

Buffalo County Minutes

Committee/Board:

Human Resources Committee

Date of Meeting:

Monday, September 12, 2022

Mr. Steve Nelson called the meeting to order at 9:15 a.m.

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

Others Present for All or Parts of the Meeting: Ms. Roxann Halverson, Ms. Ana Rolbiecki, Mr. Ryan VanDeWalle, Ms. Tina Anibas, Ms. Carol Burmeister, Sheriff Mike Schmidtknecht, and Ms. Lisa Schuh (Teams).

Public Comments Regarding Posted Agenda Items: None.

Review/Discussion/Action regarding Approval of Previous Meeting Minutes: Mr. VanDeWalle would like the minutes from August to reflect that the PSLB relaxation request is not just for the CCO Positions, but for all employees. Mr. Taylor made a motion to approve the amended minutes, seconded by Ms. McMillan Urell. Carried.

Review/Discussion/Action regarding the CCO Position Paid Time Off: Mr. VanDeWalle explained the CCO employees did not all respond to the two options and out of the ones that did the vote tied on the options. He would like the HR Committee to decide which option they would like. There is no financial impact to the County unless the employee retires from the County. Ms. McMillan Urell made a motion to approve option one and review after one year, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding the Advertising Policy for Vacant Budgeted Positions: Mr. VanDeWalle explained he would like to amend the hiring policy to allow vacant budgeted positions to be advertised pending home committee approval. Ms. McMillan Urell made a motion to approve the policy change, seconded by Mr. Nathan Nelson. Carried.

Review/Discussion/Action regarding the Register of Deeds Chief Deputy Position Description: Ms. Burmeister presented the updated position description to more accurately show duties performed by the position. Ms. McMillan Urell made a motion to approve the position description, seconded by Ms. McDonough. Carried.

Review/Discussion/Action regarding the Treasurer's Chief Deputy and Deputy Position Description: Ms. Anibas explained the difference between the Chief Deputy and Deputy position descriptions. The environmental language was updated at the Committee of the Board meeting, but was not in the packet for this meeting. Ms. McMillan Urell made a motion to approve the descriptions with the change in the environmental language, seconded by Ms. McDonough. Carried.

Review/Discussion/Action regarding the County Clerk’s Chief Deputy Position

Description: Ms. Halverson presented the Chief Deputy position description, which was updated to show the duties performed by the person in this position. Ms. McMillan Urell made a motion to approve the position description, seconded by Mr. Nathan Nelson. Carried.

Review/Discussion/Action regarding a Policy on Employee Residency: Mr.

VanDeWalle explained Policy 512 covers residency and the telecommuting policy by stating that an employee can be requested by the end of the workday to report to the courthouse the next morning.

Review/Discussion/Action regarding a Policy on New Employee Step Placement:

This item is not ready for discussion.

Review/Discussion/Action regarding a Policy on Elected Official Wages: The

Committee of the Board has approved having a wage study completed for employees at a cost not to exceed \$50,000.00. Once the study is complete a policy can be looked into for the Elected Officials wages.

Review/Discussion/Action regarding a PSLB Donation: Mr. VanDeWalle explained

an employee has had a family member with health issues and they are a newer employee with not a lot of time off. A fellow employee has requested to donate hours to the other employee. This has been allowed in the past on a case by case basis. Ms. McMillan Urell approved the donation of up to 160 hours as needed to be transferred, seconded by Ms. McDonough. Carried.

Review/Discussion/Action regarding A Resolution to Modify Policies 206 (Leaves-Family, Medical, and Military), 506 (Job Vacancies and Postings), and 508

(Performance Reviews): Ms. Rolbiecki reviewed the changes she made to Policy 206, 506, and 508. She changed FMLA to match state and federal guidelines, updated job postings to allow advertising of budgeted positions pending home committee approval, and reviewed the 12 month review for new hires as reviews are done annually for all employees. Ms. McMillan Urell made a motion to approve the resolution, seconded by Mr. Nathan Nelson. Carried.

Review/Discussion/Action regarding Survey Data from Employees for the Holiday Schedule and Alternative Work Schedule: Ms. Rolbiecki reviewed the employee

surveys. Most employees were in favor of a floating holiday versus having Columbus Day off. A question was asked how this affects Elected Officials. This will be looked into. The survey on alternative work schedule showed employees were in favor. There would need to be work done on both policies to show how the floating holiday and alternative work schedule would work.

Review/Discussion/Action regarding the Assistant Zoning Administrator Position

Description: Mr. VanDeWalle explained this position is being created due to the creation of the Land Management Department. He explained the duties and credentials needed. This position description will be presented to the Land Use Committee on

Friday. Ms. McMillan Urell made a motion to approve the description, seconded by Mr. Nathan Nelson. Carried.

Review/Discussion/Action regarding A Resolution to Create and Fill the Assistant Zoning Administrator Position: Mr. Taylor made a motion to approve the resolution by roll call vote, seconded by Ms. McMillan Urell. All in favor. Carried.

Review/Discussion/Action regarding the Land Management Director/County Conservationist Position Description: Mr. VanDeWalle explained this position will be the Department Manager and oversee Land Conservation, Zoning, GIS, and the Surveyor. Most of the position description was taken from Trempealeau County who has a similar set up for their department. Ms. McMillan Urell made a motion to approve the position description, seconded by Ms. McDonough. Carried.

Review/Discussion/Action regarding A Resolution to Create and Fill the Land Management Director/County Conservationist Position: Ms. McMillan Urell made a motion to approve the resolution by roll call vote, seconded by Mr. Nathan Nelson. All in favor. Carried.

Chairperson Report: Chair Nelson reported on the wage study that will be conducted.

Administrative Coordinator Report: Mr. VanDeWalle reported on receiving an application for the vacant Public Health Nurse position. He is working on creating the Land Management Department and the wage comparison study.

Personnel Advisor Report: Ms. Rolbiecki reported on the vacant positions and interviews that will be taking place. She is also working on the \$1.00 per hour wage increase for the Chief Deputy positions and getting that in the budget.

Public Comments: Chair Nelson discussed making sure goals and expectations are included in the position description or contract for the new Grant Writer. Mr. VanDeWalle explained the individual will be at the Economic Development Committee meeting on Thursday at 8:30 a.m. Economic Development will also be a stand-alone committee beginning in January of 2023.

Next Meeting: The next meeting will be Tuesday, October 18th at 9:30 a.m.

Adjournment: Ms. McMillan Urell made a motion to adjourn at 10:43 a.m., seconded by Mr. Taylor. Carried.

Respectfully Submitted,

Roxann Halverson
Buffalo County Clerk