

Buffalo County Minutes

Committee/Board: Human Resources Committee

Date of Meeting: Monday, February 13, 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, Sheriff Mike Osmond, Ms. Carol Burmeister, and Mr. Dave Rynders.

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 regarding Policy 201 – CCO Holiday Pay Accrual/Use: Sheriff Osmond discussed the policy regarding the use or accrual of holiday pay for the Communications/Corrections Officers. Currently they must use the time in 8 or 12 hour increments but it would be more beneficial to the Sheriff's Office to use 2 to 4 hour increments. The CCO's also gain 4 hours of bonus hours if they work the holiday. Language will be worked on to encourage use in 8 to 12 hour increments but allow other usage while clarifying how the bonus time is gained if the holiday is worked. This will be brought back next month.

Review/Discussion/Action regarding Policy 512 – Remote Work (Telecommuting): The formal telecommuting policy is set to expire June 1, 2023. There will still be informal telecommuting. There are issues with workers compensation, employment notices that need to be posted, and IRS regulations when the employee lives in Minnesota and works from home. About 90% of companies are calling employees back to work in the office due to work performance and not being able to measure the amount of work being completed. Mr. Rynders explained how telecommuting is working for his department and how the employees in Economic Support are monitored. Ms. McMillan Urell made a motion to bring the policy back to the next meeting, seconded by Mr. Taylor. Carried.

Review/Discussion regarding the Resolution for Policy 209 and 211: These policies are not ready yet and will be brought back at a later date.

Review/Discussion/Action regarding the Child Support Specialist Position
Description: Mr. Rynders explained this description was reviewed and a few items were updated. The wage classification was added but was not changed from the scales

that are set. Ms. McDonough made a motion to approve the position description, seconded by Mr. Nathan Nelson. Carried.

Review/Discussion/Action regarding Economic Support Specialist Position

Description: The description has been updated to show essential duties and software programs that the position uses. Ms. McMillan Urell made a motion to approve the position description, seconded by Ms. McDonough. Carried.

Review/Discussion/Action regarding the Public Health Educator Position

Description: Mr. Rynders explained outdated wording was removed and the wage classification was added. Mr. Taylor made a motion to approve the resolution, seconded by Ms. McMillan Urell. Carried.

Review/Discussion/Action regarding the Support Staff Specialist Position

Description: The description was updated to show who this position reports to. Other updates were made to the duties performed by this position. Mr. Taylor made a motion to approve the position description, seconded by Ms. McMillan Urell. Carried.

The Committee May Go Into Closed Session to Discuss Personnel

Wage/Evaluation: Mr. Taylor made a motion to go into closed session, seconded by Mr. Nathan Nelson. Mr. Taylor – yes, Ms. McMillan Urell – yes, Mr. Nathan Nelson – yes, Ms. McDonough – yes, and Mr. Steve Nelson – yes. Carried.

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

Review/Discussion/Action regarding A Resolution to Approve the 2023 Wage

Increase for Highway Commissioner: Ms. McMillan Urell made a motion to approve the resolution with the change of \$.75 increase per hour and annual salary of \$82,680, seconded by Mr. Nathan Nelson. A roll call vote was taken. All voting yes. Carried.

The Committee May Go Into Closed Session to Discuss a Request to

Transfer/Donate PTO: Mr. Taylor made a motion to go into closed session, seconded by Ms. McMillan Urell. Mr. Taylor – yes, Ms. McMillan Urell – yes, Mr. Nathan Nelson – yes, Ms. McDonough – yes, and Mr. Steve Nelson – yes. Carried.

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

Mr. Nathan Nelson made a motion to accept the request to transfer PTO, seconded by Ms. Carol McDonough. Carried.

Administrative Coordinators Report: Mr. Engfer reported that health insurance options are being reviewed, the Auditor is back from leave and is working on issues and questions that were pending, Ms. Susan Henry retired, and there have been some staffing issues that were addressed.

Personnel Advisor Report: Ms. Rolbiecki reported on the wages study and long term solutions for health insurance.

Public Comments: None.

Next Meeting: The next meeting will be held on March 13th at 9:00 a.m.

Adjournment: Ms. McMillan Urell made a motion to adjourn at 10:57 a.m., seconded by Mr. Taylor. Carried.

Respectfully Submitted,

Roxann Halverson
Buffalo County Clerk