

Buffalo County Minutes

Committee/Board: Human Resources Committee

Date of Meeting: Monday, May 14, 2018

Electronic and Hard Copy Filing Date: Tuesday, May 22, 2018

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

Board Members Present: Mr. Larry Grisen, Mr. Donald Hillert, Mr. Bernard Brunkow, and Mr. Michael Taylor. Mr. Nathan Nelson was absent.

Others Present for All or Parts of the Meeting: Ms. Sonya Hansen, Ms. Roxann Halverson, Mr. Dave Rynders, and Ms. Brenda Creighton.

Public Comments Regarding Posted Agenda Items: None.

Minutes: Mr. Taylor made a motion to approve the minutes, seconded by Mr. Grisen. Carried.

Review/Discussion/Action regarding Election of Chair and Vice Chair: Mr. Grisen called for nominations for the Chair position. Mr. Taylor nominated Mr. Grisen for Chair. Mr. Brunkow made a motion to close nominations and cast a unanimous ballot for Mr. Grisen, seconded by Mr. Taylor. Carried.

Chair Grisen called for nominations for the Vice Chair position. Mr. Brunkow nominated Mr. Taylor as Vice Chair. Mr. Brunkow made a motion to close nominations and cast a unanimous ballot, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding Telecommuting Pilot Program: Mr. Rynders gave a presentation on how telecommuting would work and what positions program would be started with. The written request form was reviewed. Mr. Taylor made a motion to approve the pilot program on a three month trial basis, seconded by Mr. Brunkow. Carried. This program will be reviewed at the August HR Committee meeting.

Review/Discussion/Action regarding the Telecommuting Procedure Policy: The Committee reviewed the telecommuting policy. The Committee would like the following items added to the policy: the employee must give a 48 hour notice when requesting to use the telecommuting program, the location the telecommuting is going to take place at must be pre-approved, the employee must provide internet service with sufficient speed to run necessary programs, the employee must show justification as to why they are telecommuting, and there must be manager approval with justification as to why it is being approved. The Committee would also like to see some wording how travel time is figured into the plan. Mr. Brunkow made a motion to approve the policy with the suggested amendments, seconded by Mr. Taylor. Carried.

The closed session item was not discussed as the request was withdrawn.

Review/Discussion/Action regarding the District Attorney Office Structure and Staffing: Ms. Hansen explained with Mr. Tom Clark being elected as the new Judge there will be a vacancy in the District Attorney's Office. The Governor has been contacted to appoint a successor. Staffing for the DA Secretary and the Victim Witness Coordinator will need to be discussed. The Victim Witness Coordinator position is split 75% VW and 25% DA Secretary. The State does reimburse 66% of the cost of the Victim Witness Coordinator program. The DA Secretary is a part-time employee of Seifert & Schultz Law Office with the county paying for a portion of the wages. Decisions need to be made on if these positions will become county employees and if so position descriptions need to be created and wage scales set. Location of the DA Office also needs to be decided upon. A discussion was held on what space could be used on each floor or the possibility of renting space from Seifert & Schultz Law Office. No action was taken at this time.

Review/Discussion/Action regarding A Resolution to Correct Typographical Error in Policy 103 Overtime & Compensatory Time off the Buffalo County Employee Handbook: Ms. Hansen explained that a resolution passed by County Board recently to address overtime and compensatory time affected how Highway employees were paid for overtime/compensatory time. This resolution will correct that change. Mr. Hillert made a motion to approve the resolution, seconded by Mr. Brunkow. Carried.

Review/Discussion/Action regarding 2018 Salary Compensation Rate for Administrative Coordinator Position: The Committee of the Board met and conducted a review of the Administrative Coordinator, Ms. Sonya Hansen. They agreed to a 3% wage increase. Mr. Hillert made a motion to approve the 3% wage increase effective May 1st, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding Wage Compensation & Survey Sub-Committee Meeting Date: Ms. Hansen explained she has received a few wages back, but no information from Polk or Rusk counties. She has made several attempts to contact them, but has obtained no information. The committee decided to use a 6 county average for the sub-committee work. A sub-committee meeting will be held Tuesday, May 22, 2018 at 10:30 a.m. to begin the review process.

Review/Discussion/Action regarding the Chair Report: None.

Review/Discussion/Action regarding the Administrative Coordinator Report: Ms. Hansen reviewed vacant positions. The new employee orientation policy is being reviewed. On May 22nd UW Extension will be doing a seminar on ethics. A time keeping system is still being researched. There are a couple things to look at, for example having the time keeping system work with the financial system and possibly using swipe cards.

Review/Discussion/Action regarding the Next Meeting Date: The next meeting date and time will be on June 11 at 8:30 a.m.

Public Comments: None.

Adjournment: Mr. Taylor made a motion to adjourn at 3:25 p.m., seconded by Mr. Brunkow. Carried.

Respectfully Submitted,

Roxann M. Halverson
Buffalo County Clerk