

ANOKA COUNTY

MANAGEMENT COMMITTEE AGENDA
and Meeting of the Anoka County Board of Commissioners**

Commissioners West (Chair), Braastad, Gamache, and Schulte

FOR THE JANUARY 28, 2020, 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/Fill - Human Services/Corrections - effective January 28, 2020, PC#1994001601

FROM: 1.0 FTE Senior Accounting Clerk - Grade A008, range \$16.08 to \$24.62 per hour

TO: 1.0 FTE Administrative Services Assistant - Grade B009, range \$17.45 to \$26.57 per hour

See attached position action form.

3. Public comments are welcome at this time. In consideration of others wishing to speak, please limit comments to 2 minutes.

*** Actions taken by this Committee do not bind the County Board. In addition to the County Commissioners appointed to this committee, additional County Commissioners may attend. Non-committee Commissioners may choose to participate in the discussions and/or ask questions, but they will **not** vote on any item, nor will they agree to take a specific action on business conducted by the committee. If their attendance and limited participation in the committee meeting is considered a meeting of the County Board, this shall serve as notice of a County Board meeting. This shall also serve as notice of a County Board Meeting for any committee comprised of four or more members of the board.*

ANOKA COUNTY

CONSENT ITEMS

FOR THE JANUARY 28, 2020, 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. Commissioners Scott Schulte and Julie Braastad - Administration - to attend White House Agreement Signing - Washington D.C. - 1 day, January 2020 - costs for each to include \$57 per diem, \$25 ground transportation, \$797 air fare (Julie) and \$556 (Scott), \$30 mileage (Scott) and \$13 (Julie), and \$25 parking (Scott).
 - B. Tsimnuj Vue, Help Desk Specialist - Administration/Information Technology - to attend an Onbase System Administration Training - online - 5 days, January 2020 - costs to include \$3,000 registration.
 - C. Jitt Benton, Systems Implementation Services Manager, and Lyle Slawson, Systems Project Leader - Administration/Information Technology - to attend Central Square 2020 Conference - Clark County, NV - 4 days, March 2020 - costs for each to include \$699 registration, \$940 lodging, \$275 per diem, \$467 air fare, \$70 ground transportation, \$23 mileage, and \$104 parking.
 - D. Cory Kampf, Division Manager, and Brenda Pavelich-Beck, Accounting Director - to attend Government Finance Officers Association Annual Conference - New Orleans, LA - 6 days, May 2020 - costs for each to include \$420 registration, \$35 mileage, \$1,400 lodging, \$391 per diem, \$450 air fare, \$200 ground transportation, and \$120 parking.
 - E. Jeff Perry, Director - Parks - to attend Special Park District Forum/Annual National Association of County Park and Recreation Officials Board Meeting/Awards Ceremony - 5 days, May 2020 - Cincinnati, OH - costs to include \$675 registration, \$667 lodging, \$342 per diem, \$497 air fare, \$81 parking, and \$80 ground transportation.
 - F. Meghan Mathson, TMO Coordinator - Transportation/Transit - to attend National Shared Mobility Summit - Chicago, IL - 4 days, March 2020 - costs to include \$550 registration, \$525 lodging, \$266 per diem, \$254 air fare, and \$12 ground transportation.

Travel and training forms are available in Administration for review.

POSITION ACTION FORM

Revised 06/21/19

Department Community Corrections		
Position effective date 01/28/2020	Management Committee meeting date 01/28/2020	Board meeting date

Action requested	Approval for upgrading Grade 8 Sr. Accounting Clerk position to Grade 9 Administrative Services Assistant PCN 1994001601	
Background	Classification Committee reviewed this position when vacated and determined, based on the functions performed, this position should be classified as a Grade 9 Administrative Services Assistant.	
Recommendations	Approve	
Funding source	Budget adjustment current year	Budget adjustment future years
Current budget	\$0.00	\$0.00
Funding description	Any increases in the amount are expected to be covered with savings in other areas of the Corrections Budget.	

Submitted by Dylan Warkentin	Date submitted 01/09/2020
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