



## Notice of Public Meeting

### AGENDA

#### AMENDED AGENDA

**Committee:** Human Resources Committee  
**Date:** Thursday, November 3, 2022  
**Time:** 2:00 p.m.  
**Location:** 4<sup>th</sup> Floor Conference 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 ~ Cottingham & Butler Health Insurance Renewal Presentation
6. Review/Discussion/Action ~ A Resolution to Modify Policies 102 Alternate Work Schedule and Policy 111 Salary Classification and Compensation System
7. Review/Discussion/Action~ The Committee May Go into Closed Session for a Request for Extended Personal Time Off

*Closed session pursuant to WI Statute 19.85 1 (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. 1 (f) Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.*

8. Review/Discussion/Action ~ The Committee May Return to Open Session
9. Chairperson's Report
10. Administrative Coordinator's Report
11. Personnel Advisor Report
12. Public Comment Unrelated to Agenda Items
13. Review/Discussion/Action ~ Next Date and Time
14. Adjournment.

Date: October 31, 2022

Steve Nelson, Chair

By: Roxann M. Halverson, County Clerk

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

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

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

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



## Notice of Public Meeting

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### AGENDA

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**Committee:** Human Resources Committee  
**Date:** Thursday, November 3, 2022  
**Time:** 9:30 a.m.  
**Location:** 4<sup>th</sup> Floor Conference Room  
**Remote Access:** [Click here to join the meeting](#)

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## Buffalo County Minutes

**Committee/Board:**

**Human Resources Committee**

**Date of Meeting:**

Tuesday, October 18, 2022

Mr. Steve Nelson called the meeting to order at 9:30 a.m.

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

**Others Present for All or Parts of the Meeting:** Ms. Roxann Halverson, Ms. Ana Rolbiecki, Mr. Lee Engfer, Mr. Dave Rynders, Ms. Carol Burmeister, Ms. Lisa Schuh (Teams), Ms. Misty Rustad (Teams), Mr. Chris Woda (Teams).

**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 Mr. Taylor. Carried.

**Review/Discussion/Action regarding A Resolution to Remove Policy 502 ~ Outside Employment Reporting Requirement:** Ms. Rolbiecki explained there are policies in place to remove an employee if employment outside of the courthouse is causing performance issues and does not feel approval of the outside employment is necessary. Ms. McMillan Urell made a motion to approve the resolution, seconded by Ms. McDonough. Carried.

**Review/Discussion/Action regarding A Resolution to Modify Policies 102 Alternate Work Schedule; 103 Overtime, Comp Time, On Call and Shift Differential; 201 Paid Holidays; 208 Leaves -Sick Leave; 209 Leaves-Personal Time Off; and 303 Benefits-Retirement:** Ms. Rolbiecki reviewed the changes to the policies. Policy 102-Alternate Work Schedule is proposed to be changed to begin at 6:00 a.m. and go through 6:00 p.m. with a stipulation regarding the core work hours and no compressed work week. Policy 103- Overtime and Comp Time would be changed to comp time only accruing to 40 hours and must be used before PTO and would be paid out twice a year for Highway employees and on the last payroll of the year for other employees. Policy 201- Paid Holiday would be amended to make Columbus Day a floating holiday. This floating holiday must be used as a whole day and cannot be carried over from one year to the next. Policy 208 – Sick Leaves would be relaxed on how the PSLB can be used. Policy 209- Personal Time Off would allow Communication/Corrections Officers to transfer time into PSLB twice each year. Policy 303 – Benefits/Retirement would remove reference to vacation/sick leave payout for Communications/Corrections Officers. Ms. McMillan Urell made a motion to approve the resolution with an amendment to keep the alternate work schedule as it currently is, seconded by Mr. Taylor. Carried.

**Review/Discussion/Action regarding A Resolution to Approve the Expenditure of ARPA Funds to Purchase a Wage and Benefits Analysis:** Ms. Rolbiecki explained that even though Carlson Dettmann is slightly higher priced it uses more local comparable wages and benefits than McGrath, who uses national information. Carlson Dettmann quoted \$31,500.00 and McGrath quoted \$26,500.00. The Committee of the Board had approved spending up to \$50,000.00 on the wage study. Ms. Rolbiecki had put in the resolution to not exceed \$34,000.00 in the event there were unforeseen costs. Ms. McMillan Urell made a motion to approve the resolution with the amount not to exceed \$50,000.00, seconded by Ms. McDonough. Carried.

**Review/Discussion/Action regarding a Wage Grid Update:** Ms. Rolbiecki explained this is an updated wage grid to show positions that were recently added or adjusted in the scales. This will need to come back next month with a resolution for approval.

**Review/Discussion/Action regarding Policy 111 Salary Classification and Compensation System-Appeals:** The appeals process is being revamped to allow the home committee to review the appeal prior to HR making a final decision. This will be brought back with a resolution at the next meeting.

**Review/Discussion/Action regarding Policy 103 – Overtime and Compensatory Time Clarification:** Ms. Rolbiecki discussed the need for clarification of who is exempt from earning overtime and comp time. The policy is not clear as to which employees would receive it. This will be brought back to a future meeting.

**Review/Discussion/Action regarding Allowing Case Managers to Fill a Social Worker Position that meet the State Program Requirements:** Mr. Rynders explained the State has loosened the requirements for those performing duties in certain programs. He would like to allow Case Managers to fill Social Worker positions to be able to obtain a larger pool of applicants for vacant positions. Ms. McMillan Urell made a motion to move forward with allowing Case Managers to fill Social Worker positions, seconded by Mr. Taylor. Carried.

**The Committee May go Into Closed Session to Discuss Personnel:**

Mr. Taylor made a motion to go into closed session, seconded by Ms. McDonough.

Mr. Steve Nelson-yes, Mr. Mike Taylor-yes, Ms. Mary Anne McMillan Urell-yes, Mr. Nathan Nelson-yes, and Ms. Carol McDonough-yes. Carried

**The Committee May Return to Open Session:** Mr. Taylor made a motion to return to open, seconded by Ms. McMillan Urell.

Mr. Steve Nelson-yes, Mr. Mike Taylor-yes, Ms. Mary Anne McMillan Urell-yes, Mr. Nathan Nelson-yes, and Ms. Carol McDonough-yes. Carried.

Ms. McMillan Urell made a motion to allow two employees in the DHHS Department to switch positions, seconded by Mr. Taylor. Carried.

Ms. McMillan Urell made a motion to fill a short term staff position in the DA's Office, seconded by Ms. McDonough. Carried.

Ms. McMillan Urell made a motion to deny returning of PTO time to an individual, seconded by Mr. Taylor. Carried.

**Chairperson Report:** Chair Steve Nelson reported on the Highway Department looking at sponsoring CDL training for employees and would require an employment contract in exchange for that sponsorship.

**Administrative Coordinator Report:** Mr. Engfer reported on upcoming interviews that will be held.

**Personnel Advisor Report:** Ms. Rolbiecki reported on health insurance open enrollment that will be coming up and work she is doing to switch carriers for our benefit plan administration.

**Public Comments:** None.

**Next Meeting:** The next meeting will be Thursday, November 3, 2022, at 2:00 p.m.

**Adjournment:** Ms. McMillan Urell made a motion to adjourn at 11:16 a.m., seconded by Mr. Taylor. Carried.

Respectfully Submitted,

Roxann Halverson  
Buffalo County Clerk



**Buffalo County Resolution**

**Drafted By:**

Ana Rolbiecki

**Presented Month/Year:**

November 2022

**Involved Committees:**

Human Resources Committee

**County Department:**

Administration

**Fiscal Impact: YES / NO**

**AC Approved: YES / NO**

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

**A RESOLUTION TO UPDATE PERSONNEL POLICIES 102-ALTERNATE WORK SCHEDULE AND 111-SALARY CLASSIFICATION AND COMPENSATION SYSTEM**

WHEREAS, the current Buffalo County Handbook requires the Buffalo County Board of Supervisors to authorize by resolution any amendments to the Employee Handbook; and,

WHEREAS, the Human Resource Committee has recommended changes to Policy 102-Alternate Work Schedule to remove approval required by Administrative Coordinator and to Policy 111-Salary Classification and Compensation System to update policy wording as well as have appeals related to year end evaluations require review by the employee’s home committee prior to the Human Resource Committee review; and,

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby amends policy 102-Alternate Work Schedule and 111-Salary Classification and Compensation System of the Buffalo County Handbook effective November 15th, 2022, to update the language in these policies.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on the \_\_\_\_\_ day of \_\_\_\_\_, 2022.

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

ATTEST:

\_\_\_\_\_  
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**

No Financial Impact anticipated.



## Buffalo County Resolution

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Exhibit A:

### Exhibit A

#### **POLICY 102. ALTERNATE ALTERNATIVE WORK SCHEDULE**

1. **Purpose:** To enhance the ability of the County to fulfill its responsibilities, to render services to the public, and to enhance employee morale.
2. **Policy:** In certain instances, it may be advantageous for a particular department to offer an employee alternative, regular work hours which differ from the normal established workplace hours of operation.
  - 2.1 It is recommended that such Time of work deviations (within the courthouse) limited to a daily schedule within the hours of 7:00 a.m. to 5:30 p.m. Monday through Friday of each week. However, there may be instances in which other work schedules may be approved by the Department Manager.
  - 2.2 In all instances, the employee requesting the alteration of regularly scheduled hours of work (in excess of three (3) work days)-must complete a Buffalo County Alternative Work Schedule Request Form (See Appendix A).
3. **Request:** The completed Alternative Work Schedule Request Form shall:
  - 3.1 Be completed by the employee in advance of any schedule change and fully document the specific reason(s) for the requested alteration of scheduled work hours, and the specific schedule of work hours requested.
  - 3.2 Be submitted to the immediate supervisor for review and recommendation;
  - 3.3 Be submitted to the Department Manager for review and approval if the immediate supervisor is not the Department Manager;
  - ~~3.4 Be submitted to the County Administration Coordinator for final approval or denial.~~
  - 3.5 A copy of the form shall be ~~returned to the Department Manager to be~~ shared with the employee with the approval or denial with a copy retained in the County Administration Office.
  - 3.6 The Department Manager shall monitor the alternative work schedule to assure the needs of the department are met.





**Buffalo County Resolution**

APPENDIX A  
**Buffalo County**  
**Alternative Work Schedule Request and Authorization**  
*Employee Information / Request*

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date (~~cannot exceed 3 months~~ if temporary): \_\_\_\_\_

Requested Daily Schedule: \_\_\_\_\_ Work Hours/Week: \_\_\_\_\_

Detailed explanation of request (include hours of work requested):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Employee Signature \_\_\_\_\_ Date \_\_\_\_\_  
*Supervisory Response*

Discussion with bargaining unit officer(s) (as necessary), and outcome: \_\_\_\_\_

\_\_\_\_\_

Supervisor recommendation: \_\_\_\_\_ Approved as requested / or changes noted  
\_\_\_\_\_ Denied

Comments: \_\_\_\_\_

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

*Department Head Response*

Department Head recommendation: \_\_\_\_\_ Approved as requested / or changes noted  
\_\_\_\_\_ Denied

Comments: \_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

**Must forward to Administration Office for retention**



## Buffalo County Resolution

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### **POLICY 111. SALARY CLASSIFICATION & COMPENSATION SYSTEM**

1. **Purpose:** It is the policy of the Employer to administer a uniform employee compensation system.
  - 1.1 The salary and benefits provided by the County to its employees are for the purpose of obtaining and retaining competent individuals to perform services which the County is either required to or discretionally provides to its residents.
  - 1.2 The County will provide salaries and benefits on the basis of external competitiveness and internal equity whenever possible and within the financial limits established.

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#### **5. Salary Schedule Adjustments:**

- 5.1 The Salary Schedule may be adjusted at the County's discretion.
- 5.2 Base Wage salary schedule adjustments may be made to the Salary Schedule upon approval of the County Board of Supervisors as recommended by the Buffalo County Human Resources and Buffalo County Finance Committee by resolution under Policy 105 of the Employee Handbook.
- 5.3 If changes occur in an employee's position which may impact the placement ~~on~~ of the pay grade class, the employee's Department Manager may request a review by Buffalo County Human Resource Committee. An employee may not initiate a position review, only a Department Manager may do so. Human Resource Committee decision shall be final.

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#### **8. Appeal Process:**

- 8.1 If an employee is involuntary placed into a new classification that results in a lower pay grade class, they may appeal their grade and step placement to Buffalo County Human Resource Committee within fifteen (15) days of placement.



## Buffalo County Resolution

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~~Employees in positions included within the Buffalo County Job Classification/Pay Grade system may appeal their initial grade and step placement to the Buffalo County Human Resource Committee within fifteen (15) days of placement. This includes employees who have been placed in a new classification.~~

~~8.2 If changes occur in an employee's position which may impact the placement on the pay grade, the employee's Department Manager may request a review by Buffalo County Human Resource Committee. An employee may not initiate a position review, only a Department Manager may do so.~~

~~8.3 If changes occur in an employee's position which places them in a different classification.~~

8.2 Any employee who disagrees with their direct supervisor or Department Manager's annual employee evaluation because ~~the employee feels that~~ it results in an inadequate ~~no~~ step increase, may file a request for review ~~the Buffalo County Human Resource Committee~~ within fifteen (15) days of receiving a written copy of the employee evaluation form. Appeals will be reviewed at the next home committee meetings under closed session. Discussions and recommendations will be held between the committee and the department head. The home committee chair will take the committee's recommendation to the Human Resource Committee appeals meeting. During the Human Resource Committee appeal meeting, the committee chair, department head, and the employee appealing must be present.

8.3 The Buffalo County Human Resource Committee will review the request and make a determination on each appeal, if possible, within six (6) weeks of the appeal being filed. The Buffalo County Human Resource Committee's decision shall be final.

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