

ANOKA COUNTY

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

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

FOR THE MARCH 10, 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 – Community Development – effective April 1, 2020 – contingent on Federal CDBG and State of MN AgBMP funding - vacancy effective January 16, 2020. PC#2000002007  
  
**FROM:** 1.0 FTE Community Development Technician – Grade B010, range \$19.10 to \$28.93 per hour.  
  
**TO:** 1.0 FTE Homeowner Rehabilitation Specialist – Grade B011, range \$21.09 to \$31.77 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 MARCH 10, 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. Reclassifications as recommended by the Employee Relations director. **See attached** dated March 10, 2020.
2. Travel requests at the request and recommendation of the respective department heads in accordance with the Travel and Expense Policies:
  - A. Kevin McNallan, System Project Manager – Information Technology – to attend the Public Safety Data System International CAD Consortium Training- Plano, TX - 5 days in April 2020 – costs to include, which are fully funded by Joint Law Enforcement Consortium (JLEC), \$265 registration, \$41 mileage, \$760 lodging, \$236 per diem, \$344 airfare, \$50 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>
Kari Schaffer	Claims Coordinator	Risk Management Coordinator	11	12	Risk Management	03/14/2020
Diane Fischer	Correctional Records Spec	Administrative Services Assistant	8	9	Corrections	03/14/2020
Kersten Middleton	Correctional Records Spec	Administrative Services Assistant	8	9	Corrections	03/14/2020
Lisa Peterson	Program Support Secretary	Administrative Services Assistant	8	9	Corrections	03/14/2020
Vacant	Program Support Secretary	Administrative Services Assistant	8	9	Corrections	03/14/2020
Rachel Finazzo-Doll	Community Development Program Specialist	Community Development Program Lead	12	13	Comm. & Govt Relations	03/15/2020

# POSITION ACTION FORM

Revised 06/21/19

<b>Department</b> Community Development Department		
<b>Position effective date</b> 04/01/2020	<b>Management Committee meeting date</b> 03/10/2020	<b>Board meeting date</b>

<b>Action requested</b>	Restructure of vacant grade 10, Community Development Technician position to grade 11 Homeowner Rehabilitation Specialist position.	
<b>Background</b>	Position is vacant due to a retirement. This position opening provided our department an opportunity to restructure job duties to include the oversight of our three homeowner loan programs - Community Development Block Grant (CDBG) rehabilitation loan program for low/moderate income households (federal funds), Minnesota Housing rehabilitation loan program for very low income households (state funds) and our well/septic loan program (state funds). Having a single point of contact for our loan programs is more efficient and will provide a better client experience. Other benefits include increased depth of knowledge of loan programs, streamlining processes to create better outcomes, development of contractor relationships along with greater coverage of essential job duties.	
<b>Recommendations</b>	Restructure of vacant grade 10, Community Development Technician position to grade 11 Homeowner Rehabilitation Specialist position.	
<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>	Position funded with a mix of non-county levy funds (35% Federal CDBG & 65% State of MN AgBMP)	

<b>Submitted by</b> Renee Sande, Community Development Manager	<b>Date submitted</b> 03/04/2020
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