



## Notice of Public Meeting

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### AGENDA

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**Committee:** Human Resources Committee  
**Date:** Monday, July 11, 2022  
**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 ~ Policy on Employee Residency
6. Review/Discussion/Action ~ Policy on New Employee Step Placement
7. Review/Discussion/Action ~ Policy on Elected Official Wages
8. Review/Discussion/Action ~ 2023 Appeals process discussion
9. Review/Discussion/Action ~ Administrative Assistant position status discussion
10. Review/Discussion/Action ~ Employee Trust Fund Income Continuation Incentive discussion
11. Review/Discussion/Action ~ CCO Position Paid Time Off discussion
12. Chairperson's Report
13. Administrative Coordinator's Report
14. Personnel Advisor Report
15. Public Comment Unrelated to Agenda Items
16. Review/Discussion/Action ~ Next Date and Time
17. Adjournment.

Date: July 7, 2022

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, June 13, 2022

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

**Committee Members Present:** Ms. Mary Anne McMillan Urell, Mr. Michael Taylor, Mr. Steve Nelson, and Ms. Carol McDonough. Mr. Nathan Nelson joined the meeting at 9:15 a.m.

**Others Present for All or Parts of the Meeting:** Ms. Roxann Halverson, Mr. Ryan VanDeWalle, Ms. Ana Rolbiecki, Ms. Tina Anibas, and Mr. Dave Rynders.

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

**Review/Discussion/Action regarding Approval of Previous Meeting Minutes:** Chair Nelson asked that Ms. Rolbiecki be shown as attending the last meeting, as she was present. Mr. Taylor made a motion to approve the minutes with the correction, seconded by Ms. McMillan Urell. Carried.

**Review/Discussion/Action regarding the Alternative Work Schedule Renewal for Treasurer's Office:** Mr. VanDeWalle explained this item was to be brought back after one year for review. However, the employee handbook indicates that an alternative work schedule can be approved by the Department Manager and the Administrative Coordinator. The alternative work schedule has been used by the Treasurer's Office for over two years and has been working well. The committee approved continuing with the work schedule following the employee handbook guidelines.

**Review/Discussion/Action regarding A Resolution to Fill the 90% Zoning/10% Land Conservation Administrative Assistant:** This position is already in the budget and approved by the Land Use Committee and the Land Conservation & AG Extension Committee. Ms. McMillan Urell made a motion to approve the resolution, seconded by Ms. McDonough. Carried.

**Review/Discussion/Action regarding the DHHS Account Clerk Position Description:** Mr. VanDeWalle explained the position description was updated to show some of the supervisory duties being removed and other duties removed that are no longer done by this position. Ms. McMillan Urell made a motion to approve the position description, seconded by Mr. Taylor. Carried.

**Review/Discussion/Action regarding the DHHS Director Position Description:** The position description is being updated to show supervisory duties added from the Account Clerk position. Ms. McMillan Urell made a motion to approve the position description, seconded by Ms. McDonough. Carried.

**Review/Discussion/Action regarding the DHHS Social Worker Position Description:** The position description updates the actual duties and removes outdated terms. The date of

revision needs to be corrected to June of 2022. Ms. McMillan Urell made a motion to approve the position description with the correct revision date, seconded by Mr. Taylor. Carried.

**Review/Discussion/Action regarding the DHHS Transportation APS Manager Position:**

The duties of this position are updated to show some of the supervisory duties taken over from the Account Clerk position. In the physical requirements section the word “and” needs to be removed. Mr. Taylor made a motion to approve the updated position description, seconded by Ms. McDonough. Carried.

**Review/Discussion/Action regarding Policy 209 Update on Paid Time Off Usage:** Mr. VanDeWalle explained he included this item to further review changes to using PTO after giving notice of leaving employment. After a discussion it was asked that this be discussed at a Department Manager meeting and then brought back to HR.

**Chairperson’s Report:** Chair Nelson discussed employee files and the need for documentation of employees.

**Administrative Coordinator’s Report:** Mr. VanDeWalle gave a report on a presentation that will be held at the Finance meeting on Thursday. Two companies are coming in to discuss options for grant writing. 7 Rivers Alliance will also be coming to discuss economic development. He has talked with other counties regarding Zoning, grant writing, and economic development. Some are very interested, and some have no interest. He has reviewed with staff the possibility of revamping Land Conservation and Zoning. Staff is open to the model presented and this will be looked into further.

**Personnel Advisor Report:** Ms. Rolbiecki gave a report on vacancies and positions that have been filled. She has also tried to work on classifications descriptions, but this is proving to be very difficult. There seems to be no pattern as to how things are categorized together. She will not be working on this much further as it is very time consuming.

**Public Comments:** Ms. McMillan Urell would like policies discussed at previous meetings to be brought back for discussion. The HR Committee had discussed working on a policy for setting Elected Officials salary, employee residency requirements, and hiring new employees at certain steps in the scales.

**Review/Discussion/Action regarding the Next Meeting Date and Time:** July 11<sup>th</sup> at 9:30 a.m.

**Adjournment:** Mr. Taylor made a motion to adjourn at 10:27 a.m., seconded by Ms. McDonough. Carried.

Respectfully Submitted,

Roxann Halverson  
Buffalo County Clerk