



## Notice of Public Meeting

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### AGENDA

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**Committee:** Human Resources Committee  
**Date:** Monday, September 11, 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 ~ Previous Meeting Minutes
5. Review/Discussion/Action ~ 2024 Health Insurance Plan Design and Premium
6. Review/Discussion/Action ~ Seasonal/Part-Time Employee Wages
7. Review/Discussion/Action ~ A Resolution to Ratify the Buffalo County Law Enforcement Officers WPPA/LEER Collective Bargaining Agreement
8. Review/Discussion/Action ~ Wage Scale/Placement Appeals Process
9. Review/Discussion ~ Service Awards
10. Personnel Advisor Report
11. Administrative Coordinator Report
12. Public Comment Unrelated to Agenda Items
13. Next Meeting Date and Time: October 9, 2023
14. Adjournment.

Date: September 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:**

Tuesday, August 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. Michael Taylor, Mr. Nathan Nelson

**Others Present for All or Parts of the Meeting:** Mr. Lee Engfer, Ms. Roxann Halverson, Ms. Ana Rolbiecki, Sheriff Mike Osmond, Mr. Kristofor Hanson, Mr. Mike Backus, and Mr. Jake Laehn.

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

**The Committee May Go into Closed Session for Consultation with Legal Counsel Regarding Wisconsin Professional Police Association (WPPA/LEER) Contract Negotiation Strategy:** Mr. Taylor made a motion to go into closed session, seconded by Ms. McMillan Urell. Mr. Nathan Nelson – yes, Mr. Steven Nelson – yes, Mr. Michael Taylor – yes, Ms. Carol McDonough – yes, Ms. Mary Anne McMillan Urell – yes. Carried.

**The Committee May Return to Open Session:** Mr. Taylor made a motion to return to open session, seconded by Ms. McDonough. Mr. Michael Taylor – yes, Ms. Mary Anne McMillan Urell – yes, Mr. Steven Nelson – yes, Mr. Nathan Nelson – yes, and Ms. Carol McDonough – yes. Carried.

**The Committee May Go into Closed Session for Bargaining Union Negotiations:** Mr. Taylor made a motion to go into closed session, seconded by Ms. McMillan Urell. Mr. Nathan Nelson – yes, Mr. Steven Nelson – yes, Mr. Michael Taylor – yes, Ms. Carol McDonough – yes, Ms. Mary Anne McMillan Urell – yes. Carried.

**The Committee May Return to Open Session:** Ms. McMillan Urell made a motion to return to open session, seconded by Mr. Taylor. Mr. Michael Taylor – yes, Ms. Mary Anne McMillan Urell – yes, Mr. Steven Nelson – yes, Mr. Nathan Nelson – yes, and Ms. Carol McDonough – yes. Carried.

**Public Comments:** None.

**Next Meeting:** The next meeting will be August 14, 2023, at 9:00 a.m.

**Adjournment:** Ms. McMillan Urell made a motion to adjourn at 1:30 p.m., seconded by Mr. Taylor. Carried.

Respectfully Submitted,

Roxann Halverson  
Buffalo County Clerk

## Buffalo County Minutes

**Committee/Board:**

**Human Resources Committee**

**Date of Meeting:**

Monday, August 14, 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, and Mr. Michael Taylor. Mr. Nathan Nelson was excused.

**Others Present for All or Parts of the Meeting:** Mr. Lee Engfer, Ms. Roxann Halverson, Ms. Ana Rolbiecki, Ms. Julie Vollmer, Ms. Tanisha Bautch, and Mr. Dave Rynders.

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

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

**Review/Discussion/Action regarding the Victim Witness Coordinator Position Description:** Ms. Rolbiecki reviewed the changes to the Victim Witness Coordinator position description. As part of the wage study, it was recommended to change the position from exempt to non-exempt. A few other changes were made to update duties. Ms. McMillan Urell made a motion to approve the position description, seconded by Ms. McDonough. Carried.

**Review/Discussion/Action regarding A Resolution to Approve the Wage Study Recommendations:** Mr. Engfer explained this wage change would go into effect January 1, 2024, and changes our current 12 steps to 16 steps. The position descriptions will have the wage scale information adjusted once this resolution is passed. Mr. Engfer discussed the position titles being left out to keep the wage decision unbiased as recommended by Carlson & Dettman. Those will be added once the full County Board has approved the resolution. Mr. Taylor made a motion to approve the resolution, seconded by Ms. McMillan Urell. Carried.

**Review/Discussion/Action regarding Position Title Changes:** There are a few positions that the titles will need to be adjusted per the wage study. Ms. McMillan Urell made a motion to approve the position title changes, seconded by Mr. Taylor. Carried.

**Review/Discussion/Action regarding Service Awards:** Mr. Engfer and Ms. Rolbiecki discussed the pros and cons of service awards. Ms. McMillan Urell made a motion to

move forward with a service award plan, including elected officials, seconded by Ms. McDonough. Carried.

**Personnel Advisor Report:** Ms. Rolbiecki reported on open positions (Maintenance Technician, Public Health Educator, Public Health Nurse, Communications/Corrections Officer, and Zoning Technician). She is working on health insurance that is set to go into effect on October 1<sup>st</sup>.

**Administrative Coordinator Report:** Mr. Engfer reported on upcoming interviews to fill some of the vacant positions. Tyler Technology training is ongoing and a portion of the program is set to go live on Thursday. The Union Contract should be set to be signed at the next meeting. Mr. Engfer also explained the work he has been doing with Xcel and other companies to replace a power pole that is leaning very close to the building.

**Public Comments:** None.

**Next Meeting:** The next meeting will be September 11, 2023, at 9:00 a.m.

**Adjournment:** Mr. Taylor made a motion to adjourn at 9:45 a.m. Carried.

Respectfully Submitted,

Roxann Halverson  
Buffalo County Clerk



**Drafted By:**

R. Halverson

**Presented Month/Year:**

September 2023

**Involved Committees:**

HR Committee

Finance Committee

**County Department:**

County Clerk

**Fiscal Impact:** YES / NO

**AC Approved:** YES / NO

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

**A RESOLUTION TO RATIFY THE BUFFALO COUNTY LAW ENFORCEMENT OFFICERS WPPA/LEER COLLECTIVE BARGAINING AGREEMENT**

**WHEREAS**, negotiations were undertaken by and between the County and the Buffalo County Law Enforcement Officers WPPA/LEER with regard to their Collective Bargaining Agreement, and;

**WHEREAS**, the Human Resources Committee, at its meeting on August \_\_\_\_\_, 2023 reviewed the tentative settlement for the period of January 1, 2024, through December 31, 2025 (a summary of which is attached and incorporated herein as Exhibit A), and;

**WHEREAS**, the Buffalo County Law Enforcement Officer WPPA/LEER are in agreement with said proposal, and;

**WHEREAS**, the Human Resources Committee recommends to the full County Board of Supervisors that it ratify the said Collective Bargaining Agreement, summary of which is attached hereto as Exhibit A for the term stated above.

**NOW, THEREFORE, BE IT RESOLVED**, that the Buffalo County Board of Supervisors hereby goes on record in ratifying the Collective Bargaining Agreement by and between Buffalo County and the Buffalo County Officers WPPA/LEER for the term of January 1, 2024, through December 31, 2025, as incorporated in the Tentative Settlement attached as Exhibit A to this Resolution.

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

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

ATTEST:

\_\_\_\_\_  
County Board Chair

Respectfully submitted:

HUMAN RESOURCES COMMITTEE:

\_\_\_\_\_  
Steven Nelson

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

\_\_\_\_\_  
Nathan Nelson

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

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

FINANCE COMMITTEE:

\_\_\_\_\_  
Max Weiss

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

\_\_\_\_\_  
Dennis Bork

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

\_\_\_\_\_  
Bill Bruegger

**ANTICIPATED FINANCIAL IMPACT STATEMENT:**

2024 Budget (approximate):

Salary & Benefits \$ \_\_\_\_\_

2025 Budget (approximate):

Salary & Benefits \$ \_\_\_\_\_