

Buffalo County Minutes

Committee/Board: Human Resources Committee

Date of Meeting: Monday, May 9, 2022

Ms. Roxann Halverson called the meeting to order at 9:00 p.m.

Committee Members Present: Ms. Mary Anne McMillan Urell, Mr. Michael Taylor, Mr. Steve Nelson, and Ms. Carol McDonough. Mr. Nathan Nelson was excused.

Others Present for All or Parts of the Meeting: Ms. Roxann Halverson, Mr. Ryan VanDeWalle, Ms. Carol Burmeister, Mr. Dave Rynders, Ms. Felicia Decker, Sheriff Mike Schmidtknecht, Ms. Lisa Schuh (Teams), Mr. Marvin Rieck (Teams), and Ms. Tina Anibas (Teams).

Review/Discussion/Action regarding Election of Chairperson and Vice Chairperson: Ms. Halverson called for nominations for Chair of the Human Resources Committee. Ms. McMillan Urell nominated Mr. Steve Nelson as Chair. Ms. Halverson called for further nominations. Mr. Taylor made a motion to close nominations and cast a unanimous ballot for Mr. Steve Nelson as Chair, seconded by Ms. McMillan Urell. Carried. Mr. Steve Nelson is declared Chair of the Human Resources Committee.

Ms. Halverson called for nominations for the position of Vice Chair of the Human Resources Committee. Ms. McMillan Urell nominated Mr. Nathan Nelson. Mr. Steve Nelson nominated Ms. Carol McDonough. A secret ballot vote was taken. Mr. Nathan Nelson -2 and Ms. Carol McDonough – 2. Ms. Carol McDonough withdrew her name from the ballot and asked for Mr. Nathan Nelson to be declared the winner. Ms. McMillan Urell made a motion to declare Mr. Nathan Nelson the Vice Chair of the Human Resources Committee, seconded by Mr. Taylor. Carried.

Public Comments Regarding Posted Agenda Items: None.

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

Review/Discussion/Action regarding the Promotion of a Highway Employee from Class H4, Step 4 to Class H3, Step 4: Mr. VanDeWalle explained the discussed he had with Mr. Platteter regarding the promotion of a current employee. There are currently two vacancies in the Highway Department and Mr. Platteter would like to promote a current employee and fill the vacancies at a lower pay scale. Per the employee handbook the promotion of the employee would need HR approval. Ms. McMillan Urell made a motion to approve the promotion, seconded by Ms. McDonough. Carried.

Review/Discussion/Action regarding A Resolution to Create and Fill an Administrative Veterans Benefit Specialist Position: Ms. Decker explained the DHHS & Veterans Committee approved and supports this position. The funds will come from unused budgeted funds from a vacant position. There are several individuals that have expressed interest in

the position. Ms. McMillan Urell made a motion to approve the resolution, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding Wage Classification Descriptions: Mr. VanDeWalle explained he has concerns with putting descriptions with classifications. He explained he does not want these descriptions to be used to customize the position description so that they fit into a different pay classification. Position descriptions should list education requirements, experience requirements, is the position hazardous, and any continuing certifications required. Administration will still work on completing the classification descriptions, but warrants caution. Ms. Rolbiecki would like all position descriptions reviewed annually. She is working with Department Managers on this now.

Review/Discussion/Action regarding the DHHS Account Clerk Supervisor Position Description: Mr. Rynders explained DHHS Committee reviewed the description and supported the changes made. He indicated the position would no longer supervise more than one individual, only the Account Clerk, and would like to strike that from the description but does not want that to change the classification the position is in. Mr. Taylor made a motion to approve the position description removing the "s" from the word "individuals", seconded by Ms. McMillan Urell. Carried.

Review/Discussion/Action regarding the Communications/Corrections Officer Position Description: Sheriff Schmidtknecht explained the description is being updated to reflect duties and remove outdated terms. The classification will be added to the top near the title. Ms. McMillan Urell made a motion to approve the description adding the classification, seconded by Ms. McDonough. Carried.

Review/Discussion/Action regarding Policy 512 Telecommuting (One Year Review): There are several employees that are working using the formal telecommuting policy and others use the temporary informal telecommuting policy. The formal telecommuting needs to be reviewed and approved as the one year trial is up. Mr. Rynders and Sheriff Schmidtknecht explained how well it is working in their departments and how work being done is tracked. The HR Committee would like a written policy that if an employee is requested to report to work in the courthouse building they must do so and will not receive any per diem or mileage. Mr. VanDeWalle will work on this language for the employee manual. Mr. Taylor made a motion to approve the formal telecommuting for an additional one year, seconded by Ms. McMillan Urell. Carried.

Review/Discussion/Action regarding the Nationwide Benefits Program: Ms. Rolbiecki and Mr. VanDeWalle gave an overview of additional benefits available from Nationwide. These are at the expense of the employee not the county. Concerns were raised about fees associated with the investment program and that Nationwide should disclose any and all costs to the employees. Ms. McMillan Urell made a motion to approve the benefits program and insure employees are informed of actual costs, seconded by Ms. McDonough. Carried.

Review/Discussion/Action regarding Policy 208 Update on Personal Sick Leave Balance: Ms. Rolbiecki discussed the changes she would like to make to Policy 208. The language change would make it clearer that PSLB could be used for intermittent FMLA leave. Ms. McMillan Urell made a motion to approve the change, seconded by Mr. Taylor. Carried.

Review/Discussion regarding Policy 209 Update on Paid Time Off Usage: There has been some concern with employees submitting resignation notification and then taking vacation. This makes it difficult for the department to be transitioned into handling the workload from that individual or the training of a new employee by the individual leaving. If the policy is changed to not allow any usage of time off after giving notice this could eliminate some of that concern. A discussion was had in allowing the Department Manager to make the decision if PTO could be used during that notification period or, if it is a Department Manager leaving, Administration give permission to use PTO during that period. This will be revisited at a future meeting.

Review/Discussion/Action regarding the Buffalo County Hiring Flowchart: Ms. Rolbiecki explained the flowchart for hiring budgeted and unbudgeted positions. Ms. Halverson explained an unbudgeted position needs to have a resolution and go through home committee, HR Committee, Finance Committee, and County Board. A discussion was held on having the HR Committee approve a budgeted position and how this step had been eliminated due to the delay it causes in filling vacant positions. Ms. Rolbiecki will update the chart for her use.

Chairperson's Report: None.

Administrative Coordinator's Report: None.

Personnel Advisor Report: Benefit Plan Administrators was onsite to help employees with the process to request HRA and flex spending funds. There are some issues that will be worked on. The employee handbook is being looked at to put into a pamphlet so it is easier for employees. The classification descriptions will be worked on.

Public Comments: Chair Nelson has heard concerns from other Department Managers regarding secure files in offices. He would like this looked at prior to any offices moving.

Sheriff Schmidtknecht asked when the Covid stipend would be paid out. Mr. VanDeWalle indicated this was being taken back to Finance for review of updated amounts and will then be paid out.

Review/Discussion/Action regarding the Next Meeting Date and Time: June 13th at 9:00 a.m.

Adjournment: Mr. Taylor made a motion to adjourn at 10:50 a.m.

Respectfully Submitted,

Roxann Halverson
Buffalo County Clerk