

## Buffalo County Minutes

**Committee/Board:**

**Human Resources Committee**

**Date of Meeting:**

Monday, March 28, 2022

Mr. Grisen called the meeting to order at 5:30 p.m.

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

**Others Present for All or Parts of the Meeting:** Ms. Roxann Halverson, Mr. Ryan VanDeWalle, Ms. Roselle Schlosser, Mr. Dennis Bork, Mr. Bob Platteter, Sheriff Mike Schmidtknecht, Mr. David Brommerich (Teams), Ms. Carol Burmeister, and Ms. Tina Anibas.

**Public Comments Regarding Posted Agenda Items:** None.

**Review/Discussion/Action regarding the Highway Office Overtime Accrual:** Mr. Platteter discussed a need to allow comp time accrual past 60 hours for the Office Manager. He explained with year-end reporting duties and training of new employees it will be very difficult to keep comp time under 60 hours. The Highway Superintendent had also gotten above 60 hours of comp time but was able to bring it back down. Mr. Hillert made a motion to allow the Highway Office Manager to exceed the 60 hours of comp time cap on a one year trial with the comp time reduced back to the 60 hour limit by September 1<sup>st</sup>, seconded by Mr. Taylor. Carried.

**Review/Discussion/Action regarding the District Attorney Legal Assistant Position Description:** Mr. VanDeWalle indicated the position description was modified slightly to remove outdated references. Mr. Grisen made a motion to amend the position description to add Classification K to the job title, seconded by Ms. McMillan Urell. Carried. Mr. Nelson made a motion to approve the amended position description, seconded by Ms. McMillan Urell. Carried.

**Review/Discussion/Action regarding District Attorney Legal Assistant Step Placement:** Interviews were held, and the position offered to an individual. This individual has worked in this office previously and has experience. The department would like to offer the position at Class K Step 4. Ms. McMillan Urell made a motion to allow the District Attorney to offer the position at Class K Step 4, seconded by Mr. Taylor. Carried.

**Review/Discussion/Action regarding the Land Conservation/Zoning Administrative Assistant Position Description:** The position description was amended to add Land Conservation duties. The home committee has not reviewed the position description yet. They will review it on April 8<sup>th</sup>. Chair Grisen would like to add Classification K to the position description. No action was taken.

**Review/Discussion/Action regarding Filling the Land Conservation/Zoning**

**Administrative Assistant Position:** The last day for the individual in this position is April 7<sup>th</sup>. This is a budgeted position, and the home committee will need to take action on this matter.

**Review/Discussion/Action regard A Resolution to Establish the Elected Officials**

**Total Annual Compensation Level for 2023-2026:** Chair Grisen explained the Finance Committee returned this to HR due to concerns with large bumps in certain years and making the increases fair and equitable. A sixth draft was reviewed which makes the increases uniform and addresses most concerns that others had. A discussion was held on using comparables from counties of like size instead of the ones used for other employees and creating a policy on how to set wages for other elected officials so that all are treated fairly. Ms. McMillan Urell made a motion to approve draft 6 of the resolution, seconded by Mr. Hillert. A roll call vote was taken. Carried.

**Chairperson's Report:** Chair Grisen reported that HR will be working on a comparable list and wage policy for elected officials.

**Administrative Coordinator's Report:** Mr. VanDeWalle reviewed a breakdown of actual costs with benefits of the elected officials wage increases.

**Personnel Advisor Report:** None.

**Public Comments:** None.

**Review/Discussion/Action regarding the Next Meeting Date and Time:** The next meeting will be after the organizational meeting of the County Board.

**Adjournment:** Ms. McMillan Urell made a motion to adjourn at 6:15 p.m., seconded by Mr. Nelson. Carried.

Respectfully Submitted,

Roxann Halverson  
Buffalo County Clerk