and University of Wisconsin-Extension, and other partnering organizations when requested.
- Assists other Land Management staff in farm visits, SWIMS program, NR 151 performance standard implementation, and animal waste complaints
- Teams with other Land Management staff for maintenance of the PL-566 structures in the county. This includes, but not limited to, the eradication and treatment of brush, mowing, burning, and landowner consultation.
- Documents projects using detailed notes, photography, survey equipment, and drone imagery.
- Assists landowners in obtaining correct permits for conservation projects.
- Organizes the County's annual tree and seed sale program.
- Educates landowners and students in field and educational settings about conservation and natural resources-related topics.
- Updates and maintains field office data files in readable, useable formats.
- ~~Write news articles and news releases.~~
- ~~Other duties include typing/writing, filing, and basic clerical duties along with other duties assigned by supervisor.~~

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

- Bachelor of science degree in Agriculture, Soil and Water Conservation, Agriculture, Natural Resource Management, Watershed Management, or another related field; OR an associate degree in a related field plus three years of related experience that would provide the necessary knowledge, skills, and abilities to perform the duties of the position.
- Knowledge of the criteria and technical standards used in applying conservation practices; fundamentals of engineering, surveying, hydrology, and planning practices as it pertains to conservation plans, practices, and activities.
- Working knowledge of Western Wisconsin ecosystems and habitat management, including the use of prescribed fire and pesticides/herbicides, as it applies to the restoration of native habitats.
- Basic knowledge of software applications used within the LCRMD office (e.g., Microsoft office software, RUSLE2, SnapPlus, ArcGIS, AutoCAD, NRCS Web Soil Survey, and other land and hydrologic mapping resources may be useful).
- Ability to interpret aerial photography, soil maps, and USGS quadrangles.
- Knowledge of programs and responsibilities of the Land Management Department to implement those programs, and basic understanding of governmental funding sources for conservation programs.
- Excellent verbal and written communication skills.

- Must possess and maintain a valid driver’s license.
- Must possess or have the ability to obtain land management certifications. This may include chainsaw safety, pesticide applicator certification, prescribed fire classes (S130/S190/L180 minimum), ATV/UTV safety, and more.
- Must have the ability to operate a drone and obtain the proper certifications.

**Physical Requirements:**

- Ability to operate a variety of office equipment and machinery with some requiring complex and rapid adjustments.
- Ability to coordinate eyes, hands, feet, and limbs in performing slightly skilled movements.
- Ability to exert moderate physical effort involving stooping, kneeling, crouching and crawling also have the ability to lift, carry, push and pull up to 50 pounds.
- Ability to recognize and identify degrees of similarities or differences between characteristics of shapes, sounds, and objects associated with job related objects, materials, and tasks.
- Ability to sustain prolonged visual and mental concentration.

**Environmental Adaptability:**

- Ability to work in a variety of terrain including uneven ground and steep slopes.
- Inclement weather conditions may also be encountered including rain, snow, wind, extreme heat and cold.

Buffalo County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Supervisor’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Approved by Home Committee:  
Approved by Human Resources:

May 2023  
June 2023

# BUFFALO COUNTY

## POSITION DESCRIPTION

**Department:** Land Management

**Position Title:** Resource Management & Planning Specialist

**Pay Class:** G

**Pay Rate:** Salary – Exempt

**Direct Supervisor:** Land Management Director/County Conservationist

**Date:** June 2023

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### **Purpose of Position:**

The purpose of this position is to develop and design soil and water conservation plans, nutrient management plans, provide farmland technical assistance, and provide regulatory authority assistance to nonmetallic mines in Buffalo County. This position develops and designs soil and water conservation plans, structure conservation practices, and nutrient management plans. ~~This individual is administratively responsible to and is under the supervision and daily direction of the Land Management Director/County Conservationist.~~

### **Essential Duties:**

This list of duties is not to be construed as all-inclusive and may be modified as need requires. Special duty assignments will occur.

- Assists in the implementation of nutrient management plans including landowner education, plan reviews and follow-up for compliance with NRCS practice standards and specifications.
- Establishes and maintains good working relations with landowners, operators, and multi-agency personnel. ~~Work with outside agencies and organizations when requested~~
- Assists in the administration, implementation, and maintenance of the County Manure Storage Ordinance.
- Maintains the Comprehensive Land Use and Farmland Preservation Plans including meeting with respective municipalities.
- Maintains various shoreland and zoning ordinances for Buffalo County.
- ~~Assists in the administration and implementation of the County Nonmetallic Mining Reclamation Ordinance.~~
- ~~Assists with the Farmland Preservation Program.~~
- Assists with the Producer-Led Program.
- Assists in design and survey of conservation practices and maintenance of PL-566 and other conservation structures with the Conservation Technician.



- Assists in the coordination of the DNR's Surface Water Integrated Monitoring System (SWIMS) for Buffalo County .
- Attends workshops, conferences and seminars to maintain Certified Crop Advisory Continuing Education Credits and as needed.
- ~~Assists the Land Conservation Technician with the annual tree and seed sale program~~
- Provides outreach and education to landowners and students in educational and field settings.
- Manages and inspects the environmental and reclamation aspects of nonmetallic mines in Buffalo County.
- Reviews reclamation plans for permit application.
- Reviews financial assurance for mine sites for initial permit application and as the county sees fit.
- Updates and maintains data files as needed for work in the field office .
- Writes news articles and news releases.
- ~~Other duties include typing/keyboarding, filing and basic clerical duties~~
- ~~Other duties as assigned~~

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

- Bachelor of science degree in Agronomy, Soil Science, Agriculture, Soil and Water Conservation, Agriculture, Natural Resource Management, Watershed Management, or another related field; OR an associate degree in a related field plus three years of related experience that would provide the necessary knowledge, skills and abilities to perform the duties of the position.
- Must become a Certified Crop Advisor (CCA) within the state of Wisconsin during the first year of employment and maintain annual certification requirements.
- Working knowledge of the criteria and technical standards used in applying conservation practices; and the fundamentals of engineering, surveying and planning practices as it pertains to conservation plans, practices and activities.
- Basic knowledge of all software applications used within the department including Rusle2, SnapPlus, and ArcGIS. Working knowledge of AutoCAD and GPS survey equipment and other watershed modeling tools is preferred.
- Ability to interpret aerial photography, soil maps, and USGS quadrangles.
- Familiarity with WI DNR Surface Water Data Viewer and NRCS Web Soil Survey
- Knowledge of programs and responsibilities of the Land Management Department to implement those programs, and basic understanding of governmental funding sources for conservation programs.
- Excellent verbal and written communication skills.
- Must possess and maintain a valid driver's license.

### **Physical Requirements:**

- Ability to operate a variety of office equipment and machinery with some requiring complex and rapid adjustments.
- Ability to coordinate eyes, hands, feet, and limbs in performing slightly skilled movements.

- Ability to exert moderate physical effort involving stooping, kneeling, crouching and crawling also have the ability to lift, carry, push and pull up to 50 pounds.
- Ability to recognize and identify degrees of similarities or differences between characteristics of shapes, sounds, and objects associated with job related objects, materials, and tasks.
- Ability to sustain prolonged visual and mental concentration.

**Environmental Adaptability:**

- Ability to work in a variety of terrain including uneven ground and steep slopes.
- Inclement weather conditions may also be encountered including rain, snow, wind, extreme heat and cold.

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\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Approved by Home Committee:  
Approved by Human Resources:

May 2023  
June 2023

# BUFFALO COUNTY

## POSITION DESCRIPTION

<b>Department:</b>	Land Management
<b>Position Title:</b>	Zoning Specialist
<b>Pay Class:</b>	G
<b>Exemption Status:</b>	Salaried - Exempt
<b>Direct Supervisor:</b>	Land Management Director / County Conservationist
<b>Date:</b>	June 2023

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### **Purpose of Position:**

The purpose of this position is to carry out duties as required in the administration and development of the Buffalo County Zoning, Sanitary, and other land use ordinances to maintain and enrich the quality of life within Buffalo County. This position is responsible for issuing out permits that require additional investigation due to being non-routine in manner or involving multiple Buffalo County Ordinances.

### **Essential Duties:**

This list of duties is not to be construed as all-inclusive and may be modified as the need requires. Special duty assignments will occur.

- Administers and maintains the county's private on-site wastewater treatment system (POWTS) and holding tanks installation and maintenance programs including oversight of inspections relating to construction.
- Conducts on-site inspections relating to construction and other land and structural use for compliance with county and state land use regulations.
- Reviews matters going before the Board of Adjustment, schedules public hearings, prepares minutes, and provides testimony when needed.
- Administers and maintains Buffalo County's uniform numbering system.
- Issues and tracks zoning permits in compliance with the Zoning Ordinance and provides information on UDC inspection requirements.
- Investigates zoning complaints and compliance with ordinances on permits involving multiple ordinances or that are non-routine.
- Provides information to the public, private industry, and public agencies on general zoning and sanitary program requirements and land use ordinances.
- Assists in administration, implementation, and enforcement of all ordinances within the Land Management Department.
- Reviews Certified Survey Maps (CSM) for compliance with Buffalo County Ordinances.

- Assists with the preparation of the Wisconsin Fund Grant application and related program requirements.
- Assists with drafting resolutions and developing ordinances and amendments for presentation.

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

- Bachelor of science degree in Land Use Planning, Natural Resource Management, Administration, Environmental Engineering, Geology or another related field plus at least two years of related work experience.
- Familiarity with soil science, geographical information systems, and aerial photography interpretation.
- Credentialing from Department of Safety and Professional Services for private on-site wastewater system (POWTS) inspector or ability to acquire within three (3) months of employment.
- Credentialing from Department of Safety and Professional Services for Certified Soil Tester (CST) or ability to acquire within five (5) months of employment.
- Knowledge of federal, state, and local regulation relating to land use issues.
- Must possess and maintain a valid driver's license.

### **Physical Requirements:**

- Ability to operate a variety of office equipment and machinery with some requiring complex and rapid adjustments.
- Ability to coordinate eyes, hands, feet, and limbs in performing slightly skilled movements.
- Ability to exert very moderate physical effort from sedentary to light work, typically involving some combination of stooping, kneeling, crouching and crawling, lifting, carrying, pushing and pulling up to 20 pounds.
- Ability to recognize and identify degrees of similarities or differences between characteristics of shapes, sounds, and objects associated with job related objects, materials, and tasks.
- Ability to sustain prolonged visual and mental concentration.
- Ability to communicate orally and in writing with others.

### **Environmental Adaptability:**

- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as hazardous conditions or exposure to disease may cause discomfort, but pose little risk of injury, and are present only in unusual situations.
- Routine activity will result in exposure to extreme heat and cold, and other weather conditions in an outdoor environment varying with the seasons.

Buffalo County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Approved by Home Committee:  
Approved by Human Resources:

May 2023  
June 2023

# BUFFALO COUNTY

## POSITION DESCRIPTION

<b>Department:</b>	Land Management
<b>Position Title:</b>	Zoning Technician
<b>Pay Class:</b>	I
<b>Exemption Status:</b>	Salaried - Exempt
<b>Direct Supervisor:</b>	Land Management Director / County Conservationist
<b>Date:</b>	June 2023

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### Purpose of Position:

The purpose of this position is to carry out duties as required in the administration and development of the Buffalo County Zoning, Sanitary, ~~Non-Metallic Mining~~ and other land use ordinances to maintain and enrich the quality of life within Buffalo County. Also, included is the general administration of the uniform numbering system which is essential for emergency services response.

### Essential Duties:

This list of duties is not to be construed as all-inclusive and may be modified as the need requires. Special duty assignments will occur.

- ~~• Assist in the administration and enforcement of Buffalo County's Zoning, Sanitary, and Non-Metallic Mining Ordinances. Document violations, order corrections, and refer to appropriate authority. Prepare complaint reports and participate in legal actions as needed.~~
- Conducts on-site inspections relating to construction, private on-site wastewater treatment system (POWTS) installations, and other land and structural use for compliance with county and state land use regulations.
- ~~• Schedule and coordinate public hearings relating to Board of Adjustment. Provides testimony to Board of Adjustment as needed. Assist in developing reports and determinations as needed.~~
- Administers and maintains Buffalo County's uniform numbering system. ~~Inventory address numbers and assist in developing a mapping layer for the county's GIS program. Inter-departmental notification as needed.~~
- Administers and maintains the county's private on-site wastewater treatment system (POWTS) and holding tanks installation and maintenance programs. ~~Prepare annual mailing for POWTS maintenance notification to Buffalo County residents and landowners by establishment and maintenance of a database system with the assistance of the VS Zoning Clerical Assistant.~~

- ~~Inspects POWTS installations. Review sanitary permit applications for Wisconsin Administrative Code COMM 83 and Buffalo County Sanitary Ordinance compliance, including reconnects. Issue sanitary permits as needed or notify of adverse determinations.~~
- Issues **and tracks** zoning permits in compliance with the Zoning Ordinance and provides information on UDC inspection requirements. ~~Record and compile database on zoning permit activities and assure timely notification to departments.~~
- Provides information to the public, private industry, and public agencies on general zoning and sanitary program requirements and land use ordinances. ~~Basic understanding of the following ordinances will be necessary: Flood Plain, Shoreland/Wetland, Sub-division, Apiary, and other land use ordinances.~~
- ~~Supervises and monitors non-metallic mining operations including conducting inspections and reporting according to ordinance. Prepare the annual budget, monitor expenses and revenues, and provide an annual report to the Board of Supervisors.~~
- ~~Assists with the preparation of the Wisconsin Fund Grant application and related program requirements.~~

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

- Bachelor of science degree in Land Use Planning, Natural Resource Management, Administration, Environmental Engineering, Geology or another related field.
- Familiarity with soil science, geographical information systems, and aerial photography interpretation.
- Credentialing from Department of Safety and Professional Services for private on-site wastewater system (POWTS) inspector or ability to acquire within three (3) months of employment.
- Credentialing from Department of Safety and Professional Services for Certified Soil Tester (CST) or ability to acquire within five (5) months of employment.
- Knowledge of federal, state, and local regulation relating to land use issues.
- Must possess and maintain a valid driver's license.

### **Physical Requirements:**

- Ability to operate a variety of office equipment and machinery with some requiring complex and rapid adjustments. ~~including computer terminal, telephone, fax machine, calculator, photocopier, and TV/VCR.~~
- Ability to coordinate eyes, hands, feet, and limbs in performing slightly skilled movements.
- Ability to exert very moderate physical effort from sedentary to light work, typically involving some combination of stooping, kneeling, crouching and crawling, lifting, carrying, pushing and pulling up to 20 pounds.

- Ability to recognize and identify degrees of similarities or differences between characteristics of shapes, sounds, and objects associated with job related objects, materials, and tasks.
- ~~Ability to utilize a variety of data and information such as Statutes and Administrative Codes, computer software operation manuals, and policy and procedure manuals to complete duties.~~
- Ability to sustain prolonged visual and mental concentration.
- Ability to communicate orally and in writing with others.

**Environmental Adaptability:**

- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as hazardous conditions or exposure to disease may cause discomfort, but pose little risk of injury, and are present only in unusual situations.
- Routine activity will result in exposure to extreme heat and cold, and other weather conditions in an outdoor environment varying with the seasons.

Buffalo County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Approved by Home Committee:  
Approved by Human Resources:

May 2023  
June 2023





**Buffalo County Resolution**

**Drafted By:**

Lee Engfer

**Presented Month/Year:**

June 2023

**Involved Committees:**

Human Resources

**County Department:**

Administration

**Fiscal Impact: YES / NO**

**AC Approved: YES / NO**

**RESOLUTION # \_\_\_\_\_**

**A RESOLUTION TO UPDATE PERSONNEL POLICY 401 – ELECTRONIC MEDIA AND SOCIAL MEDIA**

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 contracted IT partner, Itechra, has recommended updating technology related policies to bring them up to date; and,

WHEREAS, the Human Resource Committee has recommended changes to Policy 401 – Electronic and Social Media to rename the policy to “Technology, Email, and Network – Acceptable Use Policy” and to update the content of the policy to reflect standard acceptable usage of Buffalo County’s network, devices, and email to protect the County and the residents from illegal or damaging actions while moving the Social Media portion to its own policy; and,

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby amends Policy 401 (now Technology, Email, and Network – Acceptable Use Policy) of the Buffalo County Handbook effective June 26th, 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.

ATTEST:

\_\_\_\_\_  
County Clerk

\_\_\_\_\_  
County Board Chairperson



## Buffalo County Resolution

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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

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### Exhibit A: Old Policy

#### **POLICY 401 - ELECTRONIC MEDIA & SOCIAL MEDIA**

**Purpose:** To address the fast-changing landscape of the internet and the way residents communicate and obtain information online, Buffalo County Departments may consider participating in social media formats to reach a broader audience. Buffalo County encourages the use of social media outlets to further the goals of the County and to meet the mission statement of the County.

#### **Policy:**

- It is the County's policy that information, in all its forms, written, spoken, recorded electronically, or printed, will be protected from accidental or intentional unauthorized modification, destruction, or disclosure.
- All electronic media must be protected from misuse, unauthorized manipulation, and destruction.
- It is further the policy of the County that employees may not use social media technology while at work or off of work to engage in or post communications or material that would violate any Personnel Policy, including, but not limited to, using technology to post communications or materials that are derogatory or offensive with respect to race, religion, gender, sexual orientation, national origin, disability, age, or any other legally protected class status.

#### **General Guidelines:**

- **Electronic Media:**
  - All county-provided electronic media systems are the County's property.
  - All messages and files composed, sent or received, or posted on these systems are and remain the property of the County. They are not the private property of any employee.
  - The use of our electronic media systems is reserved solely for the conduct of business, during work hours.
  - If employees wish to use these systems during breaks, lunch periods, or before and after regular working hours, they may do so but employees are specifically prohibited from using these services for any illegal, illicit, immoral or offensive purposes.
  - A post is "offensive" if it could reasonably be construed to intentionally harm someone's reputation, contribute to a hostile work environment on the basis of a protected classification, incite violence or similar inappropriate or unlawful conduct, or disparage members of the public/customers, co-workers/associates or suppliers.
  - The electronic media systems may not be used to solicit or proselytize for commercial ventures, religious or political causes, or other non-job-related solicitations.
  - The electronic media systems are not to be used to create any "offensive" or disruptive messages or documents (see definition of "offensive", above) or used in a manner that adversely affects your job performance or is disruptive to the job performance of co-workers.

## Buffalo County Resolution

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- The electronic media systems may not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, employee/employee family medical information or similar materials without prior authorization. This guideline is not intended to restrict employees from discussing with others their wages or other terms and conditions of employment.
- The County reserves and intends to exercise the right to review, audit, intercept, access and disclose all internet activity and any messages or documents created, received or sent over the County's electronic media systems for any purpose.
- The confidentiality of any message cannot be assumed. Even when a message is erased, it is still possible to retrieve and read that message. Further, the use of passwords for security does not guarantee confidentiality. All passwords must be disclosed to the Department Manager or designee, or they are invalid and cannot be used.
- Employees may not modify, delete, or destroy any county document created by any electronic media unless specifically authorized to do so.
- **Social Media:**
  - Only on Your Own Time. Unless you have received advance permission from your supervisor or unless such activity is directly related to the performance of your job, you may not engage in social media activity on work time and in work areas (you may engage in social media activities during break times and pre/post work time.)
  - Post as Yourself. Make clear that you are expressing your personal views alone, not those of the County.
  - Be Respectful and Nice. Do not post communications or material that is disparaging of services, or employees; obscene, profane, vulgar, bullying, threatening, or maliciously false. This guideline is not intended to prevent employees from discussing with others their wages or other terms and conditions of employment.
  - Use Good Judgment. Because what you say online is accessible to the public, use good judgment in your communications.
  - Obey the Law. Do not post any material that violates the law, such as material that is obscene, profane, defamatory, threatening, harassing, or that violates the privacy rights of someone else. The posting of such material may subject you to criminal and civil liability.
  - Don't Expect Privacy. Because your social media communications are publicly available, you should not expect that your communications are private in any way. Once you post something online, it is completely out of your control and generally available to anyone in the world.
  - Ask for Guidance. If you have any questions about what is appropriate to include in social media communications, ask your manager or a member of the Administration Office.
  - Comply with Harassment/Discrimination and Other Policies. Employees may not use social media technology to engage in or post communications or material that would violate any other Personnel Policy, including, but not limited to, the Harassment and Discrimination Policy. This guideline is not intended to prevent employees from discussing with others their wages or other terms and conditions of employment.
  - Keep Secrets. You must not disclose "confidential information" which does not include discussions with third parties about your wages, hours and/or conditions of employment.



## Buffalo County Resolution

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### **Reporting Deviations from Policy:**

- All employees are encouraged to report any discovered or suspected unauthorized or improper usage of electronic media or social media with impact on the workplace.
- The County prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation.
- Any employee who retaliates against another employee for reporting a possible deviation from this policy and/or for cooperating in an investigation will be subject to disciplinary action, up to and including discharge from employment.

**Policy Violations:** Employees who violate this policy may be subject to discipline, up to and including immediate termination of employment.

**Policy 401 - Effective May 31, 2015**

## Buffalo County Resolution

### Exhibit B: Agreement Sign Off



### Technology Acceptable Use Agreement

<b>Name</b>	
<b>Job Title</b>	
<b>Department</b>	

This Technology Acceptable Use Agreement (the "Agreement") is established by Buffalo County to define the acceptable use of technology resources within the County.

**Purpose:** The purpose of this policy is to define acceptable usage of Buffalo County's network, computer devices, and email systems. This policy is to protect Buffalo County's employees, partners, and the residents from illegal or damaging actions by individuals, either knowingly or unknowingly. Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, web browsing, and application services are the property of Buffalo County. Effective security is a team effort involving the participation and support of every Buffalo County employee and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly. This policy covers accessing our network, passwords, security, prohibited use, and user responsibility.

**Scope:** This policy applies to all employees, contractors, and temporary staff who use, access, or interact with Buffalo County's technology resources, including, but not limited to, computers, laptops, tablets, mobile devices, software, hardware, networks, and internet access.

**Technology Use:** Buffalo County provides computer/laptop/other electronic devices and network access as a professional resource for employees to fulfill business needs and is not intended for personal use.

- You may access, use, or share Buffalo County Information and/or Information Systems only to the extent it is authorized and necessary to fulfill your assigned job duties.
- Buffalo County information stored on electronic and computing devices must be protected through legal or technical means that information is protected.
- You have a responsibility to promptly report the damage, theft, loss, or unauthorized disclosure of Buffalo County information and/or Information Systems.
- For security and network maintenance purposes, the County reserves the right to monitor, access, and review all activities conducted using its technology resources, including email, internet usage, and stored data, with or without notice, to ensure compliance with this policy and applicable laws.

**Email Use:**

- All use of email must be consistent with Buffalo County policies and procedures of ethical conduct, safety, compliance with applicable laws and proper business practices.
- Buffalo County email accounts should be used for Buffalo County business-related purposes; non-Buffalo County related uses are prohibited.
- The Buffalo County email system should not be used to harass or make threats, nor be offensive or disruptive in nature; should not include language or images related to race, gender, age, sexual orientation, unless specifically related to your job duties; pornography, religious or political beliefs, national origin, or disability, unless specifically related to your job duties; should not present personal views as the county's own; should not engage in commercial activity unrelated to the county; should not unlawfully distribute copyrighted material; and should not share confidential material, trade secrets, or proprietary information outside of the county, unless specifically related to your job duties. Employees

## Buffalo County Resolution

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who receive any emails with this content from any Buffalo County employee should report the matter to their supervisor/Department Head/Administration Department immediately.

- Users are prohibited from automatically forwarding Buffalo County email to a third-party email system. Individual messages which are forwarded by the user must not contain Buffalo County confidential or above information, unless specifically related to your job duties.
- Use of Buffalo County resources for personal emails is not acceptable.
- Sending chain letters or joke emails from a Buffalo County email accounts is prohibited.
- Buffalo County may monitor messages without prior notice.
- All messages sent or received are and remain the property of the County. They are not the private property of any employee.

**Network Access:** Any user (remote or internal) accessing Buffalo County network and/or devices must be authenticated using a unique user ID and Password. Other methods of authentication may be used but must be approved by the Buffalo County Information Technology (IT) Department.

The unique user ID assigned to each individual is used for access and control to data and systems. All logging and tracking requirements for privacy, auditing, security, and monitoring are recorded based on this unique user ID. Users will be held responsible for all actions taken under their user ID as recorded by our network and systems. It is strictly forbidden that your user ID and password be used by others.

Obtaining User Id and Password: In order to issue a user id and password, the Buffalo County IT Department must receive the following:

- Notification from the Department Head indicating the account need the appropriate ticket system. Any needed applications and data access must be submitted through a ticket by the Department Head.
- The user must read and sign this policy, acknowledging acceptance thereof.
- Users needing access to data owned by another department will only be granted access upon written approval from his/her Department Head and the data's owner.

**Passwords:**

- Passwords must conform to the following:
  - Must be at least eight (8) characters long.
  - Must contain at least one alphabetic and one non-alphabetic character. Non-alphabetic characters include numbers (0-9) and punctuation.
  - Must contain at least one lower case and one upper case alphabetic character.
  - Must not be similar to passwords that they had previously employed.
  - Must be difficult to guess. Do not use derivatives of user-IDs, and common character sequences such as "123456" must not be employed. Likewise, personal details such as spouse's name, automobile license plate, social security number, and birthday must not be used unless accompanied by additional unrelated characters. User-chosen passwords must also not be any part of speech. For example, proper names, geographical locations, common acronyms, and slang must not be employed.
- Each user of Buffalo County computer systems will be given six attempts to enter a correct password. If a user has incorrectly entered a password six consecutive times, the user ID will be locked out for 15 minutes.
- All users will be automatically forced to change their passwords upon receipt of an IT issued password and at least once every forty-five (45) days.
- Users must never write down or otherwise record their password.
- Users must never reveal their user id or account password to others or allow the use of their account by others.

## Buffalo County Resolution

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- All passwords must be promptly changed if they are suspected of being disclosed or known to have been disclosed to unauthorized parties.
- Users may request a password reset by e-mail, phone or in person. For non-employees your password will not be given verbally but will be sent to your registered email address.
- Every work account should have a different, unique password.
- Whenever possible, also enable the use of multi-factor authentication.

**Security:** Buffalo County will implement physical and technical safeguards to ensure the integrity of the county hardware, systems, and data.

Users will be granted access to information on a “need-to-know” basis. That is, users will only receive access to the minimum applications and privileges required to perform their jobs.

It is the responsibility of the user to practice the following security measures:

- Do not allow others access through your user ID and password. Providing access to another individual, either deliberately or through failure to secure its access, is prohibited.
- Secure workstations (screen lock or logout) prior to leaving area to prevent unauthorized access.
- You must lock the screen or log off when the device is unattended.
- Log out of all applications when not in use.
- Complying with all applicable password policies and procedures.
- Never install unauthorized software on any workstation/laptop/device.
- Know the level of security associated to network drives and system directories when storing data.
  - Personal Access – can only be seen by user (currently [\\BCC-DC2\Users](#) and [\\BCC-DC2\Users2](#) )
  - Department Access – can be accessed only by users associated to the Department
- Do not store sensitive information on workstation/laptops, instead store all sensitive information, including protected health information (PHI) in a network directory.
- Ensure that monitors are positioned away from public view.
- Do not store sensitive data on portable storage devices such as CD, DVD, and USB.
- Never use portable storage devices (CD, DVD, USB, etc) from unknown or suspicious sources.
- Never download files from unknown or suspicious sources
- Must never disable or interfere with the anti-virus software unless given explicit permission from Buffalo County IT Department
- Must never disable or interfere with the firewall unless given explicit permission from Buffalo County IT Department
- Ensure proprietary software per your department is up to date.
- Ensure workstations are left on but logged off in order to facilitate after-hours updates.
- Ensure workstations and laptops are restarted at least weekly, in order to facilitate after-hours updates.
- Exit running applications and close open documents at the end of the day or when away from the device for an extended period.
- If a user has any questions or suspicions regarding emails or files, they must contact the IT Department immediately.

**Prohibited:** The following activities are strictly prohibited:

- To engage in any activity that is illegal under local, state, federal or international law while using Buffalo County-owned resources.
- Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by Buffalo County.



## Buffalo County Resolution

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- Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music.
- Pornography, Child Pornography, Nudity, or other Sexually Explicit Material; not specifically related to your job duties.
- Deliberately create, propagate, or distribute malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
- Logging into a device with an account that the user is not expressly authorized to access.
- Disrupt network communications. This includes, but is not limited to, network sniffing, ping floods, packet spoofing, denial of service, port scanning or security scanning and forged routing information.
- Port scanning or security scanning is expressly prohibited.
- Executing any form of network monitoring which will intercept data.
- Circumventing user authentication or security on any network, workstation, device or system.
- Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's session.
- Export or Copy information about, or lists of, Buffalo County employees to parties outside Buffalo County. Exceptions would be for compliance of Open Records Requests laws.
- Copy or Export county-owned software, intellectual property.
- Copy, export and distribute data not specifically related to your job duties.
- Using any Instant Messaging (IM) software communications service that enables you to create a kind of private chat room with another individual in order to communicate in real time over the Internet from any device.

**Remote Access:** Refer to Policy 403 Virtual Private Network (VPN).

**Social Media and Online Conduct:** Refer to Policy 403 Social Media.

**Policy Violations:** Violations of this policy may result in disciplinary action, up to and including termination of employment or contract, as well as legal penalties,

**Agreement**

This Technology Acceptable Use Agreement shall be maintained by the Buffalo County Administrative Coordinator. A copy of this Agreement and any addendums or amendments shall be provided to the employee. This agreement will remain in effect for the duration of user's employment with Buffalo County or until a revised agreement is issued.

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

User Signature		Date Signed	
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## Buffalo County Resolution

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### Exhibit C-New Policy

#### **POLICY 401 – TECHNOLOGY, EMAIL, AND NETWORK - ACCEPTABLE USE POLICY**

**Purpose:** The purpose of this policy is to define acceptable usage of Buffalo County's network, computer devices, and email systems. This policy is to protect Buffalo County's employees, partners, and the residents from illegal or damaging actions by individuals, either knowingly or unknowingly. Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, web browsing, and application services are the property of Buffalo County. Effective security is a team effort involving the participation and support of every Buffalo County employee and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly. This policy covers accessing our network, passwords, security, prohibited use, and user responsibility.

**Scope:** This policy applies to all employees, contractors, and temporary staff who use, access, or interact with Buffalo County's technology resources, including, but not limited to, computers, laptops, tablets, mobile devices, software, hardware, networks, and internet access.

**Technology Use:** Buffalo County provides computer/laptop/other electronic devices and network access as a professional resource for employees to fulfill business needs and is not intended for personal use.

- You may access, use, or share Buffalo County Information and/or Information Systems only to the extent it is authorized and necessary to fulfill your assigned job duties.
- Buffalo County information stored on electronic and computing devices must be protected through legal or technical means that information is protected.
- You have a responsibility to promptly report the damage, theft, loss, or unauthorized disclosure of Buffalo County information and/or Information Systems.
- For security and network maintenance purposes, the County reserves the right to monitor, access, and review all activities conducted using its technology resources, including email, internet usage, and stored data, with or without notice, to ensure compliance with this policy and applicable laws.

#### **Email Use:**

- All use of email must be consistent with Buffalo County policies and procedures of ethical conduct, safety, compliance with applicable laws and proper business practices.
- Buffalo County email accounts should be used for Buffalo County business-related purposes; non-Buffalo County related uses are prohibited.
- The Buffalo County email system should not be used to harass or make threats, nor be offensive or disruptive in nature; should not include language or images related to race, gender, age, sexual orientation, unless specifically related to your job duties; pornography, religious or political beliefs, national origin, or disability, unless specifically related to your job duties; should not present personal views as the county's own; should not engage in commercial activity unrelated to the county; should not unlawfully distribute copyrighted material; and should not share confidential material, trade secrets, or proprietary information outside of the county, unless

## Buffalo County Resolution

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specifically related to your job duties. Employees who receive any emails with this content from any Buffalo County employee should report the matter to their supervisor/Department Head/Administration Department immediately.

- Users are prohibited from automatically forwarding Buffalo County email to a third-party email system. Individual messages which are forwarded by the user must not contain Buffalo County confidential or above information, unless specifically related to your job duties.
- Use of Buffalo County resources for personal emails is not acceptable.
- Sending chain letters or joke emails from a Buffalo County email accounts is prohibited.
- Buffalo County may monitor messages without prior notice.
- All messages sent or received are and remain the property of the County. They are not the private property of any employee.

**Network Access:** Any user (remote or internal) accessing Buffalo County network and/or devices must be authenticated using a unique user ID and Password. Other methods of authentication may be used but must be approved by the Buffalo County Information Technology (IT) Department.

The unique user ID assigned to each individual is used for access and control to data and systems. All logging and tracking requirements for privacy, auditing, security, and monitoring are recorded based on this unique user ID. Users will be held responsible for all actions taken under their user ID as recorded by our network and systems. It is strictly forbidden that your user ID and password be used by others.

Obtaining User Id and Password: In order to issue a user id and password, the Buffalo County IT Department must receive the following:

- Notification from the Department Head indicating the account need the appropriate ticket system. Any needed applications and data access must be submitted through a ticket by the Department Head.
- The user must read and sign this policy, acknowledging acceptance thereof.
- Users needing access to data owned by another department will only be granted access upon written approval from his/her Department Head and the data's owner.

### Passwords:

- Passwords must conform to the following:
  - Must be at least eight (8) characters long.
  - Must contain at least one alphabetic and one non-alphabetic character. Non-alphabetic characters include numbers (0-9) and punctuation.
  - Must contain at least one lower case and one upper case alphabetic character.
  - Must not be similar to passwords that they had previously employed.
  - Must be difficult to guess. Do not use derivatives of user-IDs, and common character sequences such as "123456" must not be employed. Likewise, personal details such as spouse's name, automobile license plate, social security number, and birthday must not be used unless accompanied by additional unrelated characters. User-chosen passwords

## Buffalo County Resolution

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must also not be any part of speech. For example, proper names, geographical locations, common acronyms, and slang must not be employed.

- Each user of Buffalo County computer systems will be given six attempts to enter a correct password. If a user has incorrectly entered a password six consecutive times, the user ID will be locked out for 15 minutes.
- All users will be automatically forced to change their passwords upon receipt of an IT issued password and at least once every forty-five (45) days.
- Users must never write down or otherwise record their password.
- Users must never reveal their user id or account password to others or allow the use of their account by others.
- All passwords must be promptly changed if they are suspected of being disclosed or known to have been disclosed to unauthorized parties.
- Users may request a password reset by e-mail, phone or in person. For non-employees your password will not be given verbally but will be sent to your registered email address.
- Every work account should have a different, unique password.
- Whenever possible, also enable the use of multi-factor authentication.

**Security:** Buffalo County will implement physical and technical safeguards to ensure the integrity of the county hardware, systems, and data.

Users will be granted access to information on a “need-to-know” basis. That is, users will only receive access to the minimum applications and privileges required to perform their jobs.

It is the responsibility of the user to practice the following security measures:

- Do not allow others access through your user ID and password. Providing access to another individual, either deliberately or through failure to secure its access, is prohibited.
- Secure workstations (screen lock or logout) prior to leaving area to prevent unauthorized access.
- You must lock the screen or log off when the device is unattended.
- Log out of all applications when not in use.
- Complying with all applicable password policies and procedures.
- Never install unauthorized software on any workstation/laptop/device.
- Know the level of security associated to network drives and system directories when storing data.
  - Personal Access – can only be seen by user (currently [\\BCC-DC2\Users](#) and [\\BCC-DC2\Users2](#) )
  - Department Access – can be accessed only by users associated to the Department
- Do not store sensitive information on workstation/laptops, instead store all sensitive information, including protected health information (PHI) in a network directory.
- Ensure that monitors are positioned away from public view.
- Do not store sensitive data on portable storage devices such as CD, DVD, and USB.
- Never use portable storage devices (CD, DVD, USB, etc) from unknown or suspicious sources.
- Never download files from unknown or suspicious sources
- Must never disable or interfere with the anti-virus software unless given explicit permission from Buffalo County IT Department

## Buffalo County Resolution

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- Must never disable or interfere with the firewall unless given explicit permission from Buffalo County IT Department
- Ensure proprietary software per your department is up to date.
- Ensure workstations are left on but logged off in order to facilitate after-hours updates.
- Ensure workstations and laptops are restarted at least weekly, in order to facilitate after-hours updates.
- Exit running applications and close open documents at the end of the day or when away from the device for an extended period.
- If a user has any questions or suspicions regarding emails or files, they must contact the IT Department immediately.

**Prohibited:** The following activities are strictly prohibited:

- To engage in any activity that is illegal under local, state, federal or international law while using Buffalo County-owned resources.
- Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by Buffalo County.
- Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music.
- Pornography, Child Pornography, Nudity, or other Sexually Explicit Material; not specifically related to your job duties.
- Deliberately create, propagate, or distribute malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
- Logging into a device with an account that the user is not expressly authorized to access.
- Disrupt network communications. This includes, but is not limited to, network sniffing, ping floods, packet spoofing, denial of service, port scanning or security scanning and forged routing information.
- Port scanning or security scanning is expressly prohibited.
- Executing any form of network monitoring which will intercept data.
- Circumventing user authentication or security on any network, workstation, device or system.
- Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's session.
- Export or Copy information about, or lists of, Buffalo County employees to parties outside Buffalo County. Exceptions would be for compliance of Open Records Requests laws.
- Copy or Export county-owned software, intellectual property.
- Copy, export and distribute data not specifically related to your job duties.
- Using any Instant Messaging (IM) software communications service that enables you to create a kind of private chat room with another individual in order to communicate in real time over the Internet from any device.

**Remote Access:** Refer to Policy 404 Virtual Private Network (VPN).



## Buffalo County Resolution

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**Social Media and Online Conduct:** Refer to Policy 403 Social Media.

**Policy Violations:** Violations of this policy may result in disciplinary action, up to and including termination of employment or contract, as well as legal penalties, where applicable.

**Policy 401 - Effective May 31, 2015; Revised XX**



**Buffalo County Resolution**

**Drafted By:**

Lee Engfer

**Presented Month/Year:**

June 2023

**Involved Committees:**

Human Resources

**County Department:**

Administration

**Fiscal Impact: YES / NO**

**AC Approved: YES / NO**

**RESOLUTION # \_\_\_\_\_**

**A RESOLUTION TO CREATE PERSONNEL POLICY 403 – SOCIAL MEDIA 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 Social Media portion of policy 401 was removed through a resolution entitled “A Resolution to Update Personnel Policy 401 – Electronic Media and Social Media” because this needs to be its own policy; and,

WHEREAS, the Human Resource Committee has recommended creating this new policy of its own but keeping the content from the previous policy that it was a part of; and,

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby creates Policy 403 Social Media Policy of the Buffalo County Handbook effective June 26th, 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.

ATTEST:

\_\_\_\_\_  
County Clerk

\_\_\_\_\_  
County Board Chairperson



## Buffalo County Resolution

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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

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### Exhibit A: Policy

#### POLICY 403 – SOCIAL MEDIA POLICY

**Purpose:** To address the fast-changing landscape of the internet and the way residents communicate and obtain information online, Buffalo County Departments may consider participating in social media formats to reach a broader audience. Buffalo County encourages the use of social media outlets to further the goals of the County and to meet the mission statement of the County.

#### **Policy:**

- It is the policy of the County that employees may not use social media technology while at work or off of work to engage in or post communications or material that would violate any Personnel Policy, including, but not limited to, using technology to post communications or materials that are derogatory or offensive with respect to race, religion, gender, sexual orientation, national origin, disability, age, or any other legally protected class status.
- Do not create any "offensive" or disruptive messages or documents or use in a manner that adversely affects your job performance or is disruptive to the job performance of co-workers. A post is "offensive" if it could reasonably be construed to intentionally harm someone's reputation, contribute to a hostile work environment on the basis of a protected classification, incite violence or similar inappropriate or unlawful conduct, or disparage members of the public/customers, co-workers/associates or suppliers.
- Employees may not modify, delete, or destroy any county document created by any electronic media unless specifically authorized to do so.

#### **General Guidelines for Social Media Use:**

- *Only on Your Own Time.* Unless you have received advance permission from your supervisor or unless such activity is directly related to the performance of your job, you may not engage in social media activity on work time and in work areas (you may engage in social media activities during break times and pre/post work time.)
- *Post as Yourself.* Make clear that you are expressing your personal views alone, not those of the County.
- *Be Respectful and Nice.* Do not post communications or material that is disparaging of services, or employees; obscene, profane, vulgar, bullying, threatening, or maliciously false.
- *Use Good Judgment.* Because what you say online is accessible to the public, use good judgment in your communications.
- *Obey the Law.* Do not post any material that violates the law, such as material that is obscene, profane, defamatory, threatening, harassing, or that violates the privacy rights of someone else. The posting of such material may subject you to criminal and civil liability.



## Buffalo County Resolution

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- *Don't Expect Privacy.* Because your social media communications are publicly available, you should not expect that your communications are private in any way. Once you post something online, it is completely out of your control and generally available to anyone in the world.
- *Ask for Guidance.* If you have any questions about what is appropriate to include in social media communications, ask your manager or a member of the Administration Office.
- *Comply with Harassment/Discrimination and Other Policies.* Employees may not use social media to engage in or post communications or material that would violate any other Personnel Policy, including, but not limited to, the Harassment and Discrimination Policy.
- *Keep Secrets.* You must not disclose "confidential information" which does not include discussions with third parties about your wages, hours and/or conditions of employment.
- These guidelines are not intended to prevent employees from discussing with others their wages or other terms and conditions of employment.

### **Reporting Deviations from Policy:**

- All employees are encouraged to report any discovered or suspected unauthorized or improper usage of social media with impact on the workplace.
- The County prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation.
- Any employee who retaliates against another employee for reporting a possible deviation from this policy and/or for cooperating in an investigation will be subject to disciplinary action, up to and including discharge from employment.

**Policy Violations:** Employees who violate this policy may be subject to discipline, up to and including immediate termination of employment.

**Policy 512 - Effective June 1, 2020; Revised xx**



**Buffalo County Resolution**

**Drafted By:**

Lee Engfer

**Presented Month/Year:**

June 2023

**Involved Committees:**

Human Resources

**County Department:**

Administration

**Fiscal Impact: YES / NO**

**AC Approved: YES / NO**

**RESOLUTION # \_\_\_\_\_**

**A RESOLUTION TO CREATE PERSONNEL POLICY 404 – VIRTUAL PRIVATE NETWORK (VPN) 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 contracted IT partner, Itechra, has recommended updating technology related policies to bring them up to date; and,

WHEREAS, the Human Resource Committee has recommended creating Policy 404 – Virtual Private Network (VPN) Policy to make a formal policy on how to request VPN access and how to use VPN access; and,

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby creates Policy 404 – Virtual Private Network (VPN) Policy of the Buffalo County Handbook effective June 26th, 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.

ATTEST:

\_\_\_\_\_  
County Clerk

\_\_\_\_\_  
County Board Chairperson



## Buffalo County Resolution

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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

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### Exhibit A: Old Policy

#### **POLICY 404 – VIRTUAL PRIVATE NETWORK (VPN) POLICY**

**Purpose:** The Virtual Private Network (VPN) Policy is to provide guidelines for the appropriate use and management of VPN connections. The policy aims to ensure the security, integrity, and availability of Buffalo County information and systems while enabling authorized remote access.

**Scope:** This policy applies to all employees, contractors, and temporary staff who use, access, or interact with Buffalo County's VPN services.

**Requesting VPN Access:** Employees must complete a VPN Agreement form. The request is subject to approval by the employee's supervisor and the Buffalo County Administrative Coordinator. If approved, Buffalo County IT will install the access to the VPN on the device.

Access to the VPN services is granted on a case-by-case basis and is restricted to those that hold positions that require the need for this due to field work or telework.

#### **VPN Use:**

- Buffalo County's VPN services are provided for official County business purposes only.
- Users must not use VPN services for personal, non-work-related purposes or commercial gain.
- Only Buffalo County owned devices are allowed to connect via VPN.

#### **Security:**

- Users are responsible for maintaining the security and confidentiality of their assigned VPN user IDs and passwords. Sharing credentials with others is strictly prohibited.
- Users must immediately report any security incidents, breaches, or suspected vulnerabilities related to the VPN services to the Buffalo County IT Department and Buffalo County Administrative Coordinator.
- Users must ensure that their remote devices meet the County's minimum-security requirements including up-to-date antivirus software, security patches, and firewalls, before connecting to the VPN.

#### **Data Protection and Privacy:**



## Buffalo County Resolution

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- Users must comply with Buffalo County's data protection policies and guidelines when accessing or transmitting sensitive or confidential information via the VPN services.
- Users should have no expectation of privacy regarding the use of Buffalo County's VPN services. The County reserves the right to monitor, access, and review VPN usage, with or without notice, to ensure compliance with this policy and applicable laws.

### VPN Etiquette:

- Users may connect to VPN upon the start of their work shift and must disconnect from the VPN upon completion of their work shift.
- Users must disconnect from the VPN services when not in use to optimize available bandwidth and resources for other users.
- Users must not use the VPN services to engage in activities that may consume excessive bandwidth, such as streaming video or downloading large files, unless necessary for official County business purposes.

**Policy Violations:** Violations of this policy may result in disciplinary action, up to and including termination of employment or contract, as well as legal penalties, where applicable. The County reserves the right to revoke access to VPN services at any time, with or without notice.

**Policy 404 - Effective xx**

## Buffalo County Resolution

Exhibit B:



### VPN Agreement

<b>User Name</b>	
<b>Job Title</b>	
<b>Department</b>	
<b>Supervisor Name</b>	

The following constitutes an agreement on the terms and conditions between Buffalo County and the user named above.

Access to the VPN services is granted on a case-by-case basis and is restricted to those that hold positions that require the need for this due to field work or telework.

**Reason for VPN Request:**

- Telework (will need to have an approved Telework Agreement)  
 Field Work

**County Owned Device/s that Need VPN:**

- Laptop  
 Tablet/iPad  
 Other: \_\_\_\_\_

**Policy Guidelines**

*VPN Use*

- Buffalo County's VPN services are provided for official County business purposes only.
- Users must not use VPN services for personal, non-work-related purposes or commercial gain.
- Only Buffalo County owned devices are allowed to connect via VPN.

*Security*

- Users are responsible for maintaining the security and confidentiality of their assigned VPN user IDs and passwords. Sharing credentials with others is strictly prohibited.
- Users must immediately report any security incidents, breaches, or suspected vulnerabilities related to the VPN services to the Buffalo County IT Department and Buffalo County Administrative Coordinator.
- Users must ensure that their remote devices meet the County's minimum-security requirements including up-to-date antivirus software, security patches, and firewalls, before connecting to the VPN.

*Data Protection and Privacy*

- Users must comply with Buffalo County's data protection policies and guidelines when accessing or transmitting sensitive or confidential information via the VPN services.
- Users should have no expectation of privacy regarding the use of Buffalo County's VPN services. The County reserves the right to monitor, access, and review VPN usage, with or without notice, to ensure compliance with this policy and applicable laws.

*VPN Etiquette*

- Users may connect to VPN upon the start of their work shift and must disconnect from the VPN upon completion of their work shift.
- Users must also disconnect from the VPN services when not in use to optimize available bandwidth and resources for other users.

## Buffalo County Resolution

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- Users must not use the VPN services to engage in activities that may consume excessive bandwidth, such as streaming video or downloading large files, unless necessary for official County business purposes.

### Policy Violations

Violations of the VPN policy may result in disciplinary action, up to and including termination of employment or contract, as well as legal penalties, where applicable. The County reserves the right to revoke access to VPN services at any time, with or without notice.

### Termination

This Agreement may be terminated or suspended at any time by either Buffalo County or the employee which will result in the VPN access being revoked.

### Agreement

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

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

**Supervisor:** By signing this statement, the supervisor approves this VPN Agreement.

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

User Signature		Date Signed	
Supervisor Signature		Date Signed	
Administrative Coordinator Signature		Date Signed	





**Buffalo County Resolution**

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**Drafted By:** Lee Engfer  
**Month/Year:** June 2023  
**Committee:** HR/ Finance

**Departments:** Administration  
**Fiscal Impact:** Yes/No

**Resolution #** \_\_\_\_\_

**A Resolution to Approve the Third Monday in January as a County Training Day**

WHEREAS, Buffalo County has a need to provide ongoing training to all employees to ensure best practices and etiquette are followed and to ensure that employees have a safe work environment,

Whereas, Buffalo County will have the Courthouse Closed to the public on the Third Monday of January, as it is a recognized State and Federal Holiday and State and Federal Offices within the Courthouse will be closed,

Whereas, the Courthouse being closed to the public, will aid in providing an adequate training environment and optimize the ability to train all employees, while not impacting services provided to the public,

Whereas, the Human Resource Committee approves the Third Monday in January as a County Training Day, and;

Now, Therefor Be It Resolved, that the Buffalo County Board of Supervisors hereby approves the Third Monday in January as a County Training Day.

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

ATTEST:

\_\_\_\_\_  
Roxann Halverson, Buffalo County Clerk

\_\_\_\_\_  
Dennis Bork, Buffalo County Chairperson

Respectfully Submitted:



## Buffalo County Resolution

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### Finance Committee

\_\_\_\_\_  
Dennis Bork, Chair

\_\_\_\_\_  
Max Weiss, Vice Chair

\_\_\_\_\_  
William Bruegger, Sr.

\_\_\_\_\_  
Brian Michaels

\_\_\_\_\_  
Chris Lindstrom

### Human Resource Committee

\_\_\_\_\_  
Steve Nelson, Chair

\_\_\_\_\_  
Nathan Nelson, Vice Chair

\_\_\_\_\_  
Mary Anne McMillan- Urell

\_\_\_\_\_  
Carol McDonough

\_\_\_\_\_  
Michael Taylor