

Buffalo County Minutes

Committee/Board:

Human Resources Committee

Date of Meeting:

Monday, February 14, 2022

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

Committee Members Present: Mr. Larry Grisen, Ms. Mary Anne McMillan Urell, Mr. Nathan Nelson, Mr. Michael Taylor, and Mr. Don Hillert.

Others Present for All or Parts of the Meeting: Ms. Roxann Halverson, Mr. Ryan VanDeWalle, Mr. Marvin Rieck, Ms. Tina Anibas, Sheriff Mike Schmidtknecht, Ms. Roselle Schlosser, Ms. Brenda Berning, and Ms. Carol Burmeister.

Public Comments Regarding Posted Agenda Items: None.

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

Review/Discussion/action regarding Administration Job Descriptions – Personnel Advisor and Administrative Assistant: Mr. VanDeWalle explained the position descriptions were redone so that the Personnel Advisor focuses more on employee benefits and the Administrative Assistant focuses more on payroll. This has been the goal of the office and was explained to the individuals when they were interviewed for the positions. Ms. McMillan Urell made a motion to approve both position descriptions, seconded by Mr. Nelson. Carried.

Review/Discussion/Action regarding Wages for Elected Officials – Sheriff, Clerk of Court and Coroner: Mr. Grisen explained the wages for 2023 are computed by using the average wage of the five comparable counties and then there is a 2% increase each year for 2024, 2025 and 2026. A discussion was held regarding being behind other counties and trying to keep the Elected Official wages similar. Ms. McMillan Urell made a motion to table this item, seconded by Mr. Taylor. Carried.

The Committee May Go into Closed Session to Address Appeal of Step Placements and/or Classification Placement for 2022: Mr. Grisen made a motion to go into closed session, seconded by Ms. McMillan Urell. Mr. Nelson – yes, Mr. Hillert – yes, Mr. Grisen – yes, Ms. McMillan Urell – yes, Mr. Taylor – yes. Carried.

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

Chairperson’s Report: None.

Administrative Coordinator's Report: Mr. VanDeWalle gave his report. The new Personnel Advisor is doing well. She has been focused on benefits and found that SunLife has not been deducted from employee's payroll and the bill has not been paid. This will be corrected. The bill will be paid and then a prorated amount will be deducted from employees that participate in disability insurance. WRS income continuation was a free program if we had 65% of the employees sign up for it. We had 59%. He will send out an email and see if more employees would be interested in this as there is no cost at this time. If a premium is charged at a later time employees can make the determination if they want to continue or not. The new Administrative Assistant has begun and is doing well.

Personnel Advisor Report: There are four open positions currently. Two in DHHS, one is a combined Highway/Recycling position and a CCO in the Sheriff's Department.

Public Comments: None.

Review/Discussion/Action regarding the Next Meeting Date and Time: The next meeting will be on March 14, 2022, at 9:30 a.m.

Adjournment: Mr. Taylor made a motion to adjourn at 3:00 p.m., seconded by Ms. McMillan Urell. Carried.

Respectfully Submitted,

Roxann Halverson
Buffalo County Clerk