

Buffalo County Minutes

Committee/Board:

Human Resources Committee

Date of Meeting:

Monday, January 9, 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, Ms. Ana Rolbiecki, Mr. Lee Engfer, Mr. Chris Woda, Sheriff Mike Osmond, Ms. Tina Anibas, and Mr. Dave Rynders.

Public Comments Regarding Posted Agenda Items: Mr. Woda spoke regarding the proposed policy on donation of time off. He had requested a policy be created to make it easier for employees to support other employees in need of time off due to medical emergencies. He wanted something less restrictive yet still following IRS rules. He also discussed the policy that would not allow employees to go in the negative with time off. He would like to see that changed to allow an employee to go into the negative up to 24 hours and if the employee leaves employment the county can deduct that from their last paycheck. Mr. Woda also discussed sending policy changes to employees for review prior to the committee acting upon them. This would give the committee feedback from the employees when they are making their decisions.

Mr. Rynders supported comments made by Mr. Woda. He would like the committee to understand that this policy change would not allow donation of time to an employee that will be out due to pregnancy. In the past, time has been donated to employees for this type of situation. He feels allowing donation of time is something special that Buffalo County offers and is not offered by other counties.

Sheriff Osmond spoke regarding the two draft policy changes. He feels that the wording of the language regarding an employee not being allowed to go into the negative with time off and facing disciplinary action if they take time off without pay sends a negative message to employees. He would also like an employee to have intermittent absences and still be able to receive donated time off. There are times when an employee is receiving treatment and feels they can come to work but not full-time. Other items Sheriff Osmond would like to see a policy on is how time off is paid out to an employee moving to an elected position and changing the restriction of donating a maximum of 40 hours per year, he would like the number of hours a person can donate increased.

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

Review/Discussion/Action regarding A Resolution to Create Policy 211 – Leaves – Voluntary Donation Program: Ms. Rolbiecki reviewed the proposed policy. She reviewed policies from other counties and used commonalities from each policy, while following IRS rulings to create this one. A discussion was held on the IRS guidelines and definitions of a medical emergency. She explained how a pool of hours will not be created as it could cause some issues with the value of the hours at the end of the year for auditing purposes. The committee would like more information on changing the maximum number of hours donated and received per person, if there would be issues with a pool of hours, and other items that Ms. Rolbiecki will check on. Ms. McDonough made a motion to table the resolution, seconded by Mr. Nathan Nelson. Carried.

Review/Discussion/Action regarding A Resolution to Update Policy 209 – Leaves – Personal Time Off: Ms. McDonough made a motion to table this resolution, seconded by Mr. Nathan Nelson. Carried.

Administrative Coordinator’s Report: Mr. Engfer reported on vacancies that have been filled. The next HR meeting will need to discuss an employee that is at the top of the scales and did not receive a step increase. Another item to discuss will be the Chief Deputy pay and this sunseting upon completion of the wage study.

Personnel Advisor Report: Ms. Rolbiecki reported on position openings and the wage study set to begin in February.

Public Comments: Chair Nelson wants to make sure the resolutions from last month move forward to County Board and that the employee handbook is reviewed.

Next Meeting: The next meeting will be Monday, February 13, 2023, at 9:00 a.m.

Adjournment: Ms. McMillan Urell made a motion to adjourn at 10:29 a.m., seconded by Mr. Taylor. Carried.

Respectfully Submitted,

Roxann Halverson
Buffalo County Clerk