

## **Buffalo County Minutes**

**Committee/Board:** Human Resources Committee

**Date of Meeting:** Monday, January 8, 2018

**Electronic and Hard Copy Filing Date:** Thursday, January 11, 2018

Mr. Larry Grisen called the meeting to order at 2:00 p.m.

**Board Members Present:** Mr. Larry Grisen, Ms. Mary Anne McMillan Urell, Mr. Michael Taylor, and Ms. Nettie Rosenow. Mr. Donald Hillert excused.

**Others Present for All or Parts of the Meeting:** Ms. Roxann Halverson, Ms. Sonya Hansen, Sheriff Mike Schmidtknecht, Mr. Mike Osmond, Mr. Logan Olson, Mr. Mike Backus, and Mr. Dave Rynders.

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

**Public Comments Regarding Posted Agenda Items:** None.

**The Committee May Go into Closed Session to discuss the Deputy Sergeant Positions:** Mr. Grisen made a motion to go into closed session, seconded by Mr. Taylor. Mr. Grisen-yes, Mr. Taylor-yes, Ms. McMillan Urell-yes, and Ms. Rosenow-yes. Carried.

**The Committee May Return to Open Session:** Mr. Grisen made a motion to return to open session, seconded by Mr. Taylor. Mr. Grisen-yes, Mr. Taylor-yes, Ms. McMillan Urell-yes, and Ms. Rosenow-yes. Carried.

Ms. McMillan Urell made a motion to move forward with the side letter regarding the Sergeant positions, seconded by Mr. Taylor. Carried.

**Review/Discussion/Action regarding the University of Wisconsin-Extension Administrative Assistant Position Description:** Ms. Hansen explained the updated description is needed due to changes in how UW Extension is now organized. Ms. McMillan Urell made a motion to approve the position description, seconded by Mr. Taylor. Carried.

**Review/Discussion/Action regarding the Chief Deputy Clerk of Court and Deputy Clerk of Court Position Description:** Ms. Hansen indicated that the home committee for the Clerk of Court is the Finance Committee and these position descriptions need to be reviewed at that level first. Mr. Grisen made a motion to table these descriptions, seconded by Mr. Taylor. Carried.

**Review/Discussion/Action regard A Resolution to Create a Community Health Educator Position from Part-Time to Full-Time:** Mr. Rynders reviewed the work that has been done to consolidate job duties and to reduce the levy request amount. He distributed and explained how the flow chart looks prior to this Resolution and what it

would look like after the Resolution. Ms. McMillan Urell made a motion to approve the Resolution, seconded by Mr. Taylor. Carried.

**Review/Discussion/Action regarding Implementation of 2018 Buffalo-Pepin Child**

**Support Plan Update:** Mr. Rynders reviewed the financials of the Child Support program and how the workload will be shifted to different employees to reduce the fiscal impact on the County. A Resolution will be brought forward in the future for an employee to help with staffing.

**Review/Discussion/Action regarding the Part-Time Recycling Driver Position**

**Description & Salary Scale:** Ms. Hansen explained this position is needed should Randy take time off. There currently are individuals that serve in this capacity, but there has not been a position description. Ms. McMillan Urell made a motion to approve the position description, seconded by Mr. Taylor. Carried.

A discussion was held regarding the salary scale. Ms. McMillan Urell made a motion to set the salary the same as a highway seasonal worker with a CDL, as this position requires a CDL, seconded by Mr. Taylor. Carried.

**The Committee May Go into Closed Session to discuss the Appeal Process for Salary Scale Placement or Classification Requests:**

Mr. Grisen made a motion to go into closed session, seconded by Ms. McMillan Urell. Mr. Grisen-yes, Mr. Taylor-yes, Ms. McMillan Urell-yes, and Ms. Rosenow-yes. Carried.

**The Committee May Return to Open Session:** Ms. McMillan Urell made a motion to return to open session, seconded by Mr. Taylor. Mr. Grisen-yes, Mr. Taylor-yes, Ms. McMillan Urell-yes, and Ms. Rosenow-yes. Carried.

**Review/Discussion/Action regarding the Chairperson's Report:** None.

**Review/Discussion/Action regarding the Administrative Coordinator Report:** Ms. Hansen reported that the Interim Emergency Management Director has started and will be working 40 hours per pay period. Ms. Amber Leininger has been hired for the Administrative Assistant position in the Administration Office. She will be working on setting up interviews for the Personnel Advisor position soon.

**Public Comments Not Regarding Posted Agenda Items:** None.

Next meeting date and time will be: January 17<sup>th</sup> for the appeal process and February 12<sup>th</sup> for the regular meeting.

**Adjournment:** Ms. McMillan Urell made a motion to adjourn at 4:40 p.m., seconded by Ms. Rosenow. Carried.

Respectfully Submitted,

Roxann M. Halverson  
Buffalo County Clerk