



Notice of Public Meeting

Committee: Human Resources Committee
Date: Monday, January 10, 2022
Time: 9:30 a.m.
Location: 3rd Floor County Board Room
Remote Access: [Click here to join the meeting](#)

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 ~ Review of 2022 Step Placement Appeals Process
6. Review/Discussion/Action ~ HR Personnel Advisor Position Update
7. Review/Discussion/Action ~ Buffalo County COVID-19 Protocol Letters
8. Chairperson's Report
9. Administrative Coordinator's Report
10. Personnel Advisor Report
11. Public Comment Unrelated to Agenda Items
12. Review/Discussion/Action ~ Next Date and Time
13. Adjournment.

Date: January 4, 2022

Larry Grisen, Chair

By: Roxann M. Halverson, County Clerk

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

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

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

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

Buffalo County Minutes

Committee/Board:

Human Resources Committee

Date of Meeting:

Monday, December 20, 2021

Mr. Grisen called the meeting to order at 6:00 p.m.

Committee Members Present: Mr. Larry Grisen, Ms. Mary Anne McMillan Urell, and Mr. Nathan Nelson. Mr. Michael Taylor joined the meeting at 6:10 p.m. Mr. Don Hillert was excused.

Others Present for All or Parts of the Meeting: Ms. Sonya Hansen, Ms. Roxann Halverson, Mr. Ryan VanDeWalle, Ms. Carol McDonough, and Sheriff Mike Schmidtknecht.

Public Comments Regarding Posted Agenda Items: None.

Review/Discussion/Action regarding the Sheriff's Office Administrative Assistant Job Description: Sheriff Schmidtknecht reviewed the position description. The Committee would like "participates in the hiring process" and "other duties as assigned" added to the section regarding essential duties. Ms. McMillan Urell made a motion to approve the position description, seconded by Mr. Nelson. Carried.

The Committee May Go into Closed Session to Discuss 2022 Employee Wage Scales and Establish Salary Rates for Land Information Officer and Personnel Advisor: Mr. Grisen made a motion to go into closed session, seconded by Ms. McMillan Urell. Ms. McMillan Urell – yes, Mr. Grisen – yes, and Mr. Nelson – yes. Carried.

The Committee May Return to Open Session: Mr. Grisen made a motion to return to open session, seconded by Ms. McMillan Urell. Ms. McMillan Urell – yes, Mr. Grisen – yes, Mr. Taylor – yes, and Mr. Nelson – yes. Carried.

Ms. McMillan Urell made a motion to set the wage of the Land Information Officer at Step 4 Class F effective January 2, 2022, seconded by Mr. Taylor. Carried.

Ms. McMillan Urell made a motion to set the wage for the Personnel Advisor at Step 4, seconded by Mr. Nelson. Carried.

Committee Chair Report: None.

Administrative Coordinator Report: Mr. VanDeWalle discussed a meeting he had with Public Health regarding the increase in COVID cases. Public Health would like to see a face mask mandate for courthouse employees and visitors, and increase in

telecommuting, social distancing, and limit people in certain areas. Offices will need to update their emergency plans to keep offices running should there be an issue in their department.

Public Comments: None.

Adjournment: Ms. McMillan Urell made a motion to adjourn at 6:30 p.m., seconded by Mr. Taylor. Carried.

Respectfully Submitted,

Roxann Halverson
Buffalo County Clerk

407 South Second Street, P.O. Box 517 - Alma, WI 54610

DATE

NAME

ADDRESS

ADDRESS

Buffalo County Public Health has determined that you need to quarantine following close contact on **DATE** with someone who has COVID-19. Because of this, you are at a higher risk of becoming infected with COVID-19.

COVID-19 is caused by a new Coronavirus that was first identified in late 2019. It is spread from person to person through aerosolized droplets produced by coughing, sneezing or speaking. It causes mild symptoms in most people but in some people, it can cause more severe illness, such as pneumonia.

Symptoms of COVID-19 include (but are not limited to): fever (temperature of 100.4° F or higher), cough, difficulty breathing, chills, muscle/body aches, loss of taste/smell, fatigue, runny nose or nasal congestion, nausea, vomiting or diarrhea. If you have new or worsening symptoms, please contact me right away and isolate yourself from others. If you have an underlying medical condition, call your doctor even if your symptoms are mild, as you may be at increased risk for complications from COVID-19.

CDC and DHS continue to recommend a full 14-day quarantine period after the time of exposure, as this remains the safest strategy in preventing asymptomatic COVID-19 transmission. The incubation period for the virus is still 2-14 days.

14 Day Quarantine Alternatives:

7 Day Quarantine:

- No symptoms
- Have a negative test
 - Testing no sooner than day 6 or 7
- Return to work/school on day 8
- Continue to monitor for symptoms for a full 14 days
- If you develop symptoms isolate and get tested

10 Day Quarantine:

- No symptoms
- Return to work/school on day 11
- Continue to monitor for symptoms for a full 14 days
- If you develop symptoms isolate and get tested

- Continue to follow COVID-19 precautions such as wearing a mask, social distancing and avoiding social gatherings even after your quarantine period concludes

The new guidelines for quarantine options shorter than 14 days balance reduced burden against a small but non-zero risk of post quarantine infection that is informed by new and emerging science.

407 South Second Street, P.O. Box 517 - Alma, WI 54610

If you need medical care, you should call your health care provider before you go to the clinic or hospital. Tell them about your symptoms and that you were exposed to COVID-19. Take this letter with you when you go to the clinic or hospital. ***If you need emergency medical attention any time during the monitoring period, call 911 and let them know that you were exposed to COVID-19.***

Practice self-quarantine in your home and practice social distancing if you must go out. As long as you remain well you can go out ***if necessary***, to take care of essential activities but try to limit this and avoid busy times of day. I can assist you with obtaining food and other necessities if needed.

For the most up to date local and state coronavirus information, please visit <https://www.buffalocounty.com/> and <https://www.dhs.wisconsin.gov/>.

Potential Quarantine End Dates:

- **7 day with proof of a negative test:**
- **10 day:**
- **14 day:**

If you have any questions, please call me at **608-418-0851** or our main line at (608) 685-4412.

Sincerely,

Gabrielle Janovec

Lead COVID-19 Investigator

Buffalo County Health & Human Services

407 South Second Street, P.O. Box 517 - Alma, WI 54610

DATE
NAME
ADDRESS
ADDRESS

Dear NAME,

The Wisconsin Department of Health Services and your local health department have determined that you should practice self-isolation for 10 full days in order to protect your community from 2019 novel coronavirus (COVID-19). You should isolate until you are symptom free for 24 hours AND it has been 10 days since symptom onset or from the date you were tested if you haven't had symptoms. If you have not been symptom free for 24 hours on the 10th day, your isolation end date will be extended. This decision was made because you tested positive for COVID-19. Your isolation either started when your symptoms started, or the date you got tested if you are asymptomatic.

Self-Isolation:

- Stay home (or other location approved by public health). This means do not go to work, school, or public areas. If you need medical care, it is important you follow the instructions below.
- While at home separate yourself from other people in your home. As much as possible, you should stay in a specific room and away from other people in your home. Also, you should use a separate bathroom, if available.
- Avoid sharing personal household items. You should not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home. After using these items, they should be washed thoroughly with soap and water.
- Wash your hands often and practice good hygiene.
- Wear a facemask if you need to be around other people and cover your mouth and nose with a tissue when you cough and sneeze.
- Postpone all non-essential medical appointments until you are out of isolation. If you have an essential appointment during the isolation period, please tell your local health department who will help coordinate the visit.

If your symptoms get worse or you have difficulty breathing:

- Contact your local health department. If you require medical assistance, your local health department will tell you how to get to a doctor if an ambulance is not required. Do not use public transportation, ridesharing, or taxis.
- ***If you need emergency medical attention any time during the monitoring period, call 911 and let them know that you were exposed to COVID-19 and are having symptoms.***
- ***If you come into close contact with anyone during the self-isolation period, let them know that you were exposed to COVID-19 and are having symptoms. You may show them this letter as proof.***

407 South Second Street, P.O. Box 517 - Alma, WI 54610

We are asking all recent cases that we have been unable to reach to complete this form in order to help us speed up our collection of information and sharing important guidance. Sharing this information will help us to ensure quick protection of you, your family, friends, and our community. Your information will be kept confidential and nobody, but the health department, will have access to your responses. Thank you for your help.

To access the form, use your phone's camera to scan this code:



OR visit this link, also located on the main COVID 19 page on the Buffalo County website:

<https://hipaa.iotform.com/212385125027045>

As a reminder, if you have been symptom free for 24 hours after 10 full days, you can return to work and/or school on the 11th day. If you have any questions, please call me at 608-418-XXXX or call your health care provider.

Sincerely,

Your Name

Your Position

Buffalo County Health & Human Services

407 South Second Street, P.O. Box 517 - Alma, WI 54610

DATE

NAME

ADDRESS

ADDRESS

Dear NAME,

The Wisconsin Department of Health Services and your local health department have determined that you should practice self-isolation because you have tested positive for COVID-19.

You may end isolation *if*:

- It has been at least 10 days since your symptoms began (or the date your test was conducted if you have not had symptoms), **AND**
- You have had no fever for 24 hours without using medication that would reduce the fever, such as Tylenol or Advil, **AND**
- Your other symptoms have been improving for 24 hours without the use of medication.

If you are able and willing to wear a well-fitting mask in public, you may end isolation *if*:

- It has been at least 5 days since your symptoms began (or the date your test was conducted if you have not had symptoms), **AND**
- You have had no fever for 24 hours without using medication that would reduce the fever, such as Tylenol or Advil, **AND**
- Your other symptoms have been improving for 24 hours without the use of medication.
- *****If you opt for this option, you must wear a well-fitting mask that covers both your nose and mouth whenever you are around others from day 6 to day 10.*****

Self-Isolation:

- Stay home (or other location approved by public health). This means do not go to work, school, or public areas. If you need medical care, it is important you follow the instructions below.
- While at home separate yourself from other people in your home. As much as possible, you should stay in a specific room and away from other people in your home. Also, you should use a separate bathroom, if available.
- Avoid sharing personal household items. You should not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home. After using these items, they should be washed thoroughly with soap and water.
- Wash your hands often and practice good hygiene.
- Wear a facemask if you need to be around other people and cover your mouth and nose with a tissue when you cough and sneeze.
- Postpone all non-essential medical appointments until you are out of isolation. If you have an essential appointment during the isolation period, please tell your local health department who will help coordinate the visit.

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If your symptoms get worse or you have difficulty breathing:

- Contact your local health department. If you require medical assistance, your local health department will tell you how to get to a doctor if an ambulance is not required. Do not use public transportation, ridesharing, or taxis.
- ***If you need emergency medical attention any time during the monitoring period, call 911 and let them know that you were exposed to COVID-19 and are having symptoms.***
- ***If you come into close contact with anyone during the self-isolation period, let them know that you were exposed to COVID-19 and are having symptoms. You may show them this letter as proof.***

We are asking all recent cases that we have been unable to reach to complete this form in order to help us speed up our collection of information and sharing important guidance. Sharing this information will help us to ensure quick protection of you, your family, friends, and our community. Your information will be kept confidential and nobody, but the health department, will have access to your responses. Thank you for your help.

To access the form, use your phone's camera to scan this code:



OR visit this link, also located on the main COVID 19 page on the Buffalo County website:
<https://hipaa.jotform.com/212385125027045>

If you have any questions, please call Public Health at 608-685-4412 or your health care provider.

Sincerely,

Your Name

Your Position

Buffalo County Health & Human Services

407 South Second Street, P.O. Box 517 - Alma, WI 54610

DATE

NAME

ADDRESS

ADDRESS

Dear NAME,

The Wisconsin Department of Health Services and your local health department have determined that you have been identified as a close contact to someone who tested positive for COVID-19. Someone is considered "contagious" starting 2 days before their symptoms started or 2 days before their test was done if they hadn't yet developed symptoms. Anyone who has had direct contact for any length of time (a hug, kiss, high five, etc.), or who was within 6 feet for 15 minutes or more, while the person with COVID-19 was contagious is considered "exposed."

Whether or not someone must quarantine, and the length of a person's quarantine, depends on their vaccination status and whether or not they have symptoms.

A fully vaccinated person who has had a booster shot, or who does not yet need a booster shot (was vaccinated < 6 months ago with Moderna/Pfizer or > 2 months ago with Johnson & Johnson):

- Does not have to quarantine
- Should monitor themselves for symptoms* for 10 days following their most recent exposure
- Should get tested on day 5
- Should isolate and get tested if they develop symptoms*

A person who is NOT fully vaccinated, or is eligible for a booster shot but has NOT had one (was fully vaccinated > 6 months ago with Moderna/Pfizer or > 2 months ago with Johnson & Johnson, and hasn't had a booster):

- Should quarantine for 5 days following the last exposure
- Should wear a well-fitting mask over the nose and mouth for days 6 – 10 following exposure
- Should get tested on day 5, even if they don't have symptoms*
- Should also get tested at any time if symptoms* develop, and should isolate at home away from others

*Symptoms of COVID-19 include (but are not limited to): fever (temperature of 100.4° F or higher), cough, difficulty breathing, chills, muscle/body aches, loss of taste/smell, fatigue, runny nose or nasal congestion, nausea, vomiting or diarrhea. If you have new or worsening symptoms, please contact Public Health or your health care provider right away and isolate yourself from others. If you have an underlying medical condition, call your doctor even if your symptoms are mild, as you may be at increased risk for complications from COVID-19.

If you need medical care, you should call your health care provider before you go to the clinic or hospital. Tell them about your symptoms and that you were exposed to COVID-19. Take this letter with you when you go to the



HEALTH & HUMAN SERVICES

Dave Rynders, MSSW – Director

407 South Second Street, P.O. Box 517 - Alma, WI 54610

clinic or hospital. ***If you need emergency medical attention any time during the monitoring period, call 911 and let them know that you were exposed to COVID-19.***

If you have any questions, please call Public Health at (608) 685-4412 or your health care provider.

Sincerely,

NAME

TITLE

Buffalo County Health & Human Services

Phone: (608) 685.4412

Fax: (608) 685.3342

Email: dhhs@co.buffalo.wi.us
