

Buffalo County Minutes

Committee/Board:

Human Resources Committee

Date of Meeting:

Monday, September 11, 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. Michael Taylor, and Mr. Nathan Nelson.

Others Present for All or Parts of the Meeting: Mr. Lee Engfer, Ms. Roxann Halverson, Ms. Ana Rolbiecki, Sheriff Mike Osmond, Ms. Danielle Schalinske, Ms. Julie Vollmer, Mr. Kyle Patzner, Joining virtually for all or portions of the meeting were Ms. Lisa Schuh, Ms. Emily Walter, Ms. Renee Pronschinske, Mr. Logan Olson.

Chair Nelson requested a few moments of silence to remember those lost in the 9/11 attacks.

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 2024 Health Insurance Plan Design and Premium: Mr. Patzner reviewed the two plans he and Ms. Rolbiecki designed for employees. The plan designs will go into effect January 1st. There will be a meeting tomorrow with employees in regard to ways to save money on their deductible and get incentives. The county will now be paying 85% of the premium and the employee paying 15%. There will be no HRA contribution from the County. The Aggregate Deductible plan will not be eligible for HSA but a flex spending account could be used. The Embedded Deductible plan will be eligible for HSA. Ms. McMillan Urell made a motion to approve the plans, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding Seasonal/Part-time Employee Wages: Mr. Engfer reviewed the positions affected and explained the wages a Seasonal and Part-Time employee would receive. Ms. McMillan Urell made a motion to approve the wages, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding A Resolution to Ratify the Buffalo County Law Enforcement Officers WPPA/LEER Collective Bargaining Agreement: Mr. Engfer explained this resolution would formally approve the negotiations between the

County and the Law Enforcement Union. Mr. Taylor made a motion to approve the resolution, seconded by Ms. McDonough. Carried.

Review/Discussion/Action regarding Wage Scale/Placement Appeals Process:

Ms. Rolbiecki explained the employee handbook allows 15 days from notification of placement on the scales for an appeals request, but with the wage study 30 days was given. Appeals for grade placement will be heard by Carlson Dettmann and their recommendation will be forwarded to the HR Committee for final decision. Appeals for step placement will be heard and decided by the HR Committee. Ms. Rolbiecki was unsure if this would be ready for the October or November meeting. Ms. McMillan Urell made a motion to bring the appeals to the October meeting if ready or the November meeting if October was too soon, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding Service Awards: Mr. Engfer discussed the service awards and questions that have been asked since his presentation to the Finance Committee. The service awards would be done in 5 year increments, beginning with 5 years. A discussion was held on removing the award of PTO and just having the monetary award. If approved this would start in 2024 and if someone had reached their 5 year increment prior to that, they would need to wait until their next milestone. This will be brought back with different monetary award amounts.

Personnel Advisor Report: Ms. Rolbiecki reviewed vacant positions and recently filled positions. She will be working on switching payroll over to the new financial system.

Administrative Coordinator Report: Mr. Engfer reported that a third round of interviews will be held for the Maintenance Technician position on Wednesday. He attended HR training last week with Ms. Rolbiecki.

Public Comments: None.

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

Adjournment: Mr. Taylor made a motion to adjourn at 10:02 a.m., seconded by Ms. McMillan Urell. Carried.

Respectfully Submitted,

Roxann Halverson
Buffalo County Clerk