

Buffalo County Minutes

Committee/Board:

Human Resources Committee

Date of Meeting:

Monday, March 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. Michael Taylor, and Mr. Don Hillert. Mr. Nathan Nelson was excused.

Others Present for All or Parts of the Meeting: Ms. Roxann Halverson, Mr. Ryan VanDeWalle, Ms. Ana Rolbiecki, Ms. Roselle Schlosser, Mr. Dave Rynders, Ms. Tina Anibas, Ms. Carol Burmeister, Ms. Renee Pronschinske (Teams), Ms. Lisa Schuh (Teams), and Ms. Brenda Berning (Teams).

Public Comments Regarding Posted Agenda Items: None.

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

Review/Discussion/action regarding A Resolution to Establish the Elected Officials Total Annual Compensation Level for 2023 through 2026: Ms. McMillan Urell explained she reviewed the two proposals sent out and has a third option she would like to present. She would like to keep the first two years the same as the other elected officials and then add an additional amount to years three and four. She would like to add \$3,872.50 to each of those years. A discussion was held on catching these positions up to the average of the counties used for other positions in Buffalo County. Ms. Schlosser explained her concerns with wages being based on her position and not that of the other elected officials in the courthouse. Concerns with economy, inflation and the economic future were addressed. The history in Buffalo County has been to pay the positions the same and then when the terms of office changed the two year overlap would remain the same. Ms. McMillan Urell made a motion to approve resolution draft number two keeping the first two years the same as other elected officials and an increase the last two years, seconded by Mr. Taylor. Mr. Hillert voting no. Carried.

Review/Discussion/Action regarding A Resolution to Amend the Salary Classification and Wage Compensation Scales: Mr. VanDeWalle explained the changes made due to the appeals process. Chair Grisen discussed having Ms. Halverson research Elected Official Deputy wage placement. The job descriptions will need to be reviewed as many of them have not been updated for a number of years. Ms. McMillan Urell made a motion to approve the resolution with an effective date of April 1st, seconded by Mr. Hillert. Carried.

Review/Discussion/Action regard Definitions of Wage Classifications: A discussion was held on the criteria used to classify positions. The Administration Office will work on the definitions for each classification.

Review/Discussion/Action regarding the Application and Interview Process: Ms.

Rolbiecki will be drafting a policy for applications and the interview process. There needs to be at least one person from the department's home committee sitting in on the interview. She will also look at language on the process if the county collaborates with other counties on the position. Ms. McMillan Urell expressed concerns with the distance a person works from the courthouse. Ms. Rolbiecki will look into this for the policy.

Review/Discussion/Action regarding Buffalo County Courthouse Hours: Mr.

VanDeWalle explained that several counties have moved to a 37 ½ hour work week. There is a cost savings to the county through payroll and also electrical and HVAC savings. He presented three options for a hourly reduction:

1. A half hour off at the end of the day. Courthouse hours would be 8:00 a.m. to 4:00 p.m. This amounts to 130 hours per year.
2. Monday through Thursday would be 8:00 a.m. to 4:30 p.m. and Friday would be 8:00 a.m. to 2:00 p.m. This would equal to 130 hours per year.
3. There would be 12 days the courthouse would not be open. This would equal to 96 hours per year.

A discussion was held on how this would affect certain departments. Ms. McMillan Urell made a motion to look at different options for courthouse hours, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding COVID-19 Courthouse Protocol Packet: Mr.

VanDeWalle reviewed the changes to the policy. Masks will be optional, all signage regarding masks will be removed, and the policy will follow CDC guidelines. Mr. Taylor made a motion to approve, seconded by Mr. Hillert. Carried.

Review/Discussion/Action regarding the Economic Development Coordinator and

Grant Writer Vacant Position: Mr. Schiffli will be leaving employment with Buffalo County on April 7th. The position description for the Economic Development Coordinator/Grant Writer/Deputy Veteran Service Officer was approved in December. The Deputy Veteran Service Officer portion is not being filled at this time. Mr. VanDeWalle discussed filling the position with a intern from a local college. There are less than 50% of counties that have a Grant Writer. Ms. McMillan Urell made a motion to advertise the position, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding the DA Legal Assistant Position Description:

Mr. VanDeWalle indicated he removed any reference to being able to operate a VCR and corrected a few typographical errors. Mr. Hillert made a motion to approve the position description, 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. Taylor made a motion to go into closed session, seconded by Ms. McMillan Urell. Mr. Hillert – yes, Mr. Grisen – yes, Ms. McMillan Urell – yes, and Mr. Taylor – yes. Carried.

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

Chairperson’s Report: Chair Grisen asked if there had been any feedback on the appeals process. Mr. VanDeWalle shared a thank you note from Ms. Decker.

Chair Grisen thanked Mr. Hillert for his service on the HR Committee as this will be his last meeting.

Administrative Coordinator’s Report: Mr. VanDeWalle has been thinking of ways to attract younger workers to public sector positions. He found one thing that could help. He is exploring the option of a daycare for employees. Milwaukee and Dane Counties offer this service to their employees.

Personnel Advisor Report: Ms. Rolbiecki discussed types of background checks and maybe extending those checks past WI since we border MN. She also discussed the Pep Test and how some departments want to use them, and some don’t. This will be discussed at the next Department Manager meeting. She reviewed the open positions and vacancies that have been filled.

Public Comments: None.

Review/Discussion/Action regarding the Next Meeting Date and Time: The next meeting will be on March 28th at 6:30 p.m. before the County Board meeting.

Adjournment: Mr. Taylor made a motion to adjourn at 11:49 a.m., seconded by Mr. Hillert. Carried.

Respectfully Submitted,

Roxann Halverson
Buffalo County Clerk