# BUFFALO COUNTY FINANCE-HUMAN RESOURCES COMMITTEE MINUTES

**Date of the Meeting:** Wednesday, May 20, 2026

**Call to Order:** Chair Dennis Bork called the meeting to order at 8:30 a.m.

**Roll Call of Members:** Mr. Dennis Bork, Mr. William Bruegger, Ms. Carol McDonough, Mr. Brian Michaels, and Mr. Max Weiss.

**Others Present for All or Parts of the Meeting:** Mr. Lee Engfer, Ms. Ana Rolbiecki, and Mr. Steve Wall.

**Verification of Open Meetings Law Compliance:** Mr. Engfer verified compliance of agenda postings.

**Approve Agenda:** Mr. Weiss made a motion to approve the agenda, seconded by Mr. Bruegger. Carried.

**Approve Minutes from Previous Meetings:** Mr. Michaels made a motion to approve the minutes of the April 16, 2026, Finance Committee meeting, and the March 18, 2026, Human Resources Committee meeting, seconded by Mr. Bruegger. Carried.

**Public Comment**: None.

**Election of Finance-Human Resources Committee Chair and Vice-Chair:** Mr. Bruegger made a motion to nominate Mr. Bork for chair, seconded by Ms. McDonough. A unanimous ballot was cast for Mr. Bork for chair. Ms. McDonough made a motion to nominate Mr. Weiss for vice-chair, seconded by Mr. Michaels. A unanimous ballot was cast for Mr. Weiss for vice-chair.

**Risk Management and Safety Report:** Mr. Wall gave an update on the Regroup Notification System.

**Adoption of Committee Meeting Dates and Times:** The Finance-Human Resources Committee adopted the third Thursday of each month at 8:30 A.M. for their meetings.

**Resolution to Remove Outstanding Checks:** Mr. Bruegger made a motion to approve the resolution, seconded by Ms. McDonough. Carried.

**Resolution to Authorize the Establishment of a Petty Cash Fund for the Office of Clerk of Court:** Mr. Bruegger made a motion to approve the resolution, seconded by Ms. McDonough. Carried.

**Resolution to Authorize the Establishment of a Petty Cash Fund for the Office of County Treasurer:** Mr. Bruegger made a motion to approve the resolution, seconded by Mr. Michaels. Carried.

**Resolution to Amend Personnel Policy 108 – Travel, Meals and Lodging:** Mr. Weiss made a motion to approve the resolution, seconded by Ms. McDonough. Carried.

**Resolution to Adopt Personnel Policy 514 – Safety Equipment/Uniforms:** Mr. Michaels made a motion to approve the resolution, seconded by Mr. Weiss. Carried.

**Resolution to Amend Personnel Policy 601 – Workplace Safety:** Mr. Bruegger made a motion to approve the resolution, seconded by Ms. McDonough. Carried.

**Ordinance to Impose a Fee on Worthless Payments:** Mr. Michaels made a motion to approve the ordinance, seconded by Ms. McDonough. Carried.

**Monthly Vendor Invoices/Employment Payroll/Investment Report:** Mr. Weiss made a motion to approve the reports as presented, seconded by Mr. Michaels. Carried.

**Committee Chair Report:** Mr. Bork gave an update on the Workforce Development situation. There will be several meetings during the next few months to determine the next steps. The state is possibly going to help cover some costs, depending on what happens next.

**Human Resources Manager Report:** Open positions were discussed.

**County Administrator Report:** None.

**Correspondence:** None.

**Future Agenda Items:** Remonumentation.

**Next Meeting Date and Time:** The next regular meeting date will be June 17, 2026, at 8:30 a.m.

**Adjournment:** Meeting adjourned at 9:45 a.m.

Respectfully Submitted,

Lee Engfer