

ANOKA COUNTY

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

FOR THE MARCH 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 transaction:
  - A. Restructure/fill - Finance and Central Services - vacancy due to a resignation effective December 10, 2018. PC#1992001316  
  
**FROM:** 1.0 FTE Associate Accountant - Grade B010, range \$19.10 to \$28.93 per hour.  
  
**TO:** 1.0 FTE Accountant II - Grade C012, range \$23.28 to \$34.90 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 MARCH 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. Travel requests at the request and recommendation of the respective department heads in accordance with the Travel and Expense Policies:
  - A. John Kriesel, Director; and Kimberly LaMotte, Tony Tengwall, and Tim Nelson, Veteran Services Officers - Administration/Veteran Services - to attend 2019 National Association of County Veterans Service Officers (NACVSO) Training Conference - Cleveland, OH - 8 days, June 2019 - costs for each, which are 100% funded by Minnesota Department of Veterans Affairs CVSO Enhancement Grant, to include \$350 registration, \$33 mileage, \$1,043 lodging, \$495 per diem, \$500 air fare, \$50 ground transportation, and \$100 parking.

Travel and training forms are available in Administration for review.

# POSITION ACTION FORM

Revised 01/2018

<b>Department:</b> Finance & Central Services		
<b>Position effective date:</b> <b>03/12/2019</b>	<b>Management Committee meeting date:</b> <b>03/12/2019</b>	<b>Board meeting date:</b>

<b>Action requested:</b>	Convert a Current vacant 1.0 FTE Associate Accountant (Grade 10) to an Accountant II (Grade 12)	
<b>Background:</b>	As we move to a new budget system and continue to focus more on reporting, analytics and forecasting; additional help is needed at an Accountant level. This position will focus on working with departments and other routine accounting functions freeing up our senior level person to focus on the system management and complex reporting needs.	
<b>Recommendations:</b>	Consider approving the request to adjust the position.	
<b>Funding source:</b>	Budget adjustment current year	Budget adjustment future years
Current budget	\$0.00	\$6,567.00
<b>Funding description:</b>	Absorb within current budget structure both for 2019 and 2020.	

<b>Submitted by:</b> Patti Hetrick / Cory Kampf	<b>Date submitted:</b> 03/05/2019
--	--------------------------------------