

Buffalo County Minutes

Committee/Board:

Human Resources Committee

Date of Meeting:

Monday, March 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, Mr. Dave Rynders, Ms. Carri Renchin, Ms. Danielle Schalinske, Sheriff Mike Osmond, Ms. Emily Walters, Ms. Karen Weiss, Ms. Mary Hildebrand, Ms. Molly Eckelberg, and other staff.

Public Comments Regarding Posted Agenda Items: Ms. Renchin spoke regarding possible changes to the telecommuting policy. She is in favor of keeping a hybrid form of telecommuting for employees.

Ms. Weiss spoke regarding how telecommuting has worked for her and how it is a benefit to the employee and county.

Ms. Hildebrand spoke how she works in the office and assists those who telecommute. She feels this is a good program.

Ms. Eckelberg discussed the benefits of telecommuting for employees and the county.

Ms. Walter discussed the holiday pay and the Communications/Corrections Officers not getting the 4 hour extra time off when they work the floating holiday.

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

Review/Discussion regarding Policy 205 – Emergency Conditions: Mr. Rynders proposed some wording changes to the policy on closing the courthouse during emergencies. He would like to see an exception to allow certain employees the ability to work from home or in the office even though the courthouse is closed due to a weather emergency or other situation. This will be brought back to a future meeting.

Review/Discussion/Action regarding Policy 512 – Remote Work (Telecommuting): Mr. Engfer explained the current telecommuting policy is set to expire at the end of May. The risk for worker's comp claims is at medium according to the insurance company, but there are some issues with employees that live in Minnesota and work from home. Informal telecommuting, hybrid telecommuting, and permanent telecommuting were discussed. Telecommuting primarily affects DHHS but there are a few other

departments that do utilize it in some form. This will be brought back to a future meeting.

Review/Discussion/Action regarding Policy 201 – Paid Holidays: The proposed language changes to holiday pay and a floating holiday pertains to the Communications/Corrections Officer positions. The change would allow holiday time off to be used in 2 hour increments at the beginning or end of a shift but a full shift would be preferred. However, the proposed language would not allow the 4 hour bonus if an employee worked on Columbus Day as that has been changed to a floating holiday and not eligible for the extra time. It is recommended to give the Columbus Holiday back to the CCO position and have the holiday payout with the last payroll of the year. These changes will be brought back to the next meeting via resolution.

Administrative Coordinators Report: Mr. Engfer reviewed open positions and cautioned that positions need to be thoroughly reviewed prior to filling them as balancing the budget in the upcoming years could be difficult. Policy 110 regarding cellphone reimbursement will need to be reviewed at the next meeting. Law Enforcement approved an increase to an employee but that needs to be approved by HR. Health Insurance representatives will be at the next two HR meetings to give a presentation on different health insurance options.

Personnel Advisor Report: Ms. Rolbiecki reported the job duty qualification surveys have been sent in and there will be Department Manager meetings on April 13th and 20th if there are any final questions before the study is completed. It is estimated the study to be ready in July.

Public Comments: None.

Next Meeting: The next meeting will possibly be held on April 18th at 9:00 a.m. Ms. Halverson will email everyone if that changes.

Adjournment: Ms. McMillan Urell made a motion to adjourn at 11:23 a.m., seconded by Ms. McDonough. Carried.

Respectfully Submitted,

Roxann Halverson
Buffalo County Clerk