

ANOKA COUNTY

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

FOR THE FEBRUARY 26, 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. Restructure/Fill - Finance and Central Services, effective February 26, 2019 - vacancy due to transfer of Shari Compton effective December 24, 2018. PC#1992001299

**FROM:** 1.0 FTE Parental Fee Determination CSO - Grade B010, range \$19.10 to \$28.93 per hour

**TO:** 1.0 FTE Technical Coordinator - Grade B011, range \$21.09 to \$31.77 per hour

**See attached** position action form.

- B. Restructure/Fill - Administration/Parks, effective date February 26, 2019 - vacancy due to termination of Christopher Bettinger effective December 14, 2018. PC#2000002010

**FROM:** 1.0 FTE Golf Operations Supervisor - Grade B011, range \$21.09 to \$31.77 per hour

**TO:** 1.0 FTE Golf Operations Manager - Grade C013, range \$25.68 to \$42.61 per hour.

**See attached** position action form.

- C. Restructure/Fill - Human Services/Public Health and Environmental Services, effective March 12, 2019 - vacancies due to transfer of Lisa Risse effective June 8, 2018, and resignation of Kayla Skeate effective May 31, 2018.

**FROM:** .6 FTE Public Health Nurse - Grade C012. PC#2017003227  
.6 FTE Public Health Nurse - Grade C012. PC#2017003228

**TO:** 1.0 FTE Public Health Nurse - Grade C012, PC#2017003227

NOTE: PC#2017003228 and remaining .2 FTE are eliminated.

**See attached** position action form.

- D. Restructure/Fill - Human Services/Social Services, effective March 12, 2019 - vacancy due to retirement of Louise Troyer effective January 31, 2019. PC#1992001267

**FROM:** .75 FTE Public Health Nurse - Grade C012

**TO:** 1.0 FTE Social Worker - Grade C012

NOTE: The cost of increasing the FTE will be offset by the restructure of PC#2002002236 from .5 FTE Social Worker, Grade C012, to .5 FTE Case Aide Specialist, Grade B010.

See attached position action form.

3. Consider the following items relating to the promotion of two mechanics to fleet services foremen in the Transportation Division:

- A. Restructure/Fill - Fleet Services, effective March 2, 2019 - vacancy due to promotion of Mark Schermerhorn effective September 14, 2018. PC#1992000765

**FROM:** 1.0 FTE Transit Planning Assistant - Grade B010, range \$19.10 to \$28.93 per hour.

**TO:** 1.0 FTE Fleet Services Foreman - Grade 1312, range \$23.28 to \$34.90 per hour.

- B. For informational purposes, discussion relating to the following conversion of PC#1992000797:

**FROM:** 1.0 FTE Traffic Engineering Coordinator - Grade C012, range \$23.28 to \$34.90 per hour.

**TO:** 1.0 FTE Fleet Services Foreman - Grade 1312, range \$23.28 to \$34.90 per hour.

See attached position action form.

4. 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 26, 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 26, 2019.
2. Travel requests at the request and recommendation of the respective department heads in accordance with the Travel and Expense Policies:
  - A. Dee Guthman, Deputy County Administrator - Administration - to attend National Community Action Foundation (NCAF) Annual Conference - Washington, D.C. - 5 days, March 2019 - costs which are 100% funded by ACCAP, to include \$775 registration, \$46 mileage, \$1,200 lodging, \$305 per diem, \$348 air fare, \$60 ground transportation, and \$110 parking.
  - B. Kevin McNallan, Systems Project Leader - Administration/Information Technology - to attend Central Square Conference 2019 - San Antonio, TX - 4 days, March 2019 - costs which are 100% funded by Joint Law Enforcement Council (JLEC) funding, to include \$700 registration, \$860 lodging, \$214 per diem, \$500 air fare, \$46 mileage, \$88 parking, and \$50 ground transportation.
  - C. Cory Kampf, Division Manager, and Patti Hetrick, Budget Director - to attend Government Finance Officers Association (GFOA) Annual Conference - Los Angeles, CA - 5 days, May 2019 - costs for each to include \$420 registration, \$33 mileage, \$1,096 lodging, \$297 per diem, \$350 air fare, \$160 ground transportation, and \$100 parking. GFOA to pay for Cory's lodging and air fare.
  - D. Doug Fischer, Division Manager - Transportation - to attend National Association of County Engineers Annual Meeting/Management & Technical Conference - Wichita, KS - 6 days, April 2019 - costs to include \$645 registration, \$820 lodging, \$294 per diem, \$400 air fare, and \$110 ground transportation.

Travel and training forms are available in Administration for review.

**Employee Relations Department  
Recommendations for Reclassification**

<b>Incumbent</b>	<b>Present Title</b>	<b>Proposed Title</b>	<b>Present Grade Level</b>	<b>Approved Grade Level</b>	<b>Department</b>	<b>Effective Date</b>
Brianna Verdoorn	Lead Investigator	Investigations Supervisor	12	13	Medical Examine	03/02/2019
Lori Cram	Sr Accounting Clerk	Administrative Coordinator	9	10	Facilities Mgmt &	03/02/2019

# POSITION ACTION FORM

Revised 01/2018

<b>Department:</b> Finance and Central Services Division		
<b>Position effective date:</b> 02/26/2019	<b>Management Committee meeting date:</b> 02/26/2019	<b>Board meeting date:</b> 02/26/2019

**Action requested:** Restructure of vacant position (PCN#1992001299) from Grade 10, Parental Fee Determination CSO, to Grade 11, Technical Coordinator.

**Background:** After evaluating needs in the F&CS department it was determined that the following functions would not only benefit the department but other departments in the County. 1) A position to maintain and manage the new Collections Case Management System. This includes reporting and process flows to increase the efficiency of collections. The position will also assist with reporting to monitor metrics as it relates to the new fee determination process. 2) A position to assist with configuring, troubleshooting credit card systems, including the new online portal. Currently the departments themselves, or the Treasury Manager, need to work through problems. This position will not only handle problems processing credit cards but will also be able to work with departments to determine if accepting payments online would work for them and then configure the system appropriately. The position will also provide guidance and support to the departments regarding PCI (Payment Card Industry) compliance and standards.

**Recommendations:** Restructure the vacant Parental Fee Determination CSO, Grade 10, to a Technical Coordinator, Grade 11.

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

**Funding description:** Within current budget, no adjustment needed

<b>Submitted by:</b> Cory Kampf	<b>Date submitted:</b> 02/19/2018
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# POSITION ACTION FORM

Revised 01/2018

<b>Department:</b> Parks		
<b>Position effective date:</b> 04/01/2019	<b>Management Committee meeting date:</b> 02/26/2019	<b>Board meeting date:</b> 02/26/2019

<b>Action requested:</b>	Restructure vacant Golf Operations Supervisor 200002010 grade 11 to Golf Operations Manager, grade 13	
<b>Background:</b>	Chomonix Golf Course has been operating in a cumulative net operating deficit for several years, and Anoka County has been using property tax dollars from all residents to subsidize the course. The county will be assessing a variety means to improve the financial standing of the course, including the need to hire a new golf Operations Manager. The new Golf Operations Manager will have added responsibilities including innovative professional leadership and direction for marketing, planning and implementation of all golf, clubhouse and banquet facility operations. The overall position objective is to achieve a solvent golf course operation while providing a high quality golf and banquet facility experience for the public.	
<b>Recommendations:</b>	Reclassify and fill position 2000002010 as Golf Operations Manager, grade 13	
<b>Funding source:</b>	Budget adjustment current year	Budget adjustment future years
Current budget	\$0.00	\$0.00
<b>Funding description:</b>	Parks budget (Chomonix Golf Course - Clubhouse)	

<b>Submitted by:</b> Jeff Perry	<b>Date submitted:</b> 02/14/2019
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# POSITION ACTION FORM

Revised 01/2018

<b>Department:</b> Public Health & Environmental Services		
<b>Position effective date:</b> <b>03/16/2019</b>	<b>Management Committee meeting date:</b> <b>02/26/2019</b>	<b>Board meeting date:</b> <b>03/12/2019</b>

**Action requested:** Request to Restructure the following positions:

**From:**

- .6 FTE Public Health Nurse, Grade 612, vacant, non- benefits eligible, PCN 2017003227
- .6 FTE Public Health Nurse, Grade 612, vacant, non-benefits eligible, PCN 2017003228

**To:**

- 1.0 FTE Public Health Nurse, Grade 612, benefits eligible, PCN 2017003227
- Eliminating PCN 2017003228 and the remaining 0.2 FTE

**Background:** The two vacant .6 FTE Public Health Nurse (PHN) positions provided family home visiting services to pregnant women, postpartum women and their newborns and parenting home visits. Both .6 FTE positions have been vacant since May 2018, one due to a resignation and one due to an internal lateral transfer.

PHES proposes combining the two .6 FTE PHN positions into one 1.0 FTE PHN position (eliminating .2 FTE) to provide home visiting services to pregnant women, postpartum women and their newborns and parenting home visits. The current budget accommodates the restructure.

**Recommendations:** Restructure the following positions:

**From:**

- .6 FTE Public Health Nurse, Grade 612, vacant, non-benefits eligible, PCN 2017003227
- .6 FTE Public Health Nurse, Grade 612, vacant, non-benefits eligible, PCN 2017003228

**To:**

- 1.0 FTE Public Health Nurse, Grade 612, benefits eligible, PCN 2017003227
- Eliminating PCN 2017003228 and the remaining 0.2 FTE

<b>Funding source:</b>	<b>Budget adjustment current year</b>	<b>Budget adjustment future years</b>
Grant funded	\$0.00	\$0.00
<b>Funding description:</b>	MCH Grant	

<b>Submitted by:</b> Jonelle Hubbard	<b>Date submitted:</b> 02/13/2019
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# POSITION ACTION FORM

Revised 01/2018

<b>Department:</b> Community Social Services/Behavioral Health		
<b>Position effective date:</b> <b>03/16/2019</b>	<b>Management Committee meeting date:</b> <b>02/26/2019</b>	<b>Board meeting date:</b> <b>03/12/2019</b>

**Action requested:** Authorize the restructure of a .75 FTE Public Health Nurse (Grade 612) to a 1.0 FTE Social Worker (Grade 12). PC#: 1992001267

**Background:** The Community Social Services/Behavioral Health Department is responsible to provide administrative support for Home and Community Based Waiver services. Minnesota Statute and federally approved State Waiver Plans require certain waiver service rates to be determined by the Disability Waiver Rates System (DWRS). Lead agencies are responsible to implement and adhere to State and Federal requirements to administer the DWRS.

Since 2013, Community Access for Disability Inclusion, Community Alternative Care, and Brain Injury (CCB) Waiver cases have increased by 92% thereby, substantially increasing the need for a dedicated staff to manage DWRS requirements. The Waiver Specialist position will manage the DWRS to ensure federal and state compliance for a growing number of waiver recipients, currently at 2236 cases. The Waiver Specialist position will be integral in policy interpretation, resolving provider disputes, resolving complex rate situations, staff training and intra-agency collaboration.

The Waiver Specialist is entirely funded through State and Federal waiver dollars.

**Recommendations:** Authorize the restructure of a .75 FTE Public Health Nurse (Grade 612) to a 1.0 FTE Social Worker (Grade 12). PC#: 1992001267

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

**Funding description:** Disability and Aging Home and Community Based Waivers.

<b>Submitted by:</b> Tom Meyer	<b>Date submitted:</b> 02/09/2019
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# POSITION ACTION FORM

Revised 01/2018

<b>Department:</b> Fleet Department within the Transportation Division		
<b>Position effective date:</b> 03/02/2019	<b>Management Committee meeting date:</b> 02/26/2019	<b>Board meeting date:</b>

**Action requested:** Restructure of vacant position from Grade 10, Transit Planning Assistant, to Grade 12, Fleet Services Foreman

**Background:** The approval for promoting two Mechanics into Fleet Services Foremen positions has already been granted. What this request does is to enact these changes without adding any new Position Control Numbers (PCN) into the personnel system. These promotions will not result in any additional FTE's.

To implement the first promotion, we will use the PCN from a vacant Grade 12 Traffic Engineering Coordinator position and fill it with a Grade 12 Fleet Services Foreman position. Once a Grade 11 Mechanic is promoted into the newly created Fleet Services Foreman position, the PCN for that position will return back to the Traffic Engineering Section at Grade 11. Since this is a Grade 12 to Grade 12 conversion, *Management Committee approval is NOT required*, but is shown here since we are upgrading two Mechanics to two Fleet Services Foremen.

For the second promotion, we are requesting to use the PCN from a vacant Grade 10 Transit Planning Assistant position and upgrade it to a Grade 12 Fleet Services Foreman position. Once a Grade 11 Mechanic is promoted into the newly created Fleet Services Foreman position, the PCN for that position will return back to the Transit Section. Because this is a Grade 10 to a Grade 12 upgrade, *this action needs Management Committee approval.*

**Recommendations:** Restructure the vacant Transit Planning Assistant, Grade 10, to the Fleet Services Foreman, Grade 12.

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

**Funding description:** Within current budget, no adjustments needed

<b>Submitted by:</b> Douglas W. Fischer, Transportation Division Manager	<b>Date submitted:</b> 02/15/2019
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