

ANOKA COUNTY

**MANAGEMENT COMMITTEE AGENDA**  
Commissioners West (Chair), Look, Braastad, and Gamache

FOR THE JANUARY 22, 2018, MEETING

8:45 A.M.

Master Conference Room #772 - Government Center

1. In accordance with the Personnel Rules and Regulations, and/or the Travel Policy, and at the request and recommendation of the respective department heads, consider approving the consent items. **See attached** consent items.
  
2. In accordance with the Personnel Rules and Regulations, and at the request and recommendation of the respective department heads, consider the following personnel transactions:
  - A. Restructure/replacement - Administration/License & Passport Services - vacancy due to the resignation of Veronica Kok effective October 2, 2018. PC#1992000246  
  
**FROM:** .75 FTE License Center Specialist - Grade B009, range \$17.45 to \$26.57 per hour.  
  
**TO:** 1.0 FTE License Center Specialist - Grade B009, range \$17.45 to \$26.57 per hour.  
  
**See attached** position action form.
  
  - B. Restructure/replacement - Administration/License & Passport Services - vacancy due to the promotion of Toni Lahr effective June 9, 2018. PC#1992000250  
  
**FROM:** .75 FTE Principal Accounting Clerk - Grade B009, range \$17.45 to \$26.57 per hour.  
  
**TO:** 1.0 FTE License Center Specialist - Grade B009, range \$17.45 to \$26.57 per hour.  
  
**See attached** position action form.
  
  - C. New position - Human Services/Community Social Services and Behavioral Health - effective February 18, 2019 - contingent upon Enhanced Training and Services to End Abuse in Later Life Program grant funding. PC#2019003318  
  
1.0 FTE Social Worker - Grade C012, range \$23.28 to \$34.90 per hour.  
  
**See attached** position action form.
  
3. Consider approving the second and fourth Tuesday of the month be established as regular Management Committee meeting days for 2019 with the exceptions of:
  - December 10, which meeting will be held on December 6, 2019
  - December 24, which meeting will be held on December 17, 2019

4. Consider, for informational purposes, a discussion relating to the transfer of a 1.0 FTE Community Social Services and Behavioral Health position to Finance and Central Services. **See attached** memo dated January 15, 2019.
5. Public comments are welcome at this time. In consideration of others wishing to speak, please limit comments to 2 minutes.

ANOKA COUNTY

**CONSENT ITEMS**

FOR THE JANUARY 22, 2019, MANAGEMENT COMMITTEE MEETING

*Consent items will be voted on as one item.  
At the request of any commissioner, a consent item may be  
moved to the regular agenda for discussion purposes.*

1. Travel requests at the request and recommendation of the respective department heads in accordance with the Travel and Expense Policies:
  - A. Juliya Roller, Technical Business Analyst, and Paula Bownik, Accounting Director - Finance and Central Services - CentralSquare Annual Conference - San Antonio, TX - 5 days, March 2019 - costs for each to include \$699 registration, \$33 mileage, \$824 lodging, \$170 per diem, \$400 air fare, \$40 ground transportation, and \$60 parking.
  - B. Phillip Berg, Project Representative, and Keith Rank, Construction Project Representative - Transportation/Highway - to attend National Highway Institute (NHI) Bridge Inspection Training - Shoreview, MN - 2 weeks, March 2019 - costs for each to include \$2,150 registration.

Travel and training forms are available in Administration for review.

# POSITION ACTION FORM

Revised 01/2018

<b>Department:</b> License & Passport Services		
<b>Position effective date:</b> <b>02/16/2019</b>	<b>Management Committee meeting date:</b> <b>01/22/2019</b>	<b>Board meeting date:</b> <b>02/12/2019</b>

**Action requested:** Restructure - License & Passport Services position PC# 1992000246 (currently vacant), effective February 23, 2019. Funding is included in 2019 operating budget.

FROM: .75 FTE License Center Specialist - Grade 9, range \$17.45 to \$26.57 per hour.

TO: 1.0 FTE License Center Specialist - Grade 9, range \$17.45 to \$26.57 per hour.

Restructure - License & Passport Services position PC# 1992000250 (currently vacant), effective February 23, 2019. Funding is included in 2019 operating budget.

FROM: .75 FTE Principal Accounting Clerk - Grade 9, range \$17.45 to \$26.57 per hour.

TO: 1.0 FTE License Center Specialist - Grade 9, range \$17.45 to \$26.57 per hour.

**Background:** License & Passport Services has been requesting to restructure its .75 FTE positions to 1.0 FTE positions as they open. This allows the department to obtain additional work hours from experienced staff needed to train and develop newer staff without incurring additional health benefit costs. Dollars were included in the 2019 operations budget to fund this request.

The need for the extra staffing has been driven by increased transaction time needed to conduct the front end capture and entry of information with MNLARS and FastDS.

Principal Accounting Clerk is an outdated job title within the department. As processes have changed over the past couple years the duties of the position have morphed to be consistent with those of a License Center Specialist thus we are able to provide additional front end assistance to our customers.

**Recommendations:** Approve Restructure of License & Passport Services positions PC# 1992000246 and PC# 1992000250

<b>Funding source:</b>	Budget adjustment current year	Budget adjustment future years
Current budget	\$0.00	\$0.00

**Funding description:** Dollars were included in the 2019 operations budget to fund this request.

<b>Submitted by:</b> John Lenarz	<b>Date submitted:</b> 01/07/2019
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# POSITION ACTION FORM

Revised 01/2018

<b>Department:</b> Community Social Services & Behavioral Health		
<b>Position effective date:</b> <b>Feb-March, 2019</b>	<b>Management Committee meeting date:</b> <b>01/22/2019</b>	<b>Board meeting date:</b> <b>02/12/2019</b>

**Action requested:** Authorize to create and fill a contingent 1.0 FTE Adult Protection Social Worker (Grade 12). PC#2019003318

**Background:** The Community Social Services & Behavioral Health Department (CSSBH) is a part of a Memorandum of Understanding with the Alexandra House and the Enhanced Training and Services to End Abuse in Later Life Program through the Office on Violence Against Women. The grant approved budget includes funds for a contingent FTE Adult Protection Social Worker. Grant funds were awarded for October 1, 2018-September 30, 2020.

This position is considered an "Older Victim Case Manager" (OVCM) and will be an employee of Anoka County Adult Protection. This position will provide long term case management to vulnerable Adult in Later Life (ALL) victims.

The Older Victim Case Manager will be responsible for conducting long term, ongoing case management to vulnerable victims of abuse whose cases have been investigated by Adult Protection Services (APS) investigators (not funded by the grant).

The The OVCM position will collaborate with Alexandra House's Aging Services position and other providers on behalf of vulnerable adult victims age 50 and above.

The OVCM position is fully funded through the grant, along with associated costs of training and travel, equipment, supplies, consultants and Contracts and other related costs.

**Recommendations:** Authorization to create and fill a contingent 1.0 FTE Adult Protection Social Worker (Grade 12). PC#2019003318

Funding source:	Budget adjustment current year	Budget adjustment future years
Grant funded	\$0.00	\$0.00

**Funding description:** Enhanced Training and Services to End Abuse in Later Life Program grant through Alexandra House the Office on Violence Against Women.

<b>Submitted by:</b> Denise Kermis	<b>Date submitted:</b> 01/03/2019
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# Anoka County

## HUMAN SERVICES DIVISION

Administration & Finance

Cindy Cesare, Division Manager  
Phone: 763-324-1411  
Cindy.Cesare@co.anoka.mn.us

January 15, 2019

MEMO TO: Robyn West, Chair  
Anoka County Management Committee

FROM: Cindy Cesare, Division Manager *Cindy Cesare*

SUBJECT: Human Services Information Item -- January 22, 2019  
Anoka County Management Committee

The Community Social Services/Behavioral Health (CSSBH) and Community Corrections (CC) departments maintain a sliding fee schedule to determine parental fees for children in out-of-home placement. Earlier this year, the Finance and Central Services Division upgraded the collections software. As part of this development, all processes for collection were reviewed for efficiency and cost effectiveness. Fee Schedule changes and process efficiencies have been put in place.

As part of this effort CSSBH is transferring a 1 FTE budgeted Grade 10 position (PCN: 1992001299), and associated funding, formally used for fee determination purposes, to Finance and Central Services.

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