

ANOKA COUNTY

MANAGEMENT COMMITTEE AGENDA

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

FOR THE FEBRUARY 12, 2019, 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. **New** Positions - Administration/Medical Examiner's Office - effective February 16, 2019.

Three 1.0 FTE Officer Investigator - Grade B010, range \$19.10 to \$28.93 per hour.
PC#s 2019003319, 2019003320, and 2019003321.

Two .6 FTE Officer Investigator - Grade B010, range \$19.10 to \$28.93 per hour.
PC#s 2019003322 and 2019003323.

See attached position action form.

If approved by the Management Committee, this item may move directly to the county board for approval on February 12, 2019.

B. Restructure - Administration/Medical Examiner's Office - effective February 16, 2019.
PC#2007002705 (Incumbent is Joelle Swanson.)

FROM: .75 FTE Medical Secretary - Grade A008, range \$16.08 to \$24.62 per hour.

TO: 1.0 FTE Medical Secretary - Grade A008, range \$16.08 to \$24.62 per hour.

See attached position action form.

If approved by the Management Committee, this item may move directly to the county board for approval on February 12, 2019.

C. Restructure/replacement - Administration/Veteran Services - vacancy due to resignation of Amy Pomeroy effective December 18, 2018. PC#2010002944 Restructure effective February 16, 2019.

FROM: 1.0 FTE Assistant Veteran Services Officer - Grade C012, range \$23.28 to \$34.90 per hour.

TO: 1.0 FTE Veteran Services Coordinator - Grade C013, range \$25.68 to \$42.61 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.

ANOKA COUNTY

CONSENT ITEMS

FOR THE FEBRUARY 12, 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. Reclassifications as recommended by the Employee Relations director. **See attached** dated February 12, 2019.
2. Travel requests at the request and recommendation of the respective department heads in accordance with the Travel and Expense Policies:
 - A. Jake Thompson, Radio System Manager - Administration/Central Communications - to attend International Wireless Communications Expo (IWCE) - Las Vegas, NV - 5 days, March 2019 - costs, which are 100% funded by an Urban Areas Security Initiative grant, to include \$699 registration, \$606 lodging, \$305 per diem, \$556 air fare, and \$50 ground transportation.
 - B. Kari Morrissey, Communications Coordinator, and Donelle Lawrence, Lead Dispatcher - Administration/Central Communications - to attend Central Square (formerly TriTech) Conference - San Antonio, TX - 6 days, March 2019 - costs for each to include \$699 registration, \$1,215 lodging, \$500 air fare, and \$336 per diem, plus a shared ground transportation cost of \$50.
 - C. Rebecca Asch-Kendrick and Veena Singh, Forensic Pathologists, and Briana Curtin, Lead Investigator - Administration/Medical Examiner's Office - to attend American Academy of Forensic Sciences Annual Scientific Meeting - Baltimore, MD - 7 days, February 2019 - costs for each to include \$41 mileage, \$875 lodging, \$462 per diem, \$245 air fare, \$48 shuttle service and \$133 parking. Registration/workshop fees for Rebecca and Veena are \$825 each, registration for Briana is \$425,

Travel and training forms are available in Administration for review.

**Employee Relations Department
Recommendations for Reclassification**

Incumbent	Present Title	Proposed Title	Present Grade Level	Approved Grade Level	Department	Effective Date
Susan Vreeland	Dir of Information Technology	Dir of Information Technology/CIO	18	20	Information Tech	02/16/2019
Andrew Dykstra	Dir Facilities Mgmt & Construction		17	19	Facilities Mgmt &	02/16/2019

POSITION ACTION FORM

Revised 01/2018

Department: Medical Examiner		
Position effective date: 02/16/2019	Management Committee meeting date: 02/12/2019	Board meeting date: 02/12/2019

Action requested: Approve five new Office Investigator positions. Requesting three 1.0 full-time and two part-time .6 (24 hours per week) for total of 4.2 FTE.
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Background: Calls previously taken by field staff will now all be directed to Medical Examiner's Office. This includes state-wide calls from law enforcement, hospitals, counties, funeral homes and cremation approvals. Last year we processed over 4,000 calls that required a response from a field investigator. With the addition of 4 more counties at the end of 2018 and the need to provide a more consistent and prompt service we felt we had reached the time to consolidate in house. This gives all of our counties, hospitals, funeral homes etc a single number to call to speak directly to an investigator who will assist them and if needed send a field investigator to the scene. Field staff will still be on call and do scene coverage.
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Recommendations: Approve three new 1.0 FTE positions: 2019003319, 2019003320, 2019003321. Approve two new .6 FTE positions: 2019003322 and 2019003323.

Funding source:	Budget adjustment current year	Budget adjustment future years
Additional revenue or fees	\$0.00	\$0.00

Funding description: Revenue from contracted counties.

Submitted by: Gary Alberts	Date submitted: 02/07/2019
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POSITION ACTION FORM

Revised 01/2018

Department: Medical Examiner		
Position effective date: 02/16/2019	Management Committee meeting date: 02/12/2019	Board meeting date: 02/12/2019

Action requested: Increase FTE of current Medical Secretary 2007002705 from .75 to 1.0 FTE.		
Background: This increase is needed to help complete the increase in reports and additional calls coming into the office. The secretary position completes the annual reports to the counties as well as serves as the receptionist for all calls coming into the general office number.		
Recommendations: Increase FTE of current Medical Secretary 2007002705 from .75 FTE to 1.0 FTE.		
Funding source:	Budget adjustment current year	Budget adjustment future years
Additional revenue or fees	\$0.00	\$0.00
Funding description:	Revenue from contracted counties.	

Submitted by: Gary Alberts	Date submitted: 02/07/2019
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POSITION ACTION FORM

Revised 01/2018

Department: Veteran Services		
Position effective date: 02/16/2019	Management Committee meeting date: 02/12/2019	Board meeting date:

Action requested: Restructure of vacant position from Grade 12, Assistant Veteran Services Officer, to Grade 13, Veteran Services Coordinator.

Background:

Since 2012 a focus of our office has been increasing efficiency to ensure that our staff is best utilized to provide our veterans and clients the most convenient and effective service possible. With upgrades in technology and procedures our efforts have been successful in reducing the number of unnecessary return office visits and creating an exceptional level of customer service.

An important part of the Director role is to attend meetings with the US Department of Veterans Affairs, Minnesota Department of Veterans Affairs, Service Organization Claims Offices, and County Veteran Service Officers from the Metro Area and Greater Minnesota. During a normal business day there are frequent challenges requiring supervisor decision making or intervention. These challenges can range from answering questions about VA benefits from the Economic Assistance Department, County Assessor's Office and others, to intervening with clients who have become agitated or hostile toward our staff due to service-connected mental health conditions. While the Director attends these off-site meetings, it is imperative that a supervisor be available to address any issues that may arise.

In 2019 the VA will be implementing the most significant changes to policy including a total overhaul of the claims appeal process. These changes will greatly affect how our office handles claims and we will have an increased focus on training to ensure that each of our staff are subject matter experts on the new process. Locally there are changes with the former Eagles Healing Nest buildings that will have an impact on our duties. Our office will have additional responsibilities in assisting those veterans in gaining access to VA benefits and programs, including stable, long-term housing.

The responsibilities of the Veteran Services Coordinator position would be:

- Serve as Director in his/her absence
- Veterans Court liaison
- Homeless veteran programs coordinator
- Overseeing orientation, continuing education training, and professional development training programs
- Outreach coordinator

Recommendations: Restructure the vacant Asst Veteran Services Officer, Grade 12, to a Veteran Services Coordinator, Grade 13.

Funding source:	Budget adjustment current year	Budget adjustment future years
Current budget	\$0.00	\$0.00

Funding description: Within current budget, no adjustment needed.

Submitted by: John Kriesel, Director of Veteran Services	Date submitted: 01/16/2019
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