

Buffalo County Minutes

Committee/Board:

Human Resources Committee

Date of Meeting:

Monday, August 14, 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, and Mr. Michael Taylor. Mr. Nathan Nelson was excused.

Others Present for All or Parts of the Meeting: Mr. Lee Engfer, Ms. Roxann Halverson, Ms. Ana Rolbiecki, Ms. Julie Vollmer, Ms. Tanisha Bautch, and Mr. Dave Rynders.

Public Comments Regarding Posted Agenda Items: None.

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

Review/Discussion/Action regarding the Victim Witness Coordinator Position Description: Ms. Rolbiecki reviewed the changes to the Victim Witness Coordinator position description. As part of the wage study, it was recommended to change the position from exempt to non-exempt. A few other changes were made to update duties. Ms. McMillan Urell made a motion to approve the position description, seconded by Ms. McDonough. Carried.

Review/Discussion/Action regarding A Resolution to Approve the Wage Study Recommendations: Mr. Engfer explained this wage change would go into effect January 1, 2024, and changes our current 12 steps to 16 steps. The position descriptions will have the wage scale information adjusted once this resolution is passed. Mr. Engfer discussed the position titles being left out to keep the wage decision unbiased as recommended by Carlson & Dettman. Those will be added once the full County Board has approved the resolution. Mr. Taylor made a motion to approve the resolution, seconded by Ms. McMillan Urell. Carried.

Review/Discussion/Action regarding Position Title Changes: There are a few positions that the titles will need to be adjusted per the wage study. Ms. McMillan Urell made a motion to approve the position title changes, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding Service Awards: Mr. Engfer and Ms. Rolbiecki discussed the pros and cons of service awards. Ms. McMillan Urell made a motion to

move forward with a service award plan, including elected officials, seconded by Ms. McDonough. Carried.

Personnel Advisor Report: Ms. Rolbiecki reported on open positions (Maintenance Technician, Public Health Educator, Public Health Nurse, Communications/Corrections Officer, and Zoning Technician). She is working on health insurance that is set to go into effect on October 1st.

Administrative Coordinator Report: Mr. Engfer reported on upcoming interviews to fill some of the vacant positions. Tyler Technology training is ongoing and a portion of the program is set to go live on Thursday. The Union Contract should be set to be signed at the next meeting. Mr. Engfer also explained the work he has been doing with Xcel and other companies to replace a power pole that is leaning very close to the building.

Public Comments: None.

Next Meeting: The next meeting will be September 11, 2023, at 9:00 a.m.

Adjournment: Mr. Taylor made a motion to adjourn at 9:45 a.m. Carried.

Respectfully Submitted,

Roxann Halverson
Buffalo County Clerk